

ASSESSMENT OF RISK FOR

Company Name: **MYDDELTON GRANGE**
 Company Address: **LANGBAR ROAD, ILKLEY. LS29 0EB**

Assessment undertaken: April 2009

Signed: -

Area to be assessed **RETREATS**
 Assessment Review Date: April 2010

Date: -

HAZARD	IS THE RISK ADEQUATELY CONTROLLED?	WHO MIGHT BE HARMED	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?
<i>List Hazards Here;</i>	<i>List existing Controls, and where information can be found.</i>	<i>List Groups of people who are at Risk:-</i>	<i>List the Risks that are not adequately controlled, and action to be taken to reduce them</i>
<p style="text-align: center;"><i>OUTDOORS</i></p> <p>Immediate boundaries to Myddelton Grange</p> <p>Activities beyond these boundaries</p> <p>Barbed wire fencing Hawthorn/Dog Rose hedges Walls Boulders lining the drive Boulder feature on slope leading to Wharton Meadow Rabbit holes Trees</p>	<p>Clearly indicated: i.e. the fenced/walled area in close proximity to the building.</p> <p>Walks accompanied and supervised following the guidelines laid down by the Diocese of Leeds.</p> <p style="text-align: center;">Attention drawn. “ “ “ “ “ “ “ “</p> <p style="text-align: center;">Filled in Regular inspection to ascertain health of trees. Trees overhanging paths and driveways pruned. Diseased trees felled.</p>	<p style="text-align: center;"><i>Myddelton Grange staff</i></p> <p style="text-align: center;"><i>School teachers / Group Leaders</i></p> <p style="text-align: center;"><i>Young people</i></p> <p style="text-align: center;"><i>Guests/Visitors</i></p>	

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<p>Livestock in surrounding areas</p> <p>Garden Furniture</p> <p>Roads (private & Langbar Road)</p> <p>Ice/snow – outside walking areas</p> <p>Traffic</p> <p>Visitors</p> <p><i>THE WALKS</i> (within our grounds)</p> <p>Langbar Moor Myddelton Woods/R. Wharfe Nesfield</p>	<p>Attention drawn & cautions issued</p> <p>Regularly maintained</p> <p>Attention drawn</p> <p>Salt/grit on site for use in snowy/icy weather</p> <p>Application of Centre policy to approach all visitors and ascertain business</p> <p>Visitors must sign in and are issued with badges</p> <p>Outdoor clothing including rainwear and strong footwear with gripping soles. This is especially important in autumn and winter months. Strongly recommended</p> <p>A member of staff from Myddelton Grange Takes the retreat teams mobile phone.</p> <p>The Centre is informed of walk to be undertaken. (On wall in main office)</p>	<p><i>Myddelton Grange staff</i></p> <p><i>School teachers / Group Leaders</i></p> <p><i>Young people</i></p> <p><i>Guests/Visitors</i></p>	<p>Speed restriction signs</p>
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Water Courses	<p>All walks are undemanding short circuits over gently sloping and flat terrain. Only on one particular walk in our own grounds will visitors cross water. These are small woodland streams that are never deep at any part. We cross by simple wooden bridges</p> <p>On the Myddelton Woods/R. Wharfe walk, we cross a pedestrian bridge and follow well-maintained Council paths along the riverbank.</p>	<p><i>Myddelton Grange staff</i></p> <p><i>School teachers / Group Leaders</i></p> <p><i>Young people</i></p>	
Sections on roads	<p>No more than two abreast; group closely bunched; leaders front and back wearing luminous yellow tabards and carrying whistles (Whistles would not be used in the period leading up to, and during, lambing time)</p>	<p><i>Guests/Visitors</i></p>	
Reassessment			

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First Aid	<p>Certain factors may cause the retreat leader to reassess risks after the arrival of the group and make judgements and decisions as necessary. Those factors are: lack of correct apparel; changing weather; tiredness, illness, behaviour, and issues within the group.</p> <p style="text-align: center;">Qualified person present.</p>		
<p><i>TREE PLANTING</i> (during winter months)</p> <p>Use of tools (spade & lump hammer)</p> <p>First Aid</p> <p><i>INDOORS</i></p> <p>Fire precautions</p> <p>Indoor Games (Ice breakers & Social Evening)</p> <p>Candles in chapel</p>	<p>The outdoor clothing requirements apply to this activity.</p> <p style="text-align: center;">Clear instructions Constant supervision</p> <p style="text-align: center;">Qualified person present</p> <p style="text-align: center;">Powerpoint and verbal presentations</p> <p style="text-align: center;">Low risk physical activities; careful instructions and precautions taken</p> <p style="text-align: center;">Lighting strictly supervised</p> <p style="text-align: center;">Handrails</p>	<p style="text-align: center;"><i>Myddelton Grange staff</i></p> <p style="text-align: center;"><i>School teachers / Group Leaders</i></p> <p style="text-align: center;"><i>Young people</i></p> <p style="text-align: center;"><i>Guests/Visitors</i></p>	

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<p>Stairs</p> <p>Bed Rooms</p> <p>Dining Room</p>	<p style="text-align: center;">Restrictors on windows</p> <p style="text-align: center;">Access to kitchen prohibited</p>		
<p>Electrical Items</p> <p>Lift</p> <p>General Behaviour</p> <p>Legionella</p> <p>GENERAL</p> <p>Injuries</p> <p>Behaviour</p>	<p style="text-align: center;">Annual PAT tests. Advise pupils not to use own electrical equipment which has not been safety checked</p> <p style="text-align: center;">Locked – only for use by those with physical difficulties/handicaps</p> <p style="text-align: center;">Cautions issued concerning running along corridors</p> <p style="text-align: center;">Regular temperature checks undertaken</p> <p style="text-align: center;">First Aid – 24 hour supervision; record book</p> <p style="text-align: center;">Advise pupils to behave sensibly, avoiding boisterous activities including running in the</p>	<p style="text-align: center;"><i>Myddelton Grange staff</i></p> <p style="text-align: center;"><i>School teachers / Group Leaders</i></p> <p style="text-align: center;"><i>Young people</i></p> <p style="text-align: center;"><i>Guests/Visitors</i></p>	

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Security	building Unique security code provided for visiting staff members only Front door locked by MG staff at the end of the evening. Visiting staff checks all other doors and windows.		
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