

# The Roseland Centre

## Day Hire/Residential Risk Assessment

### Contributors to date:

Paul Lakeman

This document includes risk assessments, general procedures and policies for guests of TRC bunk accommodation/camping.

It is an open working document and intended to be consistently redefined, reviewed and developed using a broad range of industry guidance and standards, qualified/experienced people and current legislation to date.



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## 1) Policy Statement

The Roseland Centre Charity is proud to offer a simple and very effective residential model offering mainly bunk bed style accommodation, camping space when required, cooking and washing facilities which are in keeping with the values and ethos of the Charity itself. Our aim is to work with our visitors and collaborate as much as possible to keep costs affordable and to encourage development in our young visitors though basic tasks such as shared housekeeping, recycling and washing up as well as personal health care. We will strive to comply with all legal requirements and legislations and incorporate additional recommendation from external bodies such as Adventure Mark, LOTC, Learning Through Landscapes and IOL where necessary.

This document also remains open to periodic/dynamic updates and annual review by the TRC staff, committee members and Charity Trustees. When and where possible TRC will endeavour to achieve membership to an external forum, collective or external body to ensure any guidance on quality, standards and/or legislative compliance.

Paul Lakeman

Centre Manager, (March 2023 – current)

## 2) Updates

Version	Date	Updates	Updated by	Next review date
v1 2024	25/01/24	Created	PL	25/01/25
v2 2024	23/05/24	5.10	PL	-
v2 2024	10/12/24	5.9	PL	-
v2	15/10/25	Review	PL	15/10/26

## 3) Risk Management

### Process of documenting risk management:

- All residential aspects are risk assessed by an experienced member of staff.
- Staff with residential responsibilities will receive appropriate training.

### Information flow:

- Information flow is encouraged every morning during the morning briefing; information such as new risks, environmental factors and specific hazards relevant to the expected groups can be shared.
- The use of email to communicate safety notices and changes to procedures are used as required.
- Notices are displayed around the site.
- Visiting groups are welcomed by TRC staff/people and made aware of the relevant aspects of this policy.
- This document is available upon request.

## 4) Health & Safety

### HIRER RESPONSIBILITIES - The Hirer shall:

- a) Be familiar with TRC health and safety regulations as far as necessary and required.
- b) Ensure that all hazards arising from their activities are adequately risk assessed and appropriate control measures remain in place to reduce risks around health and safety to as low a level as is reasonably practicable.
- c) Ensure their risk assessments are regularly reviewed and safety is always treated as a priority.
- d) Investigate all accidents, including near misses; make a report and email to the TRC Management Team as soon as possible, (within 5 days), and take measures to prevent a recurrence.
- e) Have read and understood the information detailed in the residential policies, T&C's, etc.

**CENTRE RESPONSIBILITIES** - The Centre shall:

- a) Ensure the premises are clean, safe and tidy.
- b) Ensure that all equipment used within the hirer's booking is in good, safe, working condition and fit for purpose.
- c) Ensure that all hirers have received the appropriate induction/training where needed for using kitchen equipment, conducting emergency procedures and considered all other detail found in the residential policies, T&C's, etc.
- d) Ensure that adequate access and egress is maintained at the Centre.
- e) Ensure adequate firefighting equipment is available and maintained.
- f) Ensure that adequate provision is made for first aid if needed.
- g) Ensure that food hygiene regulations and procedures are observed, where required.
- h) Ensure that all sleeping arrangements are fit for use/purpose and fall within The Bunk Beds (Entrapment Hazards), (Safety) Regulations 1987, UK.

**Residential Accommodation and Amenities** – The Centre shall:

- Bunk beds:
  - Regular Inspections: Conduct regular visual inspections for damage, cracks, loose screws or parts, or potential tripping hazards.
  - Maintenance: Promptly repair or replace any damaged bunks before use. Ensure mattresses are clean and pest-free.
  - Hygiene: Encourage guests to bring own/proper bedding and maintain personal hygiene within bunks. Provide hand sanitizer stations near sleeping areas where necessary.
  - Ventilation: Ensure proper ventilation in dormitories to prevent moisture buildup and potential mould growth.
- General Accommodation:
  - Cleaning: Implement a regular cleaning schedule for floors, surfaces, and shared spaces.
  - Pest Control: Implement pest control measures to prevent infestations where applicable.
  - Fire Safety: Ensure clear escape routes, clear signage, functioning fire alarms, a shared EAP and readily available fire extinguishers.
  - Security: Implement measures to control access to sleeping areas and secure personal belongings.
- Washing/Showering Amenities:
  - Cleanliness: Regularly clean floors, showers, toilets, and sinks with appropriate disinfectants/cleaning products, (logged within TRC COSHH documents).
  - Maintenance: Promptly repair any leaks, faulty fixtures, or malfunctioning hot water systems, (actioned from TRC Maintenance & Housekeeping Forms).
  - Ventilation: Ensure adequate ventilation in bathrooms to prevent moisture buildup and mold growth.
  - Supplies: Provide readily available, fresh toilet paper, soap, and hand towels.
  - Accessibility: Ensure facilities are as accessible as necessary to guests with disabilities.

- Additional:
  - Train TRC staff on hygiene and safety procedures, (TRC Training Manual).
  - Clearly communicate hygiene and safety expectations to guests.
  - Provide guests with contact information for reporting any concerns.
  - Conduct periodic safety audits to identify and address potential risks, (TRC Maintenance and Housekeeping Forms).

## 5) Generic Risk Assessments

The following risk assessments and documents are relevant across our Centre operations.

Assessed by	Reassessed by	Supporting Policies
TRC Management Team.	12 months from the version date.	NOP, (Normal Operating Procedures), Fire Risk Assessments, Policy Handbook, Legionnaires Policy (TBC), Water Management Plan (TBC), PAT testing certificates, Safer Food Better Business policy, Electric Certificates, Oil Boiler Certificates.

### 5.1 All toilet and shower facilities

Risk	Who it affects	How is this controlled
Hygiene issues due to lack of cleaning leading to unpleasant facilities and the possibility of infections.	All users.	<ul style="list-style-type: none"> <li>• Toilets cleaned daily when in use.</li> <li>• Wash basins cleaned daily when in use.</li> <li>• Showers cleaned daily when in use.</li> <li>• Standards of cleaning trained to all new staff and volunteers.</li> <li>• Cleaning recorded on TRC Monthly Cleaning Form, (TBC) and signed, actioned and stored by CM/DCM.</li> </ul>
Not enough showers per participants to enable users' adequate access during their visit.	Residential users.	<ul style="list-style-type: none"> <li>• Showers are based on 1 shower to 8.5 participants at full capacity.</li> <li>• There should rarely be more than x2 groups sharing the accommodation and its facilities at one time.</li> </ul>
Not enough toilets per participants to enable users' adequate access during their visit.	Residential users.	<ul style="list-style-type: none"> <li>• Toilets are based on 1 shower to 8.5 participants at full capacity.</li> <li>• There is an extra toilet in the current Centre office if required, (all staff to vacate the Centre office if being used by anyone).</li> <li>• Additional toilets can be hired for external use for larger events, etc.</li> </ul>
Poor personal hygiene after visiting the toilet leading to cross	All users.	<ul style="list-style-type: none"> <li>• Hand washing basins with hot and cold water are located at each toilet facility.</li> <li>• Soap is provided.</li> <li>• Paper towels are provided with an accompanying bin.</li> </ul>

infections to other users.		<ul style="list-style-type: none"> <li>• Bins get emptied daily.</li> </ul>
Lack of facilities for medical waste and personal hygiene products leading to unsanitary environment.	All users.	<ul style="list-style-type: none"> <li>• Regular collections of used sanitary material is arranged through an external contractor.</li> <li>• Bins are provided and managed by external contractor.</li> <li>• Bins are located in all toilet rooms.</li> </ul>
Lack of adequate toilet and showering facilities to enable people with disabilities to have a hygienic experience.	Users with disabilities.	<ul style="list-style-type: none"> <li>• The Centre has an accessible toileting and shower facility which includes: <ul style="list-style-type: none"> <li>○ Suitable sized door entry/exit space.</li> <li>○ Adaptions to the toilet to allow for easier access.</li> <li>○ Large space for manoeuvring with a wheelchair.</li> <li>○ Lowered sink, pull chords and other functional switches, taps and handles.</li> <li>○ Larger/bar type tap handles, (TBC).</li> </ul> </li> </ul>
Contaminated drinking water causing illness.	All users.	<ul style="list-style-type: none"> <li>• All taps suitable for drinking water are clearly marked and vice versa.</li> <li>• See TRC Water Management Plan, (TBC).</li> <li>• Water tanks checked quarterly, and detail/data recorded.</li> <li>• See Legionnaire Policy, (TBC).</li> </ul>
Poor lighting leading to trip injuries.	All users.	<ul style="list-style-type: none"> <li>• Centre lights internal/external positioned at key points to enable safe navigation when dark.</li> <li>• All participants on residential asked to bring along a torch as part of their kit list and be personally responsible for their movement.</li> </ul>
Mixed gender use of facilities resulting in inappropriate sexual behaviour or bullying.	All users.	<ul style="list-style-type: none"> <li>• All toilet and shower facilities are individual units with locks on unit/external doors to provide privacy.</li> <li>• Group Leaders are welcome to manage group gender use of TRC facilities at their discretion.</li> </ul>
Group Leaders or TRC Staff not being able to access a locked toilet or shower facility during an emergency safeguarding issue such as acts of self-harm, de-escalating behaviour or accidents becoming worse.	All users.	<ul style="list-style-type: none"> <li>• All locks can be opened from the outside by using a screwdriver/coin to provide emergency access.</li> <li>• Identified high risk users should have individual risk assessments/additional medical or extra needs information communicated with TRC prior to arriving.</li> <li>• The consideration of appropriately supervised toilet/shower use may be considered.</li> <li>• The Group Leader must maintain full responsibility of any circumstance.</li> <li>• TRC Management Team can be directed by and assist the Group Leader to promote/support safety and de-escalation where appropriate.</li> </ul>
Access to the plant room and to cleaning chemicals, electrical machinery and	All users.	<ul style="list-style-type: none"> <li>• Access is via coded padlock which only TRC Staff and Group Leaders have access to.</li> <li>• Chemicals kept in plant room are specific to cleaning and pose minimum risk.</li> </ul>

heating appliances leading to electrocution, misuse of chemicals and damage to equipment.		<ul style="list-style-type: none"> <li>All chemicals/substances bought and used at TRC have COSHH sheet copied and saved on SharePoint.</li> <li>Plant room managed by trained individuals only.</li> </ul>
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## 5.2 Tents, (TBC).

Risk	Who it affects	How is this controlled
Overcrowding leading to uncomfortable experiences and minor injuries.	Campers.	TRC Scout tents - these are 8 person tents maximum; we will operate between 6 to 8 people depending on the group and the length of their stay.
Tents catching alight leading to burns and potentially death.	Campers.	<ul style="list-style-type: none"> <li>TRC is a “no smoking” Centre and site, except for a strictly designated area around the Fire Circle which is situated on the North of the site.</li> <li>All used cigarette material will be placed in the “extinguishment tin” which is given to groups who announce they are smokers, kept inside the fire square unless actual fires are being crafted and ultimately collected at the end of the visit by TRC Staff.</li> <li>All tents have exits places as per manufactures guidelines.</li> <li>Tents are not to be overcrowded as per this risk assessment.</li> <li>No cooking is allowed in tents.</li> <li>Fire Point positioned by wood store tree in the north of the site.</li> <li>Groups Leaders are made aware of action in the event of a fire.</li> <li>TRC staff members can be booked to sleep onsite during group residential experiences where necessary and be available to assist in an emergency.</li> <li>Space between tents should be encouraged where possible to prevent fire spreading from one tent to another.</li> <li>Fire Emergency Procedures are clearly signed within the Centre walls.</li> <li>Visiting groups will be made aware of this through a Group Leader Induction and a practice fire drill when achievable.</li> <li>Firefighting equipment is located around the Centre.</li> <li>We encourage primary schools to participate a fire drill on their first night of their residential stay.</li> </ul>
Poor pitching leading to damage to tents and a poor night’s sleep.	Campers.	<ul style="list-style-type: none"> <li>If TRC patrol tents are being used the pitching is to be completed or supervised by TRC staff.</li> <li>Personal tents used are to be used at the discretion of Group Leaders or individual campers.</li> </ul>

Mixed gender sleeping leading to inappropriate sexual contact.	Campers.	<ul style="list-style-type: none"> <li>The TRC policy is that as groups are generally separated by gender/identity when in tents.</li> <li>Where group members identify as other genders, sleeping arrangements will be discussed with them or Group Leaders and reasonable adjustments will be accommodated.</li> <li>An accompanying risk assessment should be completed by the visiting group if this proposes a significant risk.</li> <li>This is the sole responsibility of the Group Leader, TRC will support needs as much as practicable.</li> </ul>
Grass being killed by pitched the tents too long.	Environment.	<ul style="list-style-type: none"> <li>Every effort should be made to move the tents on a weekly basis if appropriate to allow grass time to recover.</li> </ul>

### 5.3 Bunk bed accommodation.

Risk	Who it affects	How is this controlled
Overcrowding leading to discomfort and poor evacuation in an emergency.	Participants.	<ul style="list-style-type: none"> <li>Bunks in the 1970's dorm block are placed in an "L-shaped" plan and are a double tier design to allow for a clear route through for general use and an emergency.</li> <li>Where this is not the case at least a 0.5m gap is kept between each parallel pair of bunks, (double and triples, 1893 dorm).</li> <li>Storage space under bunk beds, is to be used by each pair of bunk users for personal equipment, to allow for access.</li> <li>Hooks for coats and spaces for boots can be found in the Centre Drying Store.</li> <li>The two 1970's dorm rooms have capacity for x16 people, using x4 double bunks in each room.</li> <li>The two Group Leader dorm rooms have the capacity for x4 people, using x2 wooden built-in bunks in each room.</li> <li>The 1893 dorm room has the capacity for x14 people using x4 triple bunks and x1 double bunk.</li> <li>Normally bookings are for the whole Centre where other rooms are made available as breakout space, evening activity rooms, etc.</li> <li>During fair weather the outside areas of the site and Outdoor Learning Space can be used as breakout space or evening activity potential as well.</li> </ul>
Bunk beds moving or falling leading to crush injuries.	Participants.	<ul style="list-style-type: none"> <li>All metal framed/standing bunk beds, (double/triple), are to be fixed to the floor or wall securely as per manufacturer guidelines and weight tested by TRC staff, TBC.</li> </ul>
Impacting heads on lights when using the top bunks.	Participants.	<ul style="list-style-type: none"> <li>The indoor lights used in TRC dorm rooms are not fluorescent tubed style strip lights and are positioned away from participant reach or potential impact.</li> </ul>

People falling from top bunk resulting in minor injuries.	Participants.	<ul style="list-style-type: none"> <li>All bunks except the built-in Group Leader double bunks are manufactured to British Standard guidelines with EN747 Certification, (TBC).</li> <li>Visitors are made aware of the correct way to use the bunk beds and invited on a site visit and to make a risk assessment as to whether users are suitable to be using the top bunk, especially with the triple bunk dorm.</li> </ul>
Lack of privacy resulting in safeguarding issues.	Participants.	<ul style="list-style-type: none"> <li>All windows have blinds or curtains.</li> <li>TRC policy is that groups are normally separated by gender in rooms.</li> <li>Where group members identify as other genders, sleeping arrangements will be discussed with them or the Group Leader and reasonable adjustments be accommodated.</li> <li>The needs of other group members are to also to be considered.</li> <li>Where two groups are residing at any one time the Centre is to be split into 1970 block and 1893 via the fire door halfway down the corridor, just past the accessible wet room. The 1970 block dorms having the only access to the Group Leader rooms and showers/toilets being the only facility being shared.</li> </ul>
Evacuation in a fire being poor and/or halted, resulting in injuries or death.	Participants.	<ul style="list-style-type: none"> <li>Fire sensors are located in each dorm room and all other parts of the Centre, (please see TRC floor plan).</li> <li>Fire evacuation plan in every room.</li> <li>Rooms are single door entrance and exit, group to be made aware of this on arrival.</li> <li>Rooms to be kept tidy and access is maintained throughout residential.</li> <li>Evacuation plan explained to visiting staff on arrival, see TRC Fire Risk Assessment, (TBC).</li> <li>TRC has a non-smoking policy.</li> <li>Electrical items are tested annually, (PAT).</li> <li>Fire systems are checked prior to every residential by TRC staff/cleaning staff and annually by an external company.</li> </ul>

## 5.4 Outdoor learning space.

Risk	Who it affects	How is this controlled
Slip, trip, burn and collision injuries while playing games, delivering groups own evening activities, breakout time, etc.	Participants.	<ul style="list-style-type: none"> <li>Group Leader to liaise with TRC Management Team to decide what games are appropriate to self-facilitate during an evening time, breakout/down time.</li> <li>Extra caution to be taken during wet and windy conditions and in the dark.</li> <li>No fires to be lit whilst games are being delivered in the same space.</li> </ul>

		<ul style="list-style-type: none"> <li>TRC Outdoor Learning equipment not to be used unless formally agreed with TRC staff or session being delivered by TRC.</li> </ul>
Group “firepit” fire spreading through mismanagement or failed extinguishment.	Participants, nearby neighbours.	<ul style="list-style-type: none"> <li>Group Leaders to be made aware of the FS extinguishment process before use of firepits.</li> <li>Group Leaders briefed on safe, FS firepit use, (TRC in-house BushCraft NOP/risk assessment available upon request), TBC.</li> </ul>

## 5.5 Kitchen

Catering and cooking standards are set out in the Safer Food Better Business documents and files, available on request, TBC. All cooking by TRC will be using these policies and procedures as quality assurance and compliance.

Risk	Who it affects	How is this controlled
Poor self-managed cooking leading to damage to TRC property, food poisoning, injuries, fires, etc.	All users.	<ul style="list-style-type: none"> <li>TRC will provide safe and hygienic facilities upon visiting groups arrival in line with our Safer Food Better Business procedures and staff Food and Hygiene L2/3 training.</li> <li>When groups are self-catering, they will risk assess and manage the catering of the kitchen during their stay to include food hygiene standards, cleanliness and operations, (such as safe use of knives and cooking times/temperatures, etc).</li> <li>Groups are made aware of this responsibility at the time of booking.</li> </ul>
Fire safety.	All users.	<ul style="list-style-type: none"> <li>Please see TRC Fire Risk Assessments/Procedures.</li> </ul>
Overcrowding leading to injuries in an evacuation.	All users.	<ul style="list-style-type: none"> <li>The maximum capacity of kitchen users is x3 at any time.</li> <li>X2 exits are provided for potential emergency access.</li> </ul>

## 5.6 Security.

Risk	Who it affects	How is this controlled
Unauthorised access to site from members of the public.	All users.	<ul style="list-style-type: none"> <li>All entrances are clearly labelled as no unauthorised entry.</li> <li>All visitors must report to the Centre Office to sign in/sign out.</li> <li>Centre tours and “show and tell” appointments must be booked in and formally recognised by TRC staff and preferably entered onto the enquiries calendar.</li> <li>Access points to the site are: <ul style="list-style-type: none"> <li>Main TRC entrance WEST gate – gates locked when staff not onsite and no entry signs in place.</li> </ul> </li> <li>When residential groups are staying overnight, they have the option of locking the WEST gate.</li> </ul>

		<ul style="list-style-type: none"> <li>• Visiting groups are provided with a code that will allow them access to the site in some circumstances, (TBC).</li> <li>• On call member of staff, if booked and provided, will introduce themselves to residential group before 1700hrs, inform group leads how to make contact and remain contactable 1700-0900hrs, walk the site a least once during their shift and lock all external gates at 2200hrs.</li> </ul>
Site users and visitors access areas of the site that are out of bounds resulting in disruption to work patterns or injuries.	All users.	<ul style="list-style-type: none"> <li>• All areas that are out of bounds are behind locked gates or locked doors. This is reiterated in the latest version of TRC Group Leader Residential Handbook.</li> <li>• All restricted areas will have clear signage.</li> <li>• Groups briefed on arrival on Centre floor plan and general understanding.</li> </ul>
Children accessing toilet facilities alone at night leading to misadventure, getting lost and exposure to other groups.	Children.	<ul style="list-style-type: none"> <li>• The Centre is small and intimate enough to access toilet facilities within metres from dorm rooms.</li> <li>• The group know the location of the toilets in relation to their dorm from use though the day's activities, etc.</li> </ul>

## 5.7 Car parking and coaches.

Risk	Who it affects	How is this controlled
Injuries to groups or individuals walking, taking part in an onsite activity, event or operating in the Centre carpark from other people parking their vehicles.	All users.	<ul style="list-style-type: none"> <li>• Signs placed on car park entrance gate "SLOW CHILDREN".</li> <li>• Staff vehicles are to either park in the x2 designated spaces on the WEST of the carpark by the main entrance or in the free parking in the centre of the village.</li> <li>• The external building has lights in various places needed like entrances and facing towards the NORTH of the site.</li> </ul>
Staff and volunteers being hit by cars when directing them during large events, etc.	Staff and volunteers.	<ul style="list-style-type: none"> <li>• Hi-Viz vests to be worn.</li> <li>• Torches at nighttime to provide more visibility.</li> </ul>
Overcrowding in main car park leading to damage to cars, granite gate posts and limited space to manoeuvre safely.	All users.	<ul style="list-style-type: none"> <li>• When parking spaces are limited, TRC staff are to move personal cars to alternative parking.</li> <li>• Buses bigger than an 18-seater minibus are not permitted to enter the Centre carpark and require prior arrangements to drop off/pick up groups.</li> <li>• Community Garden and other Centre activities/resources to keep to designated areas.</li> </ul>

## 5.8 Smoking.

See 2) General Policies section from the current version of TRC Policy Handbook.

## 5.9 Electrical safety.

Risk	Who it affects	How is this controlled
Faulty equipment leading to electrocution and or death.	All users.	<ul style="list-style-type: none"> <li>All Centre, portable appliance, electrical items are PAT tested annually.</li> <li>Guests with appliances should ideally have them PAT tested themselves or have valid product warranty.</li> <li>All broken or damaged equipment is taken out of use and moved to the Centre Office for repair/replacement.</li> </ul>
Attempting repairs to Centre electrics or appliances leading to electrocution and or death.	All users.	<ul style="list-style-type: none"> <li>All users within the Centre are not to attempt to repair or replace any electrical part, circuit or undoing, however simple, at any time. The fault or repair needed should be reported to the CM/DCM as soon as possible.</li> </ul>

## 5.10 Fire safety.

Also see current version of TRC Fire Risk Assessment.

### Fire procedures:

During your visit to TRC you will be responsible for the fire safety for your group. Please make sure you and your group understand what to do and where the emergency assembly area is. Below is an outline of procedures you need to follow as a group and be aware of during your stay and any associated risks.

During the normal office hours, TRC Management staff should be present at the Centre and be able to assist with evacuation and roll call. Please see the timetable below:

TRC Office Hours:

- Monday 0900hrs – 1630hrs
- Tuesday 0900hrs – 1630hrs
- Wednesday 0900hrs – 1630hrs
- Thursday 0900hrs – 1630hrs
- Friday 0900hrs – 1630hrs
- Saturday Open if group residing
- Sunday Open if group residing

TRC has appropriate and inspected/certificated firefighting equipment.

### Action on hearing the alarm or discovering a fire:

1. Sound the alarm unless already actioned using the “break boxes” supplied.
2. Make sure yourself and the entire group evacuate to the emergency assembly point immediately.
3. Dial 999 and ask for the fire brigade services and follow any other instructions they advise.

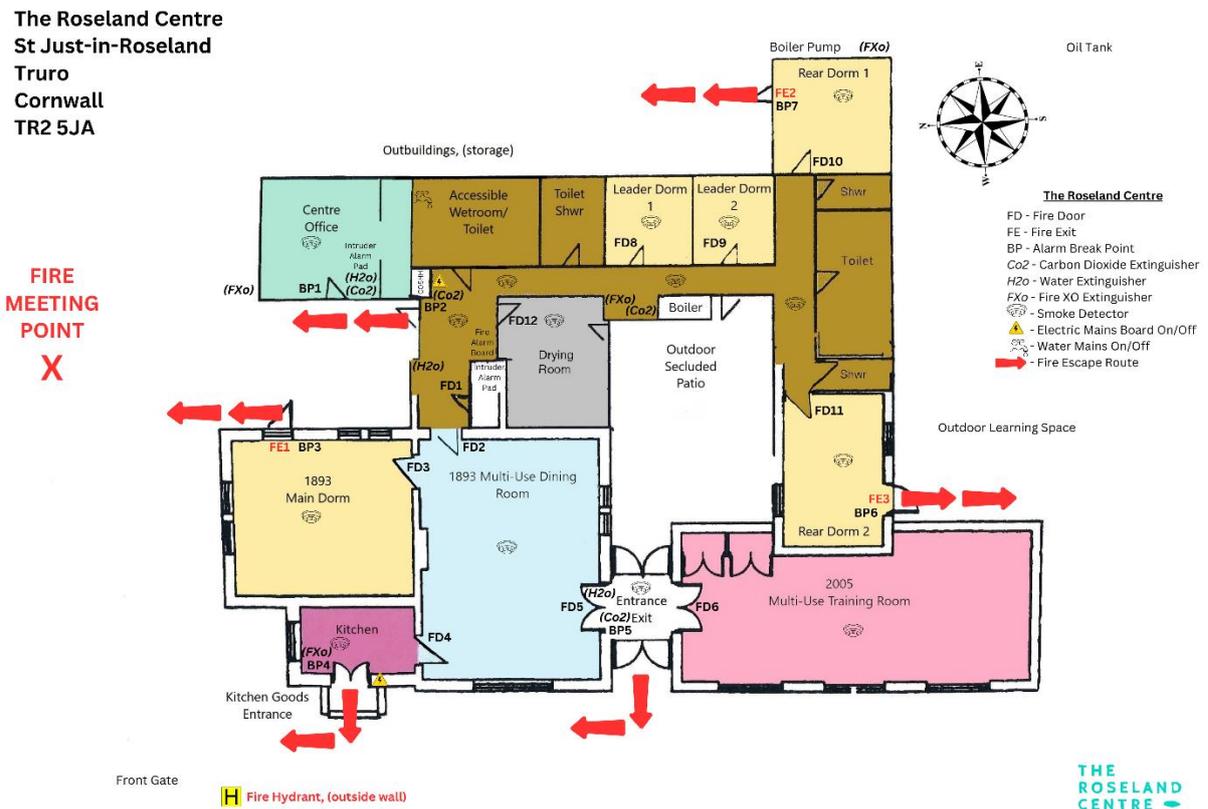
4. Assemble the group and take a register using the TRC Group Booking Register Form.
5. Confirm that everyone is out of TRC building.
6. Contact the TRC Management Team and let them know the situation, (see page 8).
7. Do not return to the building until authorised to do so.

The fire assembly point is:

**Around the Campfire located north of the Centre building.**

Current, evacuation plan is shown below and is also located in every Centre room. Please ask everyone to have a set of shoes under their bunk if possible and a coat nearby, in the event of an evacuation in the middle of the night/wet weather, etc.

For all children at primary schools, an evacuation drill on their first night of residential is essential. This will be timed and recorded in the TRC Fire Records File. All other groups can request an evacuation drill. Please see the CM/DCM to arrange this.



Anyone can use a fire extinguisher when used as a “first aid firefighting appliance” – this simply means when used for escape purposes, for instance when evacuating a building and the exit route is blocked by fire, an extinguisher can be used to subdue, control or even extinguish the fire in order to exit the building safely. In this instance, the operative can follow the manufacturer instructions and operate the extinguisher without training, [Who is responsible for using a fire extinguisher? | Fire Protection Association \(thefpa.co.uk\)](http://www.thefpa.co.uk).

Risk	Who it affects	How is this controlled
Poor lighting when dark leading to trips and falls when evacuating the accommodation and/or visiting the bathroom.	All users.	<ul style="list-style-type: none"> <li>All participants are advised to bring torches with them as shown in the equipment list, provided to them at the time of booking.</li> <li>Group Leaders, to set in place, a system of appropriate support such as a buddy system for younger groups visiting the bathroom through the night.</li> <li>Emergency escape lighting tested within recommended periods and recorded in Centre Fire Safety Log.</li> <li>Corridors, bunks and all Fire Exits are to be kept clear at all times.</li> </ul>
Participants unsure where to exit during an emergency.	All users.	<ul style="list-style-type: none"> <li>All Fire EAP documents are emailed out to hire and residential clients/Group Leads prior with initial booking correspondence and the same EAP instructions are positioned on walls in every major room and entrance/exit. This is brief and/or is part of a group induction to hire/residential meet and greet.</li> </ul>
Exits blocked by fire.	All users.	<ul style="list-style-type: none"> <li>TRC has three types of fire extinguishers to be used for “first aid fire extinguishment”, (extinguishing fires for safe escape of participants), positioned around certain points of the Centre, (advised by the FRA Officer). <ul style="list-style-type: none"> <li>Water.</li> <li>Carbon Dioxide.</li> <li>Fire XO.</li> </ul> </li> </ul>
Fire extinguishers not located in proper place, old or empty.		<ul style="list-style-type: none"> <li>Weekly checks performed on all fire extinguisher quality, quantity and location,</li> </ul>

## 5.11 Water management.

See current version of TRC Water Management Plan, (TBC).

Risk	Who it affects	How is this controlled
Contamination to drinking water leading to illness.	All users.	<ul style="list-style-type: none"> <li>Drinking water taps clearly labelled and vice versa.</li> <li>Systems checked annually by an external company and any advisories promptly actioned.</li> <li>Water storage tanks cleaned annually.</li> <li>Taps with hoses are protected against drawback of water from the hose into the system by specific non return valves.</li> <li>External water collection butts painted white to reflect suns heat.</li> <li>External water collection butts emptied quarterly.</li> </ul>

## 5.12 Safeguarding.

See current version of TRC Safeguard Policy.

## 5.13 Emergencies, (absconding, missing person, critical incident plan, power cuts).

See 5) General Risk Assessment section from the current version of TRC NOP and TRC Power Cut Risk Assessment.

## 5.14 First Aid.

Risk	Who it affects	How is this controlled
Groups becoming injured outside of TRC, daytime normal operating hours resulting in injuries worsening.	Participants.	<ul style="list-style-type: none"> <li>Groups are to provide their own first aid equipment and first aiders appropriate to the nature their stay/experience.</li> <li>TRC staff are present during normal daytime office hours of 0830hrs – 1730hrs and after this can be booked for evening activities or on-call night staff.</li> </ul>

## 5.15 Other rooms.

Risk	Who it affects	How is this controlled
Overcrowding leading to trip injuries and problems in an evacuation.	All users.	<ul style="list-style-type: none"> <li>Rooms capacity not to be exceeded, see TRC FRA, (TBC).</li> <li>Rooms to be managed by staff and kept tidy.</li> </ul>

## 5.16 Waste and rubbish.

Risk	Who it affects	How is this controlled
Rubbish on site leading to rodents, animals and unhygienic conditions.	All users.	<ul style="list-style-type: none"> <li>Central/suitable bin point located.</li> <li>Collection of waste from a commercial company at least weekly when seasonal/busy.</li> <li>Additional bins ordered as appropriate, if needed.</li> <li>All site users and TRC Staff encouraged to recycle as much as possible.</li> <li>No food allowed into dorms.</li> </ul>

## 5.17 Covid-19.

Currently guidance at time of writing – to be developed if changes occur.

Risk	Who it affects	How is this controlled
General spreading of virus through proximity and	Participants.	<ul style="list-style-type: none"> <li>Residential groups to risk assess their own safe operating practice with regards to covid 19 current guidance.</li> </ul>

contaminated surfaces.		<ul style="list-style-type: none"> <li>• TRC policies must stand as the minimum standard, where visiting groups policies are less robust, the TRC policies must be followed.</li> <li>• All residential guests must be symptom free on arrival.</li> </ul>
Virus transmitted through touching or being in close proximity of other residential guests	Participants.	<ul style="list-style-type: none"> <li>• On arrival, clear boundaries of residential areas are issued per residential group.</li> <li>• Each residential group will have issued their own toilet/shower facilities.</li> <li>• Catering – see BFBB Guidance.</li> </ul>