Braeside Education Centre - Activity Risk Assessment

Braeside Education Centre

Assessment of:	BEDROOMS & BATHROOMS	Venue:	Braeside education centre –		
Assessor:	Rupert Tabley	Date:	June 2026	Review Date:	June 2027

ID	Hazards Identified Ie: what can cause harm?	Persons at Risk Ie: who could be harmed by the hazard?	Current Risk Factor (High, medium or low) Ie: determine the level of risk	Actions to be Taken to Minimize each Risk Ie: what action can you take to lower the level of risk	New Risk Factor (High, medium or low) Ie: risk factor after action taken to minimize the risk
1	**Falls from Beds, especially bunk beds.**	• Residential visitors especially young people	Medium	• Thorough briefing on behaviour expectations • Top bunks fitted with safety rails • Resident teachers are required to bring first aid kits and have a member of staff who is first aid trained • Main first aid kit available in the office. • All members of Braeside staff are first aid trained	Low
2	**Slips, trips, and falls in house**	• All Visitors • All Staff	Medium	• Verbal warning of no running in house. • Indoor shoes to be worn at all times. • Signs on main stairs to remind of no running • Keeping corridors and stairs clear of luggage and equipment. • All shoes to be stored on boot racks provided. • Slip hazard signs put out when mopping hard floors. • Corridor doors to be kept shut on code access to prevent sleepwalkers accessing stair areas. • No children to use external side metal staircases, except in the case of a real fire alarm situation. • Housekeeping tasked with policing rules on clear corridors • Visiting teachers encouraged to monitor behaviour indoors at all times. • Walking on stairs controlled / supervised when carrying cases up and down stairs.	Low
3	**Fires in the building**	• All staff • All visitors	Medium	• Smoke and fire alarms fitted in all areas of the buildings. • Full fire risk management programme (see separate fire risk assessment) in place to include:	Low

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				• Alarm tests to be completed weekly. • All residents to be given fire briefing and fire drill on arrival. • No smoking or vaping on site. • All groups to assign a responsible person for fire safety management during the visit • Visiting young people informed where responsible adults rooms is.	
4	**Access to cleaning products (Harmful if swallowed or skin contact.)**	• All visitors • Untrained Staff	Medium	• Cleaning products to be kept in locked areas, unless in staff only areas. • Training provided to staff on product usage • COSHH responsibility assigned to a member of the cleaning team with specific training on managing risks • No cleaning products to be used by children. • All staff first aid trained.	Low
5	**Injury from damaged furniture/fixtures or fittings**	• All visitors • All staff	Low	• Any breakages or damage to be immediately reported to Braeside staff. • Regular spot check and appropriate remedial action to be taken by staff where appropriate to ensure safety/provision. • Regular management checks on progress of maintenance jobs • Broken furniture is removed. • Wooden floors are checked regularly and maintained. • Nails to be secured back into floor boards if come loose.	Low
6	**Injury from trapped fingers from closing/opening doors.**	• All visitors especially young people	Low	• All users are reminded of the need to take care when using doors and to keep fingers away from door closures. • Younger children to be more closely supervised (higher ratios). • Fire safe door props to be used where appropriate • Soft close hinges fitted to doors in heavy traffic areas.	Low
7	**Burns / scolds from kettles and hot drinks**	• All visitors especially young people • All staff	Medium	• No under 18 children in kitchen areas. • All primary groups - hot drinks to be poured by adults. • Verbal warnings. • Staff reminded to be responsible for their hot drinks.	Low

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8	**Falls from windows**	• All residential visitors especially young people	Medium	• High floor windows to have restriction bars. • Verbal warning during briefings. • No unsupervised access for children on top floors. • Children not allowed to play in bedrooms • 1st & 2nd floor windows fitted with opening restrictors (chains)	Low
9	**Electrocution from equipment**	• All visitors • All staff	Medium	• Automatic lights in bathrooms. • Verbal warnings of using sockets. • All equipment belonging to Braeside to be PAT tested. • Annual electrical safety inspection. • Visual inspection for overloaded sockets made during routine cleaning • Extension leads and hoovers only to be used when the cable is fully unreeled.	Low
10	**Legionella**	• All visitors • All Staff	Medium	• Monthly testing, flushing and inspection of all potentially hazardous outlets. • Separate Legionella risk management plan in place managed by Churchill Environmental Services. • Responsible staff member appointed and trained in legionella risk management	Low