

Quorn Hall International Centre

Visitor Risk Assessment

The intention of this document is to highlight any potential hazards to residential and day visitors to Quorn Hall and explain who is affected and what control measures exist.

Whilst reading the risk assessment the following should also be taken into account:

- A member of Staff is always on duty when Groups are in residence.
- All Quorn Hall Staff hold a First Aid Certificate.
- Quorn Hall is an A.A.L.A. (Adventurous Activity Licensing Authority) approved centre for adventurous activities.
- Service Staff constantly monitor the site for damage/hazards etc.
- CCTV is in operation in key areas.
- All chemicals/materials are managed in accordance with the COSHH (control of substances hazardous to health) regulations.
- Quorn Hall is a No Smoking Building; an Alcohol & Drugs Policy is also in place.
- A payphone is available on site.
- Quorn Hall has a Health and Safety Policy in place.
- There are ample toilets on site.
- All Quorn Hall Staff are CRB checked for suitability to work with young people and receive current child protection training.

Hazard	Who is affected	Control measures
Traffic, vehicles on site	All	<ol style="list-style-type: none"> 1. Speed Humps. 2. Speed Control Signs. (Max. speed 10 mph) 3. Signs warning Vehicles of Children. 4. Traffic Policy in place. 5. Mirror in place on poor visibility bend. 6. Road markings as appropriate. 7. Visitors Car Park available. 8. Designated Disabled, Coach & Delivery Parking. 9. Directional Signage. 10. Partial One Way System in operation. 11. Visitors should exercise good road safety practice when on site.
General Security, inc. intruders and vandalism.	All	<ol style="list-style-type: none"> 1. Various types of fences, hedges and ornamental walling surround the site. 2. Site secured at night by 3 Gates. 3. CCTV in operation. 4. Good Security Lighting.
<p>Grounds General</p> <p>Gravel Pathways</p> <p>Flora/Fauna</p>	<p>All</p> <p>All</p> <p>All</p>	<ol style="list-style-type: none"> 1. Grounds maintained by in-house workforce. 2. Trees visually inspected regularly and once every two years by a forestry expert. 3. Grounds maintenance equipment and materials are strictly managed by grounds maintenance contractor in accordance with their risk assessments & COSHH regulations. 4. Please inform your Group not to throw stones from the gravel pathways, this is obviously dangerous and the stones also get flicked up by the lawn mowers. 5. Please instruct your young people not to eat/ingest the flora/fauna etc. on site. There are some poisonous plants on site e.g. Yew trees, these are perfectly safe providing they are not consumed. 6. All footpaths, roadways etc. Inspected regularly for trip hazards/potholes etc. 7. All garden furniture inspected and maintained regularly and replaced as required.

Dustbin	All	<ol style="list-style-type: none"> 1. Household waste only to be deposited here. 2. No harmful waste/chemicals or light tubes permitted. 3. This is a forbidden area for students. 4. No garden waste. 5. Waste containers secured by padlock/chain.
Residential & Conference Accommodation – Fire	All	<ol style="list-style-type: none"> 1. Type 1 Fire Risk Assessment. 2. Fire extinguishers/blankets in place. 3. Fire alarm system including automatic detectors. 4. Residents registration for roll-call purposes. 5. Documentation in place for groups registering in/out of building. 6. Ample exits with crash door. 7. Emergency lights in place. 8. Fire assembly points. 9. 999 availability on Reception. 10. Good signage. 11. Warden on Duty during out of hours periods. 12. Receptionist on duty during normal working hours. 13. Residential groups shown DVD which highlights emergency exits, routes & fire assembly points. 14. All groups undertake a practice fire drill. 15. Conference Group Leaders given written Fire Guidelines as part of signing in for the day. A register taken for roll-call purpose.

Electrical		<ol style="list-style-type: none"> 1 Quorn Hall electrics are inspected every 5 years by the Property Department approved electrician. 2 All work carried out on site is by a County Council approved electrical contractor. 3 All electrical equipment PA Tested annually. 4 Quorn Hall circuits are fitted with RCD Protection. 5 European adaptor plugs are provided for guests, however Group Leaders must ensure that sockets are not overloaded and appliances e.g. hair straighteners etc are not left switched on.
Transport/Minibuses	All	<ol style="list-style-type: none"> 1. Transport Policy in place. 2. Fully insured vehicles. 3. All vehicles have forward facing seats and three point seat belts. 4. All drivers are over twenty-five years of age. 5. All drivers have a full driving licence and also a passenger carrying vehicle test if applicable. 6. All persons driving will possess a minibus certificate of competence. 7. All vehicles travel with an escort when carrying students. 8. All vehicles are serviced in accordance with manufacture recommendations. 9. All vehicles are checked daily in accordance with the log sheet and checked weekly by Service designated member of Staff. 10. All passenger-carrying vehicles have a current MOT Certificate appropriate to vehicles over 8 seats and up to 17 seats. 11. All vehicles are taxed correctly in accordance with the appropriate taxation class to the number of seats. 12. All vehicles carry a fire extinguisher and a First-Aid Kit. 13. All Service vehicles are designated 'No Smoking'.

<p>Catering/Food services provided by Quorn Hall</p>	<p>Visitors and Staff</p>	<ol style="list-style-type: none"> 1. All products G.M. free. 2. All Staff fully trained and qualified. 3. Safe control over all harmful chemicals. 4. Food Safety Policy includes controls over deliveries, preparation, storage temperatures and cooking temperatures. 5. All our children's menus are nut free. 6. All dietary needs and allergies catered for 7. Food sourced from high quality reputable suppliers. 8. Food samples taken and kept for 48 hours. 9. Daily monitoring of cleaning standards, cleaning programme in operation. 10. Standards monitored by Leicestershire County Council Catering Client Auditor. 11. Gold Award for Food and Safety from Charnwood Borough Council. 12. All cleanliness and kitchen standards approved by Charnwood Borough Council. 13. No persons under the age of 16 allowed in servery area. 14. Group Leaders may use the drinks making facilities but must not use/enter the kitchen. All persons should be aware of the scalding hot water boiler in the servery.
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Furniture	Visitors and Staff	All furniture utilised is supplied by Quorn Hall and complies with the appropriate B.S. Standard.
River	All	Group Leaders are reminded of the adjacent river which can flow fast at times, reference is made to this on the Welcome to Quorn Hall DVD shown on arrival. Life belts are situated along the river.
First Aid	All	<ol style="list-style-type: none"> 1. First Aid Posts in Centre. 2. Accident reporting procedure in place and reporting forms available at Reception. 3. All Quorn Hall staff and Instructors are qualified First Aiders. 4. All groups must have the minimum of one First Aider. 5. A Doctor & Dentist are available locally in Quorn. 6. A walk-in N.H.S centre is available in Loughborough and an accident & Emergency Department is located in Leicester. (Duty staff can advise)
Accommodation – Security	Residential Visitors	<ol style="list-style-type: none"> 1. Windows lockable at night, window opening restrictors fitted. 2. Door lockable at nights – crash bar for emergency exit. 3. Escape furniture on doors work when locked. 4. Main gates locked when Premises Officer leaves site. 5. Main Fire Escape Exits are fitted with warning buzzers to alert visiting staff that students are leaving the building.

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