

Dalesdown Visitors Risk Review (v6.1)

This document is to be read in conjunction with our terms and conditions of booking.

We are all aware of the responsibility on all group leaders to undertake an appropriate level of risk assessment prior to any activity. This document does not absolve you of any responsibility for conducting detailed risk analysis for each activity undertaken by your group whilst at Dalesdown, rather it is intended to support you by highlighting some key issues with regard to Dalesdown and show you the measures which are normally in place to manage risks.

A detailed risk assessment is maintained by the Trustees and Managers at Dalesdown, however this deals with all operational issues and will not normally be issued to visitors.

If you are concerned about any aspect of your visit or risks associated with any activity at Dalesdown, please speak to the Managers before or at any time during your visit.

Groups using Dalesdown as residents and day visitors are diverse, and therefore it is emphasised that this document deals with issues relating to the site and does not provide sufficient review for your event.

For further information on risk assessment at Dalesdown, please contact the office at Dalesdown (admin@dalesdown.org.uk)

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Getting to and from Dalesdown

Area of concern	Comments
Unreliability of sat nav directions	Because of the rural nature of the site, SAT NAV is unreliable and may direct users to use local bridleways which are not accessible to vehicles. 'How to find us' instructions available on website and should be distributed to all drivers, including coach drivers.
Restricted access for large modern coaches	Dalesdown is accessible to most modern coaches, and a turning circle is provided. However, coach guidelines including recommended maximum coach size available from office or via website. Available information should be made available to your coach company. Under no circumstances should coaches or large vehicles attempt to access Dalesdown via Ashurst.
A24 Junction	The point at which Grinders Lane meets the A24 (outside the Old Barn Nursery) is an extremely busy junction. At busy times, and when using large vehicles or towing caravans, visitors who wish to turn right (North - towards Horsham and London) should consider turning left (South – towards Worthing) and leaving at the first exit (Ashington) where they can re-join the northbound carriageway using a slip road.

Parking

Area of concern	Comments
Parking	<ul style="list-style-type: none"> • Coach parking on turning circle at front of main centre only. Coach parking signs in place.
Proximity of children to vehicles and passing traffic.	<ul style="list-style-type: none"> • Drop off only in turning circle. All cars to be parked in the main car park. Appropriate parking of vehicles in car park. • Consider closure of front gate during stay to prevent children wandering from site. • Advise children of boundaries on arrival • Fencing around periphery of main car parking area. Turning circle is unfenced.
Sensible parking	<ul style="list-style-type: none"> • Parking is available for up to 80 cars. If large numbers of cars are anticipated, care should be taken to ensure that cars are sensibly parked to allow full access to emergency services.

Visitors to site

Area of concern	Comments
Visitors to site who are not part of your group.	<ul style="list-style-type: none"> • Signs are provided directing visitors to sign in at office. Door bells have been fitted to front and rear doors. • All visitors to be challenged by group leaders or Dalesdown staff • Dalesdown staff to wear identification badge • Dalesdown staff working in grounds to wear high vis vests • Visitors and authorised contractors working on site will wear visitors badge and, if appropriate, high vis tabard. • Dalesdown staff generally on site Monday – Friday, 8.30-16.30. Staff may visit and use the office outside these

	<p>hours.</p> <ul style="list-style-type: none"> • We will advise you of the expected presence on site of any Dalesdown staff, visitors or authorised contractors • Telephone number is provided for 24 hr contact with the Duty Manager
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Children and vulnerable adults

Area of concern	Comments
Safety of Children and vulnerable adults	<ul style="list-style-type: none"> • All groups which include children or vulnerable adults are required to have policies in place to ensure that all children, vulnerable adults and all other members of their group are treated appropriately. • All members of Dalesdown staff including volunteers are provided with child protection training and subject to vetting in accordance with the Child Protection and Vulnerable Adults Policy of Family Foundations Trust.

Dalesdown, Iliffe Centre

Area of concern	Comments
Security of building	<ul style="list-style-type: none"> • We recommend closure and locking of all doors at night and when leaving site • We recommend closure of windows at night and when leaving site
Fire	<ul style="list-style-type: none"> • The Fire Alarm system covers all parts of the building. This includes smoke detectors throughout (except the kitchen where a heat detector is provided) and alarm sounders in all corridors and public areas. • The Fire Alarm system is tested regularly, and it is maintained and checked annually by an approved contractor. • The Fire Emergency Plan is available in advance of your visit and a copy is provided to group leader on arrival. The group leader will be asked to acknowledge receipt of this document on arrival. • In cooperation with Dalesdown staff, it is your responsibility to ensure that all Fire Exits are kept clear, both inside and outside the building. • It is your responsibility to advise the Duty Manager if any member of your group may need assistance with evacuation because of age or infirmity. Where appropriate, the Duty Manager will complete a Personal Evacuation Plan (PEEP), helping you to plan how best such help can be provided. • No smoking permitted within 10m of any building at Dalesdown. Smokers table in rear car park has been placed more than 10m from the building and a good distance from the oil and gas storage. Smoking shelter is not provided. • The Fire safety equipment includes Fire Doors which close automatically when the alarm is activated. These doors must not be obstructed or wedged open. • The Fire safety equipment includes a number of Fire Extinguishers. These should not be used except to fight a fire, and then only by a person who has been trained to do so. • The Fire Alarm is regularly tested, normally before your arrival. • The Duty Manager will activate the alarm for the purpose of an evacuation test if you wish them to do so.
Electricity	<ul style="list-style-type: none"> • All portable electrical equipment which is available to you at Dalesdown is regularly PAT tested and all aspects of electrical installation subject to test and maintenance by a qualified engineer.

	<ul style="list-style-type: none"> • In the event of any defect to any electrical appliance being noticed or suspected, the appliance must be withdrawn from use and the Duty Manager contacted. • It is your responsibility to ensure that all electrical appliances brought to site for use by any person are properly PAT tested prior to use. • Electrically powered inflatables must not be used without the prior permission of the Duty Manager • Emergency lights operate in the event of power failure. These are regularly tested and will provide light in corridors and public areas for up to three hours. • Electrical intake cupboard is in bedroom corridor. This cupboard will be locked throughout your visit. • 'Wind up' lamps are available in the office for use in the event of power failure.
Water	<ul style="list-style-type: none"> • Main stop cock is located in the boiler room. The boiler room is locked during your stay but can be accessed by the Duty Manager. • Water temperatures are regularly checked and purification of water system and tests for Legionella, etc. are undertaken annually. • Hoses should not be used for any purpose, or pools of any size filled without the express prior permission of the Duty Manager
Gas	<ul style="list-style-type: none"> • Propane gas is provided in the centre for the kitchen cookers only. There are two propane tanks on site. The tank supplying the main centre is located in the staff garden area at the rear of the kitchen and Room 14. The second tank provides gas for the resident managers and is located in the garden of the managers house. • Under no circumstances must any aspect of the gas installation be interfered with. • Special care must be taken to avoid smoking in the vicinity of the gas tanks • Gas can only be used the kitchen when the extractor fan is operating. Full instructions are provided. • An emergency 'cut off' switch for the gas in the Iliffe Centre is provided in the kitchen, close to the cooker hood.
Oil	<ul style="list-style-type: none"> • Gas Oil is stored in a purpose built plastic bunded tank outside the boiler room. This oil is used to provide heating and hot water for the centre.
Heating	<ul style="list-style-type: none"> • If the weather is likely to be cold, you will be given guidance on how to control the heating. The heating system is oil fired, drawing oil from the purpose built tank referred to above.
Other Flammable Material	<ul style="list-style-type: none"> • A small amount of petrol and diesel is stored on site for use in our tractor and other equipment. All petrol and diesel is stored in appropriate containers in locked cabins within the grounds.

Dalesdown, Room Specific Risks

Location	Points to consider
General	<ul style="list-style-type: none"> • All rooms are fitted with 13A plug sockets which are regularly inspected and maintained. • Each radiator is fitted with a thermostatic valve which may be adjusted by the occupants. The radiator will not work unless the heating is switched on by the group leader (see heating above). When at a high setting, the radiators may be hot. • It is your responsibility to maintain clear access to all corridors and fire exits during your stay. Please speak to the Duty Manager if you have concerns about Dalesdown equipment.
Sun Lounge	<ul style="list-style-type: none"> • Front Door. This is NOT a designated Fire Exit. When locked, the door cannot be opened without a key. Signs have

	<p>been provided indicating Fire Exits in the Dining Room or Bedroom Corridor.</p> <ul style="list-style-type: none"> • An key is stored next to the sun lounge door to provide emergency access. The key is in a 'break glass' box fixed to the wall to the right of the door. • The table football game is extremely heavy and should not be moved.
Lounge	<ul style="list-style-type: none"> • A games cupboard is provided containing a number of games and craft activities. Many of the games contain small parts. Small children should be supervised when using the games cupboard. • A flat screen TV is stored in this room. • A small CD player with an auxiliary input is provided, connected to wired in speakers in the Lounge. • The lounge provides important access between the fire exits in the bedroom / conference area and those in the Dining area. Care should be taken to ensure that exits are clear and people can pass through the room without the risk of trip hazards.
Bedroom Corridor	<ul style="list-style-type: none"> • Corridors and Fire Exits must be kept clear to facilitate emergency exit. Please ensure that they are not blocked. • Housekeeping Cupboard opposite Room 6. This cupboard is locked during your stay except when housekeepers are in the building. The door is marked 'Private' and is out of bounds to visitors. If you need any supplies for housekeeping, please speak to the Duty Manager. • The 'Air Hockey' table is electrically operated and must not be moved. • The 'Air Hockey table should be switched off when not in use.
Bedrooms	<ul style="list-style-type: none"> • Bedroom door keys are not normally issued, but where rooms are used by adults, keys to doors can be provided is required. (See Duty Manager on arrival) • Room 4,5,8 and 9 have en-suite shower room and toilet. For children's groups, these rooms should be used for leaders to avoid the need to use the same bathroom facilities as the children. • Room 14 is physically separate from the other bedrooms and adjacent to the kitchen. This room should not be used for unaccompanied children or vulnerable adults. • Room 15 is a 'break out room' containing a table and chairs. You may use this as a bedroom if you wish to do so, but any furniture moved needs to be returned to its original position at the end of your stay. Please do not attempt to remove the round table from Room 15. • Master key issued to group leader on arrival will gain access to any bedroom in case of emergency.
Laing Room	<ul style="list-style-type: none"> • The cabinet to the left of the raised platform contains amplifier, CD player, and wireless microphone equipment. It also contains a 'loop amplifier' to provide assistance to people with hearing difficulties. Under no circumstances is any of the equipment to be disconnected or removed from the cupboard. • The table football is extremely heavy and should not be moved. If the table needs to be moved, a trolley will be provided. • Instructions for opening, closing and moving the table tennis table are fitted to the wall and should be read before use. • The table tennis table is for indoor use only and must not be moved outside the building. • Folding chairs are provided and should be stacked on the trolleys provided when not in use. No more than 20 chairs should be stacked on each trolley. • The chair trolleys are not to be used as toys, or for any purpose other than the storage of chairs. • A large flat screen TV is fitted to the North wall of the Laing Room. Care should be taken to minimise the risk of accidental damage. Under no circumstances must the settings of the TV be altered.

Dining Room Corridor	<ul style="list-style-type: none"> • Sports equipment is stored in this corridor. Equipment should be provided to children under supervision. • Heating controls are located in the corridor • This corridor should be regarded as 'out of bounds' to children except for the collection or return of sports equipment. • This corridor provides access to staff offices, a housekeeping cupboard, Room 14 and 15, and to the kitchen. • Under no circumstances is equipment or furniture to be stored in this corridor.
Room 15	<ul style="list-style-type: none"> • Room 15 is a conference room. If used as a bedroom, it should be noted that it is physically separated from the main bedroom corridor and should not be used for children or vulnerable people. • The round table in Room 15 is heavy and should not be moved. Due to its' size, it cannot be removed from the room. • A flat screen TV on a large trolley is kept in this room. It should only be moved under adult supervision.
Dining Room	<ul style="list-style-type: none"> • Go-Pak tables are provided on a movable trolley. When stored on the trolley they should be secured using the strap provided. • Go-Pak chairs are provided in this room. They may be stored on trolleys. No more than 20 chairs should be stored on a trolley • When not in use, care should be taken to ensure that the trolleys are not used as toys. • The dining room has two double Fire Doors. Care should be taken to ensure that these doors are not blocked. • When opened, the fire doors should be secured on the 'captains hooks' provided. • The dining room provides access to the servery and kitchen areas, which present serious hazards to children or vulnerable people. • The pool table is extremely heavy and should not be moved unless absolutely necessary. Care should be taken when moving the table using the trolley provided (located beneath the table). Under no circumstances should the pool table be moved to the Sun Lounge or outside the building.
Kitchen and server area	<ul style="list-style-type: none"> • Risks in the kitchen include but not constrained to: <ul style="list-style-type: none"> ○ Kitchen knives (knives are stored in a secure cupboard. Access will be provided on arrival); ○ Heat sources from cookers, grill, microwave, water boiler, hot water taps, toasters and prepared food; ○ Dishwasher liquid (stored under sink next to dishwasher) which contains bleach and is corrosive (replenished by Dalesdown staff); ○ Other kitchen cleaning products for use by guests are stored under the sinks ○ Specialist kitchen equipment including electric knife. • Access to the kitchen should be restricted to those who need to be there; • It is recommended that the kitchen and servery area are regarded as out of bounds to children; • The kitchen should be used under the supervision of a team member who is at minimum trained to Level 2 Hygiene standard
Shop	<ul style="list-style-type: none"> • The shop is now located in the main office. You will be provided with a key to the 'shop' cupboards when you arrive at Dalesdown. It contains a substantial quantity of stock and a cash tin. The shop should only be accessible when under the supervision of a group leader.
Offices	<ul style="list-style-type: none"> • The offices may be in use by staff or trustees of Family Foundations Trust at any time during your stay. • The offices should be regarded as 'out of bounds' to members of your group except when controlled access is given to the shop or emergency access is required • Small items of sports equipment are stored in the office and available at the discretion of the group leader

	<ul style="list-style-type: none"> Putting equipment for use on the crazy golf is stored in the office and available at the discretion of the group leader.
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Sellwood Centre, Room Specific Risks

Location	Points to consider
Access / Egress	<ul style="list-style-type: none"> Both the front and rear doors are kept locked when the building is not in use. Both are fire exits, and must therefore be unlocked whenever the building is in use. Step free access is available via the back door
General	<ul style="list-style-type: none"> All rooms are fitted with 13A plug sockets which are regularly inspected and maintained. Children and young people are only permitted access to the Sellwood Centre under supervision of a responsible adult.
Activity Room	<ul style="list-style-type: none"> Kitchenette area includes a fridge, kettle, microwave, and a portable hot water boiler. Access to the kitchenette area by children should be carefully controlled The hot water boiler is manually filled. It should be placed securely on a table before heating Care should be taken when refilling the boiler when it contains hot water. The top should be removed with great care to avoid scalding
Sports hall	<ul style="list-style-type: none"> Sports Equipment is stored in the hall and should be used only under supervision of a responsible adult. Large items of equipment (eg netball or basketball posts) should be moved with care and must not be removed from the Sellwood Centre. Equipment in the Sports Hall includes large 'bosses' for use with archery. These are not to be used for any purpose or moved from their position. To minimise the risk of damage, only indoor equipment should be used in the sports hall.

Children's Playground

Location	Points to consider
General	<ul style="list-style-type: none"> All equipment is regularly checked and maintained. In the event of any defect being noticed or suspected, children should be withdrawn from the area and the Duty Manager contacted. Hardwood chip is distributed throughout the play area to minimise the risk of injury. Equipment is designed for use by children aged 10 and under.

Adventure Trail

Location	Points to consider
General	<ul style="list-style-type: none">• The adventure trail is to be used under the supervision of authorised leaders and only in line with the instructions and Conditions of Use given in the group leader's notes for guidance• The Group Leader is to risk assess the use of the Adventure Trail for members of their group, having regard to age, and ability of group members and the prevailing weather conditions• The adventure trail is not to be used by children under 8 years of age• The Group Leader should ensure an appropriate ratio of responsible adults to children;• The adventure trail is fenced off behind a padlocked gate to help control access.• All equipment is regularly checked and maintained.• In the event of any defect being noticed or suspected, your group should be withdrawn from the area and the Duty Manager contacted.• Hardwood chip is distributed throughout the adventure trail to minimise the risk of injury.

Use of Archery Equipment

Location	Points to consider
General	<ul style="list-style-type: none">• A specific Risk Assessment exists for the use of Archery Equipment at Dalesdown.• Archery equipment is available for use only by prior arrangement with Dalesdown. The equipment is regularly inspected and maintained.• Dalesdown archery equipment is provided for use only in the presence of an authorised archery instructor.• When archery equipment is in use, it is your responsibility to ensure that all members of your group observe the safety requirements outlined by the instructor.• Access to the firing area must be strictly controlled to minimise the risk of injury• The doors between the lobby (leading to the Activity Room) and the Sports Hall are to be locked, and marked with safety signs, when archery is taking place in the Hall.

Grounds

Location	Points to consider
General	<ul style="list-style-type: none"> • The grounds comprise approximately 8 acres, mainly grassed. • Fences are in place around the entire centre with the exception of the woodland area which opens on to a quiet farm lane. This lane is regularly used by farm vehicles and horse riders. • It is recommended that the gate of the turning circle is closed whilst children are on site to prevent them wandering into a lane which is in regular use by cars, vans and large vehicles. • The rear car park borders a private farm lane and is fitted with a cattle grid. It is dangerous to walk across the cattle grid, and children are not permitted to play on or near it. • The lane at the back of Dalesdown is private and not for use by Dalesdown residents. • The main grassed area in front of the Main centre is separated from the car park by a fence to prevent children wandering into the car park. • The fire pit is available to hirers of the Main Centre and is to be used only under the supervision of authorised leaders. • The barbecue is available to hirers of the Main Centre and is to be used only under the supervision of authorised leaders. • When the fire pit or barbeque are used, ash and debris may remain hot for a considerable period of time, and may still be very hot the next day. Consideration should be given to lightly dousing the debris to ensure that there is no re-ignition or heat related injuries. • The use of combustible liquids such as petrol to light fires is extremely dangerous and prohibited at Dalesdown. • Wood for burning is stored in a fenced compound in the lower car park. The wood pile may be unstable and should not be climbed on. If you have difficulty gaining access to wood, please speak to the Duty Manager. • The Fire Pit is not to be used unless the west facing doors and windows of the Sellwood Centre are closed • Crazy Golf is available at the discretion of the Group Leader. Putting clubs are available from the office, but group leaders are responsible for ensuring that they are properly and safely used. • The grassed slopes beyond the sports field are out of bounds to visitors.
Outdoor Table Tennis Table	<ul style="list-style-type: none"> • Two outdoor table tennis tables are provided for the use of visitors to Dalesdown. They are designed to be left in place and there is the risk that they may be damaged if moved. If you wish them to be moved, please speak to the Duty Manager
Cracks in grounds	<ul style="list-style-type: none"> • During extended periods of dry weather, cracks may appear in the ground. You will be advised on arrival if this problem is evident.
Fireworks and Chinese Lanterns	<ul style="list-style-type: none"> • The use of fireworks is expressly forbidden due to the presence of livestock in adjacent fields • The use of Chinese Lanterns is expressly forbidden due to the presence of livestock and crops, and because of fire risks associated with Dalesdown.