

# RISK ASSESSMENTS 2018



Chrysalis Holidays

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## RISK ASSESSMENT: CHRA1

Assessment Activity:	Moving and Handling (Object)	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Staff	Injury – due to dropped object, sprain or strain, trip and fall	Follow moving and handling training and guidelines at all times Never carry more than you are easily able to Ask for help with larger items Always use any aids that have been provided	Injuries to be recorded in the accident book	
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA02

Assessment Activity:	Moving & Handling (With People)	Assessment Date:	Jan 18	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 19	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, staff	Injury through sprain, strain, trip or fall	Always follow moving and handling guidelines and training Always use any aids or protective equipment provided		Staff
Guests, staff	Assisting mobile guests to stand or walk	If needed link arms. If supporting over uneven ground, up/down steps or up out of chairs, support from under the arm do not pull from hands or wrists.	Do not bear any unnecessary weight. Use aids where suitable Report any need for better equipment or training immediately	Staff, Managers
Guests, Staff	Assisting a guest to transfer from seats with a "banana board" or other aid.	Always follow instructions and training. Ensure board is in solid place on both seats before starting transfer		Staff
Guests, Staff	Assisting a Guest to transfer using a Hoist	Always follow instructions and training. No less than 2 staff to make a hoist transfer (Unless using a tracking hoist with electric controls)	Staff to make themselves familiar with the sling of the client before undertaking a hoist transfer. If no guidance available, generally use shortest loop at head and longest loop at base	Staff
Supporting Documentation:				
General Notes:				

Assessed By: ....Andy Hammond.....

## RISK ASSESSMENT: CHRA03

Assessment Activity:	Handling Luggage	Assessment Date:	Jan 2018	
Assessment Location:	Arrival / Departure (Anywhere)	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Staff	Injury due to awkward or heavy load	Staff to ensure that they lift the luggage correctly – not to put undue strain on back. Seek assistance if necessary		staff
Guests	Arrival	Make sure that guests are seen to first before luggage.	Do not leave luggage in rain for longer period of time than is necessary	staff
Staff Guests	Storage in vehicles & accommodation	Use available clamps and cords to hold luggage down - Nothing should be free moving within the vehicle	Ensure risk of luggage hindering an emergency evacuation is minimal and avoided wherever possible. Ensure all bags and luggage are stored neatly and not creating a tripping hazard	staff
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA04

Assessment Activity:	Arrival / Departure	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guest	Steps outside front door	Staff to support where necessary		staff
Guest	Getting off mini-bus	Utilize all available minibus steps handles and grab rails Staff to help guests from mini-bus and ascent up steps linking if necessary Always support guests off vehicle and into property before unloading luggage		staff
Guests	Guests unsteady on feet	Linking if necessary to help through the door, take coats off and get settled Outdoor areas to be well lit at night		staff
Guests	Guests lost or left behind	Manager or lead member of staff to do a headcount before leaving		staff
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond

## RISK ASSESSMENT: CHRA05

Assessment Activity:	Assisting with Personal Care	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, Staff	Cross Contamination	Use all PPE provided Ensure all areas are cleaned after use		
Guests	Shaving Cuts	Use electric shaver if not confident with a razor. Ask for help from more confident member of staff Ask guest to stay still		
Guests, Staff	Emabarrassment, Loss of Dignity, Loss of independance	Always communicate with guest while undertaking tasks. Allow guest to do as much for self as possible. Always use available towels and dressing robes to protect the guests dignity		
Staff	Lack of adequate care	Always be familiar with client profiles and care needs Offer support and guidance to all guests to ensure highest standards of cleanliness	If issues arise regarding the personal care of a guest discuss this with manager or senior member of staff	
Supporting Documentation:				
General Notes:				

Assessed By: ....Andy Hammond.....



## RISK ASSESSMENT: CHRA06

Assessment Activity:	Handling and Administration of Medication	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, Staff	Medication becoming lost or getting into the wrong hands	On arrival check all bags for medications and hand them into holiday manager Escorts to ensure hand over of medications at meeting points Where possible all medication to be kept in locked medication cupboard or other secure area	If guest refuses to hand over medication specific risk assessments to be done. See medication policy for guidance. If a guest holding onto their own medication is deemed to be too high a risk the appropriate action will need to be taken by the manager	Staff, Manager
Guests, staff	Mishandling or Misadministration	Always follow all training and instructions Create an environment free from distraction for preparing meds Only staff completed level 2 training and been observed by a senior member of staff can give out medications	If interrupted, securely pause the administration until full concentration can again be applied to the task	staff
Guests	Guests not having correct medication due to illness or refusal	See Medication Policy	If in doubt seek medical advice	staff
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA07

Assessment Activity:	Duties in kitchen	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Staff Guests at certain times	When preparing meals, accidents with spillages, knives, hot foodstuffs	No guests to be in kitchen whilst meals are being prepared Spillages to be mopped up immediately Knives to be stored correctly and used carefully No trailing cables or clutter to trip over. Be aware of hot water, hot baking trays. Always use oven gloves		staff
Staff	Cooking	It is advised that staff wear shoes that cover the whole foot, as protection in case of spillage Staff to follow basic food and Hygiene guidance		staff
Staff	Kitchen floor	Ensure it is always dry as this type of surface gets very slippery when wet		staff
Staff	Kitchen	Ensure the kitchen door is locked at night where possible		staff
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA08

Assessment Activity:	Lone Working	Assessment Date:	Jan 2018	
Assessment Location:	Cayton Bay Lodge, Anywhere UK / Abroad, In isolated locations	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Staff, Colleagues, Guests	Accident / Injury, delayed assistance in an emergency	Only agreed risk tasks to be undertaken, avoid high risk activities (e.g. working at heights)	If unsure of risk do not participate unless discussed with your holiday manager first	Holiday Manager, Staff
	Physical assault, verbal abuse, challenging behaviour	Fully working and fully charged mobile phone to be in staff's possession Staff to be aware of available emergency support		Holiday Manager, Staff
	Cuts / abrasions, muscular skeletal and other physical injuries	Notify holiday manager of any changes to your location or working environment		Staff
	Becoming lost	Locks on all doors and windows at Cayton bay lodge, external lighting should be in working order, do not allow access to unknown callers		Senior Management, Holiday Manager, Staff
		<b>Where possible reduce time spent lone working as much as is practicable</b>	<b>Extra consideration must be given to staff at increased risk, such as inexperienced staff and expectant mothers</b>	Holiday Manager
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA45 Challenging Behaviour

Assessment Activity:	Challenging Behaviour	Assessment Date:	January 2018	
Assessment Location:	All Locations	Assessment Review Date:	January 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, Staff	Disruption to holiday activities	Guests with challenging behaviour not to be allowed to be booked on our mainstream holidays, but kept to advanced care holidays or individual holidays depending on appropriateness	Removal of person from group, removal of group from vicinity of the person displaying challenging behaviour, where necessary guest to be returned home	Holiday manager and all support staff
Guests, Staff, Members of general public	Physical Injuries, mental distress Damage to property	All Staff undergo training on the management of challenging behaviour and disengagement techniques	Follow steps outlined above, call for emergency services to assist where necessary  Any physical restraint must be after all other options have been exhausted and should be for a minimum amount of time and using the minimum amount of force necessary	Holiday manager and all support staff
Supporting Documentation:				
General Notes:				

Assessed By: Andy Hammond

## RISK ASSESSMENT: CHRA09 Daily Checks for Accomodation

Assessment Activity:	Daily checks for accommodation	Assessment Date:	Jan 2018	
Assessment Location:	Accommodation identified for Chrysalis holiday	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests Staff	Stairs	Lighting needs to be good (landing and stairs lit at all times) No clutter to be left on the staircase at any time		staff
Guests Staff	Kitchen	Limit number of Guests allowed in kitchen during food preparation. Any spills to be moped up. Knives to be kept out of sight	Knives to be kept in a locked draw in the kitchen if available	staff
Guests Staff	Trips	Elderly and vulnerable guests to be linked and followed up stairs	Encourage guests to keep sensible footwear on to prevent tripping over	staff
Guests	Orientation	Guests not to be left on their own on arrival until staff are sure that they are orientated and happy with their surroundings	Staff to show each guest around the building so that they can locate kitchen, lounge, toilets, dining room	Staff
Guests	Night time	Make sure that there is adequate lighting in communal areas (evening and night time) when it is dark out, especially around toilets and staircases		Staff
Supporting Documentation:				
General Notes:				

Assessed By: ....Andy Hammond.....

## RISK ASSESSMENT: CHRA10

Assessment Activity:	Initial Arrival to holiday location	Assessment Date:	Jan 2018	
Assessment Location:	Accommodation identified for Chrysalis holiday	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Staff	New environment / not visited for a while	Holiday Manager to carry out an Environmental Risk Assessment on arrival to the property to identify areas that could be hazardous to staff and/or guests	Contact Chrysalis office/property management company if hazards are identified and discuss how to reduce or prevent risk from hazard	Management and staff ongoing
Staff	Emergency Evacuation	All exits to remain clear Assembly point to be arranged		
Staff	If wet outside slippery floors / Luggage	Make sure that guests are seen to first before emptying the van of luggage. Staff to ensure that they lift the luggage correctly – not to put strain on back		staff
Guests	Carrying medication	Staff to place all medication away out of reach and sight of guests in a designated place	No medication is to be left lying around at any time	Staff
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA11

Assessment Activity:	Staying in Holiday Venue	Assessment Date:	Jan 2018	
Assessment Location:	Cayton Bay Lodge	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests Staff	Slip or fall on Stairs	Stairs are lit well. Elderly and vulnerable guests to be assisted Stair rails fitted. Steps are marked Only those able go up stairs	Staff to know locations of medical services	staff
Guests Staff	Slip or Fall in Bathrooms	Bathrooms all have disability fittings and non-slip flooring	As Above	staff
Guests Staff	Burns or Scalds	No guest to be in kitchen unsupervised. Kitchen locked at night. Water and Heating thermostats set to a level not that is not too hot.	As Above	
Guests Staff	Fire / Emergency Evacuation	All exits to be kept clear of obstruction All guests and staff to be aware of evacuation procedure and assembly point	Holiday Manager or lead member of staff to call emergency services If necessary	staff
Guests	Wandering outside	Doors are on catch so people can not wander outside	Do not leave group unsupervised for a prolonged period of time	
Guests Staff	Interaction with other guests	Staff are aware of all needs and abilities Staff are available at all times	As Above	staff
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA12

Assessment Activity:	Night Time	Assessment Date:	Jan 2018	
Assessment Location:	Cayton Bay Lodge	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests	Guests wandering at night	Vulnerable guests to sleep in close proximity to staff. Lights to be left on in halls and stairways Kitchen door locked Door to outside locked	Guests needing regular support through the night to have a Waking Watch	Staff Holiday Manager Admin Staff
Guests	Guests using toilet at night	Lights left on in toilets. Guests made aware where the toilets are. Encourage people to use the toilet before sleep to reduce the need as much as possible Guests to know how to find staff bedrooms	Guests needing regular support through the night to have a Waking Watch	Staff Holiday Manager Admin Staff
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....



## RISK ASSESSMENT-CHRA13

Assessment Activity:	Staying at a Hotel or Villa	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests	Getting lost in strange environment	Everyone shown round hotel on arrival Meeting point given for anyone lost		Holiday Manager Staff
Other hotel guests	Disturbance in night	Individual risk assessments noted, if anyone likely to disturb others	Waking Watch to be arranged	Holiday Manager Admin Staff
guests	Wandering in night	Not to take people on this holiday who might act in this way	Waking Watch to be arranged if possible, at least for future holidays Last resort take person home	Holiday Manager Admin Staff
guests	Unsuitable food	Check beforehand hotel caterers for special diets	Take up with management of hotel	Holiday Manager Staff
guests	Suitable facilities needed level of disability	To be checked beforehand		Admin Staff
Supporting Documentation:	Hotel to have own risk assessments			
General Notes:				

Assessed By: Andy Hammond

## RISK ASSESSMENT: CHRA16

Assessment Activity:	Emergency Evacuations	Assessment Date:	Jan 2018	
Assessment Location:	Cayton Bay Lodge / Other Holiday Location	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Staff, Guests	Evacuating the premises in an emergency	All staff to be aware of meeting point. All staff to be aware of fastest evacuation route Cayton Bay Lodge meeting point is the car park to the side of the building	Clear rooms and close doors on your way out Do not stop to get dressed or retrieve belongings	Holiday Manager Staff
Staff, Guests, Emergency Services	Guests unable to evacuate safely	Staff to inform emergency services of whereabouts on their arrival	Under no circumstances must you re-enter the premises	Holiday Manager Staff
Staff, Guests	Evacuation routes and exits inaccessible	Ensure evacuation routes and exits are clear from any obstruction		Holiday Manager Staff
Supporting Documentation:				
General Notes:				

Assessed By: Andy Hammond

## RISK ASSESSMENT: CHRA14

Assessment Activity:	Undertaking Cleaning Duties	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Staff	Infection, cross contamination	Use all PPE and cleaning materials and aids available. Dispose of PPE and used cloths appropriately	Staff to complete training in infection control	Staff Managers
Staff, guests	Falls, slips and trips	Don't leave aids such as buckets, mops, brooms lying in the corridors. Ensure all wet floors are clearly signed and dried where possible		Staff
Staff, guests	Poisoning due to consumption of cleaning materials	Ensure all cleaning materials stored properly and returned to storage after use.	If you assume somebody has ingested any cleaning materials follow first aid training, instructions on bottle or seek emergency help	Staff
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA15

Assessment Activity:	Cooking with guests	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, staff	Burn / Scald	No guest to be left unsupervised in kitchen during activity. Where appropriate staff to handle hot objects	Water temperatures regulated and checked regularly	
Guests, staff	Lacerations and impaled objects	All work with sharp objects to be vigilantly monitored where appropriate staff to undertake all tasks that involve knife work		
Guests, staff	Infection and Cross contamination	All hands to be washed before start. Wash hands after handling raw meats. Follow basic food and hygiene at all times. Use correct knives and boards and do not mix between cooked and raw meats. Clean kitchen as you go and wipe sides regularly		
Guests, staff	Illness and food poisoning	Follow basic food and hygiene at all times. Ensure all foods are prepared properly and cooked foods are piping hot throughout where possible follow instructions on packaging		
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA44

Assessment Activity:	BBQ	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, staff	Burns, scalds	Staff to be responsible for lighting and extinguishing of BBQ NO guest to be left unsupervised around the BBQ		
Guests, staff	Smoke inhalation	BBQ to be positioned at a safe distance away from seated guests Be aware of the wind direction and position the BBQ accordingly		
Guests, staff	Illness, food poisoning	All foods to be cooked thoroughly and ensure are piping hot throughout All foods to be kept covered	Cooking first in oven is advisable	
Supporting Documentation:				
General Notes:				

Assessed By: ....Andy Hammond.....

## RISK ASSESSMENT: CHRA17

Assessment Activity:	Driving an agency vehicle	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Staff	Vehicle not road-worthy	Vehicle checks to be undertaken by the driver before taking a vehicle on holiday	Any concerns to be reported to Management	Staff Management
Staff	Driving under the influence of medication, alcohol or other drugs that may affect driving ability	All Laws of the road to be abided by at all times Any person taking medication that may affect driving, needs to seek advice from GP before driving	See driving policy	staff
Staff	Speeding	All Laws of the road to be abided by at all times.	See driving policy	staff
Staff	Driving when tired	Driver to ensure himself fit to drive if needing a break inform holiday manager and stop the vehicle		Staff
Staff	Driving without due care and attention,	Driver to ensure concentration on the road Travel Assistant to minimise distractions towards the driver ie guests, sat navs	Travel Assistant to sit in back where necessary	Staff
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT – CHRA18

Assessment Activity:	Travel in Motor Vehicle	Assessment Date:	Jan 2018	
Assessment Location:	Any	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests Staff	Getting in and getting out of the vehicle  Faults on steps or lifts	Guests to be helped by staff and never left unsupervised  Staff Only to operate lifts or steps	Additional moving and handling aids to be requested where needed Any faults to be reported	staff
Guests Staff	Travel	Seat Belts to be worn at all times		staff
Staff	Luggage removal	Luggage removed carefully in accordance with manual handling instructions		staff
Guests	Travel sickness	All guests prone to travel sickness should have medication with them		staff
Guests, staff	Disruptive or inappropriate behaviour	Care profiles and individual risk assessments to be taken into consideration before travel	Staff to sit with guests that may pose a risk Home to provide risk assessments and guidance for those guests that may pose risk	Staff Home
Supporting Documentation:				
General Notes:				

Assessed By: Andy Hammond

## RISK ASSESSMENT-CHRA19

Assessment Activity:	Travel by Train	Assessment Date:	Jan 2018	
Assessment Location:	Any	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests	Getting lost	No one to be left unsupervised	Guests prone to wandering off to be linked at all times	staff
Guests	Injury due to automatic closing doors	Staff to monitor and guide guests through doors		staff
Guests	Gap between platform and train	Staff to support guests boarding the train	Seek support from station staff where needed	staff
Supporting Documentation:				
General Notes:				

Assessed By: Andy Hammond



## RISK ASSESSMENT-CHRA20

Assessment Activity:	Travel by Aeroplane	Assessment Date:	Jan 2018	
Assessment Location:	Any	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guest staff	Busy airport, people getting lost Unable to understand language	Small key groups. Guests to stay with staff at all times. Reassurance & explanations given to guests		staff
Guest, staff	Fear of flying, strange environment  Travel sickness	Seats requested together. Reassurance by staff. Guests prone to travel sickness to have medication with them	Guests known to not travel well may need 1-1 support or encouraging to book holidays that don't include flying	staff
Guest, staff	Emergency landing / evacuation	Follow airline safety instructions Support guests to follow instructions Always attend to yourself first		staff
Supporting Documentation:				
General Notes:				

Assessed By: Andy Hammond

## RISK ASSESSMENT-CHRA21

Assessment Activity:	Travelling via Ferry, boat or Cruise ship	Assessment Date:	Jan 2018	
Assessment Location:	At Port / At Sea	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests	Getting lost in a strange & extensive environment	Guests to be shown around Meeting point given for anybody getting lost	If at further risk not to be left unsupervised at any time	staff
Guests, staff	Illness, travel sickness	Guests prone to travel sickness should have medication with them Staff to know location of medical services		staff
Guests, staff	Injury through slips and trips	Guests needing extra support for mobility to have it at all times Any guest unsteady or unsure to be offered support		staff
Guests, staff	Injury through moving objects due to movement of ship	All area's to be kept clean and tidy, Where possible use cases and available storage for belongings		
Guests, staff	Emergency evacuation	All staff and guests to be familiar with disembarkation procedure	Inform customer services of the need to have all staff and guest in the same disembarkation group	Staff, Customer services
Supporting Documentation:				
General Notes:				

Assessed By: .Andy Hammond

## RISK ASSESSMENT: CHRA22

Assessment Activity:	Daily activities and outings (UK)	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere UK	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Staff Guests	Crowds – inter reaction with general public, Getting lost Falling	Key groups of no more than 3 guests to one member of staff. The ratio decreasing according to need / vulnerability of guest. Link if necessary	When travelling together in a large group, one member of staff should be at the front of the group leading and one member of staff at the back watching out for any straying from the group	staff
Staff	Wheelchair and toilet access	Check in advance – ramps and toilets Always have radar key available		staff
Guests Staff	Phobias (various)	All personal care profiles to be read and noted needs/phobias		staff
Guests	Loosing personal belongings	Staff to look after valuables (ie money) if necessary	All tourist attractions also have their own risk assessments	staff
Guests Staff	Weather Extremes	Suncream to be provided and applied where necessary Guests to have coats with them		staff
Guests, staff	Dehydration	It is advised that all staff carry drink bottles with them while out. And all guests are offered the same and encouraged to drink at regular intervals		staff
Supporting Documentation:				
General Notes:				

Assessed By: ..Andy Hammond.....

## RISK ASSESSMENT: CHRA23

Assessment Activity:	Days out abroad	Assessment Date:	Jan 2018	
Assessment Location:	Any	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, staff	Strange environment, finding way round	Small key groups, reassurance and explanations		staff
Guest, staff	Language barrier	Small key groups, staff with guests at all times		staff
Guest, staff	Sunburn	As much as possible stay in shade Constant use of sun cream		staff
guests	Getting lost	Small key groups Each guest should have emergency contact no. on them		staff
Guests, staff	Dehydration	It is advised all staff carry water bottles with them when out and about. All guests to be offered the same and to be encouraged to drink at regular intervals		staff
Guests staff	Needing medical assistance	Lead staff to ascertain where nearest medical services are	If in doubt ring 112	staff
Supporting Documentation:				
General Notes:				

Assessed By: Andy Hammond

## RISK ASSESSMENT: CHRA24

Assessment Activity:	Tourist Attractions	Assessment Date:	Jan 2018	
Assessment Location:	Tourist attractions for general public	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guest Staff	Interaction with general public	Appropriate / high staff to guest ratio. Guests not to be left on their own		staff
Guests Staff	Trips and falls	Link when necessary - be aware who is the first aider or where the first aider is at the attraction		staff
Guest Staff	Wandering off – getting lost	Inform guests of the meeting point and what to do in case they get lost. Ensure mobile phones are charged for staff co-ordination	Support and observe at all times	staff
Staff	Toilets	Ensure a radar key is available with the group at all times		staff
Supporting Documentation:				
General Notes:				

Assessed By: Andy Hammond

## RISK ASSESSMENT: CHRA25

Assessment Activity:	Visiting public house	Assessment Date:	Jan 2018	
Assessment Location:	Public house	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests	Drinking too much alcohol	Check each guest care plan & medication to make sure if / how much alcohol allowed.		staff
Guest General public	Interaction with public	Small key groups Staff to make sure seated in suitable place	Move people to another area	staff
Guests	Trips/slips	Visit premises prior to visit check for steps / disabled access / uneven floors	Link people unsteady on feet	staff
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA26

Assessment Activity:	Promenade walk	Assessment Date:	Jan 2018	
Assessment Location:	Sea side	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests	When busy possibility of getting lost	Small key groups Link if necessary		Staff
Guests	Inter-action with general public	Small key groups		Staff
Guests, staff	Injury or Illness due to extreme weather	Avoid promenades when winds are strong, avoid promenades when water is higher than promenade walls	If necessary check weather forecast in advance	
Supporting Documentation:				
General Notes:				

Assessed By: ...Andy Hammond.....

## RISK ASSESSMENT: CHRA27

Assessment Activity:	Hiking / Hill Walking	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, staff	Injury – trip, slip or fall, sprain or strain,	Where necessary guests to be given extra support over uneven ground Appropriate footwear to be worn	First Aid kit and working mobile phone to be with staff	staff
Guests, staff	De-hydration, exhaustion	Regular breaks to be provided Everyone recommended to carry water with them and guests encouraged to drink regularly		staff
Guests, staff	Becoming lost, wandering off, Falling debris, land slides	Never venture away from public paths. Stay in small key groups All safety warnings and restrictions to be followed at all times	Guests to have emergency contact details on their person	staff
Guests, staff	Extreme weather	Appropriate clothing to be worn	Check weather reports before activity	staff
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....



## RISK ASSESSMENT: CHRA28

Assessment Activity:	Camping	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, staff	Wandering off, becoming lost	Boundaries and meeting points to be arranged		staff
Guests, staff	Illness due to cold / bad weather	Appropriate clothing to be worn All tents to be in good working order and checked thoroughly before use		staff
Guests, staff	Problems with tents	Staff to assist with tent building	Staff to practice on tents and familiarise themselves with assembly procedure before use	staff
Guests	Fear	Extra support to be given where necessary	Guest share with staff	staff
Guests, staff	Unfamiliar / unsafe surroundings, wild animals, strangers	Only use official campsites or areas that have been fully assessed. Do not venture too far away from public roads	Have working mobile phones on staff	staff
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA29

Assessment Activity:	Trip to Beach	Assessment Date:	Jan 2018	
Assessment Location:	Beach (Anywhere)	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests	Getting lost	Supervise group at all times Meeting point to be arranged		
Guests Staff	Injury to soles of feet due to objects in the sand	Always try to choose the cleanest and safest area of the beach Advise people to keep footwear on where possible Inform guests of the risks		
Guests Staff	Drowning	Provide support to enter sea where necessary. Always supervise Be aware of available medical help	Non Swimmers to go no deeper than Knee Height	
Guests	Becoming stranded or trapped	Always follow Coloured flags and safety instructions. Try to avoid areas that may be vulnerable to changing tides	Blue = Clean Red = Danger Don't Swim Yellow = Moderate waves advise not to swim Red/Yellow = lifeguards on watch safe to swim Black/white = Surfers and Kayakers may be active Purple = Irregular sealife in water ie. Jellyfish	
Supporting Documentation:				
General Notes:				

Assessed By: ...Andy Hammond

## RISK ASSESSMENT: CHRA30

Assessment Activity:	Trip to Cinema or Theatre	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, Staff	Slip, Trip or Fall	Support to seats where needed.	Use aids where possible	staff
Guests, staff	Getting lost, busy crowds	Extra support to be given where needed. Link staff. Meeting point to be arranged		staff
Guests	Phobias	Staff to be familiar with Client Profiles. Extra support given where needed. Make certain of suitability of activity in advance	If guest becomes distressed or upset support them to leave the auditorium	staff
Guests	Inappropriate Content	Research films suitability in advance. Give informed choices to guests. Offer alternative film	If guest becomes distressed or upset support them to leave the auditorium	staff
Guests	Binging or gorging on confectionary	Guests to be supported to make wise choices regarding their diet and the consumption of sweets	If Guests with health concerns i.e Diabetes, Obesity, High Cholesterol are present be familiar with their diet restrictions and in place strategies	
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA31

Assessment Activity:	Museum / Art Gallery	Assessment Date:	Jan 2018	
Assessment Location:	Museum / Art Gallery (Anywhere)	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
guests	Walk from car park to gallery may be crowded if in town centre	Small key groups	Walk slowly, keep group together	staff
guests	Entrance & exit stairs	Check ramps if wheelchair uses	Link people unsteady on feet	staff
guests	Touching dangerous objects	Key worker vigilance		staff
guests	Getting spilt from group & lost	Follow "lost person procedure" Prevention through key groups Supervised at all times	Keep group together	staff
Supporting Documentation:				
General Notes:				

Assessed By: ...Andy Hammond.....

## RISK ASSESSMENT: CHRA32

Assessment Activity:	Visiting a Heritage site, Castle or Abbey	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, Staff	Injury due to slip, trip or fall	Extra support to be given to guests that are unsteady on their feet Nobody to be left unsupervised		Staff
Guests, staff	Injury due to bangs or scrapes from low ceilings or narrow walls	Guests to be informed of the risks Guests to be encouraged to travel slowly and carefully through corridors and reminded to mind their heads	Guests unable to be responsible for their own safety need extra guidance and protection. Assess suitability of activity	Staff, Manager
Guests	Person becoming lost	Meeting point to be arranged Nobody to be left unsupervised		
Guests, Staff	Other potential hazards that would be assessed by management of the environment and warnings given on the day to visitors such as falling debris, loose paths, areas under construction	All guidance and restrictions to be followed. Stick to marked paths, and unrestricted areas, do not cross barriers or venture off the paths		
Supporting Documentation:				
General Notes:				

Assessed By: ....Andy Hammond.....

## RISK ASSESSMENT: CHRA33

Assessment Activity:	Shopping	Assessment Date:	Jan 2018	
Assessment Location:	Town centres	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests on holiday	Wandering off & getting lost	Guests in small key groups with staff (max 3). 1-to-1 if necessary. Link if necessary	If group too hard to manage, contact manager about making key group changes	Manager & staff
Guests	Falling, tripping, crossing roads	Link when necessary. Use wheelchair when needed. Observant for steps & hazards		
Guests	Inter-action with general public	Small groups, being aware of anyone who might behave inappropriately with public		
Guests	Loosing money	Staff to handle money in most cases. Make sure fair transaction, right change etc.		
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA33

Assessment Activity:	Day Out	Assessment Date:	Jan 2018	
Assessment Location:	Animal House, Park or Zoo	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests	Interaction with public	Group stay together help guests to understand environment they are in		staff
Guests Staff	Muddy car park / Uneven ground	Sturdy shoes and link if vulnerable		staff
Guests Staff	Phobias / Allergies	Read through personal files and be aware of all allergies and phobias Extra support to be given where needed Guests with allergies should not handle animals if this may cause anaphylaxis or other reaction	Personal files to be kept up to date	staff
Guests	Interaction with Animals	All safety instructions and park rules to be followed		
Supporting Documentation:	Butterfly house will have own risk assessments			
General Notes:				

Assessed By: ...Andy Hammond.....

## RISK ASSESSMENT: CHRA35

Assessment Activity:	Farm visit	Assessment Date:	Jan 2018	
Assessment Location:	Farm (Anywhere)	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests	Slips in muddy areas / uneven ground	Wear sturdy shoes with grip	Link with staff	staff
Guests	Fear of animals	Complete individual risk assessment if afraid of animals. Find alternative activity if necessary	If not in care plan remove person to café of other area without animals.	staff
Guests	Tractor rides, falling off, fingers caught Fall while getting on/off	Make sure sitting in best position next to staff Not to take unpredictable people Help to steady when alighting		staff
Guests Public	Interaction with public	Small key groups Reassurance to public & guests		staff
Supporting Documentation:				
General Notes:	Farms will have their own risk assessments re: animals, tractors etc			

Assessed By: .....Andy Hammond.....



## RISK ASSESSMENT: CHRA36

Assessment Activity:	Pool Hall/Bowling Alley	Assessment Date:	Jan 2018	
Assessment Location:	Bowling Alley	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests/Staff/General Public	Dropping Bowling Ball	Teach correct way to hold ball. Supervise closely		Manager/Staff
Guests	Hands getting caught in bowling mechanism	Pick up balls from tray after stationary		Staff
Guests/Staff	End of pool cues causing injury (especially eyes)	Instruct guests to hold cue down between shots		Staff
Guests	Slipping whilst bowling	Fasten shoes properly. Instruct guests to bowl conservatively Support/Link unsteady guests		Staff
Guests	Possible injury (sprain/break)	Be aware of trained 1 <sup>st</sup> Aider or 1 <sup>st</sup> Aid point		Manager/Staff
Supporting Documentation:				
General Notes:				

Assessed By: Andy Hammond.

## RISK ASSESSMENT: CHRA37

Assessment Activity:	Leisure Centre	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guest	Risk of drowning in the pool	All guests to have appropriate support and supervision during all activities		staff
Guest	Risk of illness due to cold and wet	Suitable clothing and towels needed. Make sure vulnerable guests properly dried and clothed before leaving		staff
Guest Staff	Risk of injury such as breaks, sprains and strains	Staff and guests to follow safety procedures. First aider with group, if not staff to be aware of designated first aiders		staff
Guest Staff	Possible risk of becoming lost or trapped during an emergency evacuation	Staff to be aware of evacuation procedures and emergency exits before starting an activity		staff
Guest Staff	Slippery Surfaces	Support given where needed		staff
Supporting Documentation:				
General Notes:				

Assessed By: ..Andy Hammond.....

## RISK ASSESSMENT: CHRA38

Assessment Activity:	Swimming	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, staff	Slips, trips and falls,	Move slowly and calmly around changing rooms and pool sides. NO running Guests unsteady on feet to be given extra support	Know emergency procedures and first aid points	Staff, guests
Guests, staff	Sprain, strain, cramp	Follow all safety instructions pool rules at all times Do not eat 1hr before swimming	Know emergency procedures and first aid points	Staff, guests
Guests, staff	Drowning	All guests to have appropriate support & supervision during all activities All available floatation aids to be used where necessary. Guests using floatation aids to be physically supported by staff in water (NO at-a-distance supervision)		
Guests, staff	Illness	All guests to be dried and dressed properly after activity		
Guests, staff	Mobility issues	Follow Manual Handling training and risk assessments		
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA39

Assessment Activity:	Extreme sports and Thrill seeking	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests staff	Injury through slip, fall or collision, sprain, strain or break	Guests to be informed of the risks beforehand. All safety instructions must be followed	Staff to know first aid procedures	staff
Guests	Fear	Talk through the ride beforehand If guest is afraid is this something they really want to do?	Further re-assurance	staff
staff	Fear	If staff are afraid try to swap so that a member of staff confident and willing Is supporting	If no staff willing to support and support is necessary refuse activity and record reasons on incident report form. Holiday Manager, Senior Management and Home support or family member to agree a future strategy where it is possible to do so.	Staff, Management
Supporting Documentation:				
General Notes:				

Assessed By: ...Andy Hammond.....

## RISK ASSESSMENT: CHRA40

Assessment Activity:	Activity underground: Tunnels, caves and caverns	Assessment Date:	Jan 2018	
Assessment Location:	Anywhere	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, staff	Injury, drowning, loss of life. Person becoming lost	Do not venture into any unknown tunnels, caves or caverns unless part of an organised activity with a qualified leader. Use all safety equipment provided and at all times. Follow all instructions given		Staff, guests
Guests, staff	Fear	Extra support to be given to those that need it		staff
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA41

Assessment Activity:	Fun Fairs	Assessment Date:	Jan 2018	
Assessment Location:	Fun fairs/fairground attractions	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests	Possible injury – Limbs and extremities caught in machinery	All safety instructions to be followed		Manager/Staff
Guests	Possible aggression due to guests becoming scared, nervous, afraid	Be familiar with guest care profile	Extra guidance, support and reassurance may need to be given	Manager/ staff
Guests	Group becoming split due to busy/unfamiliar surroundings or differing choices of activity	Meeting point to be arranged before any of the group split		Manager
Guests/Staff	Staff left lone working to have mobile phone in working condition as well as contact number for assistance when needed	Contact number in place		Staff
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA42

Assessment Activity:	Blackpool Seaside Resort Specific Risks	Assessment Date:	Jan 2018	
Assessment Location:	Blackpool, Uk	Assessment Review Date:	Jan 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, Staff, Members of the public	Encountering drunken or Anti-social behaviour	Staff to offer extra support and re-assurance to guests Staff to avoid environments where anti-social behaviour may be prominent	Call Emergency Services if involved in an incident that cannot be resolved or avoided	Staff, Mangers
Supporting Documentation:				
General Notes:				

Assessed By: ....Andy Hammond.....

## RISK ASSESSMENT: CHRA43

Assessment Activity:	Dublin Day Trip	Assessment Date:	April 2014	
Assessment Location:	Dublin and Ferry	Assessment Review Date:	April 2015	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Staff	Early start, guests could be tired by the end of the day	Make sure all guests are fit and able to undertake the day. Pack all necessary items spare clothes, medication, food, first aid, care plans etc		
Staff Guests	Getting lost. Crowded streets increase possibility of being split up from the group	Mobile phones charged and numbers in place. A designated place to meet that all staff know beforehand and time table for ferries		
Staff Guests	Risks associated with water eg falling overboard Unsteady on foot with moving ferry	On ferry observe at all times, all rules Small key groups stick together at all times and guests linked if feeling vulnerable on their feet		
Staff Guests	Risks associated with large groups	Small key groups easier to handle and keep together while in Dublin		
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....



## RISK ASSESSMENT: CHRA46 Fireworks Displays

Assessment Activity:	Firework displays	Assessment Date:	January 2018	
Assessment Location:	All locations	Assessment Review Date:	January 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, staff members of public	Injury from burn or explosion	Where possible choose professionally organised displays over in-house displays, If doing in-house display only purchase fireworks from legitimate sources		Manager, Staff
		Ensure all persons are a reasonable safe distance away before commencing display		Manager, Staff, guests
		Follow all instructions on each firework fully, ensure water/sand buckets are in place before commencing		Manager, Staff
		Have first aid kits on hand	Call emergency services where necessary	Manager, Staff
Supporting Documentation:				
General Notes:				

Assessed By: .....Andy Hammond.....

## RISK ASSESSMENT: CHRA47 In House Arts & Crafts

Assessment Activity:	In-house arts and crafts	Assessment Date:	January 2018	
Assessment Location:	All locations	Assessment Review Date:	January 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, Staff	Injury from misuse of scissors (or other cutting tools)	Scissors only to be used by guests if staff are confident there is little or no risk to themselves or others – guests using scissors should be supervised at all times  All scissors to be stored correctly – ensure all scissors handed out are handed back.		Manager, staff
	Misuse of solvents and glues	Guests using such materials should be supervised at all times	Emergency Services to be called when necessary	Manager, staff
	Ingestion of materials	All guests that have the potential for eating any materials should not be left unsupervised	Emergency Services to be called when necessary	
Supporting Documentation:				
General Notes:				

Assessed By: .....

## RISK ASSESSMENT: CHRA48 Orienteering

Assessment Activity:	Orienteering	Assessment Date:	January 2018	
Assessment Location:	All locations	Assessment Review Date:	January 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, staff, members of public	Injury due to trips and falls	All guests to be supported where necessary over rugged terrain and obstacles  No-one should go away from designated tracks and paths		Managers, staff
Guests, staff	People becoming lost	Follow lone worker risk assessments Meeting points to be arranged prior to activity		Managers, staff
Guests, staff	Exhaustion / dehydration	Rest breaks and breaks to take on fluid should be given every half-hr to an hr All participants should be encouraged to carry a water bottle and hydrate themselves regularly		Managers, staff
Supporting Documentation:				
General Notes:				

Assessed By: ...Andy Hammond.....

## RISK ASSESSMENT: CHRA49 Day At The Races

Assessment Activity:	Day at the races (Horse racing)	Assessment Date:	January 2018	
Assessment Location:	All locations	Assessment Review Date:	January 2019	
1. Persons Affected by Activity	2. Hazards That Have Been Identified	3. Control Measures Already in Place	4. Further Measures to be Taken During Activity if Necessary	5. Action To Be Taken, Dates and Person Responsible
Guests, staff	People becoming lost	Meeting point to be arranged Staff contact cards to be given to all guests Staff to follow lone working risk assessment if separate from the group		Staff, Managers
Guests, staff, members of the public	Confrontation with members of the public under the influence of alcohol	Try to remove yourselves and guests from the area where possible  Do not get drawn into any arguments  Report issues to ground staff when necessary		
Supporting Documentation:				
General Notes:				

Assessed By: ...Andy Hammond.....