Lindley Educational Trust Hollowford Centre	**Risk Assessment** **Hollowford Site & Facilities**	Current as of January 2026 By Paul Booker Review date by 31 January 2027		
HAZARD	**RISK**	**CONTROL MEASURE**	**FURTHER ACTION REQURED**	**RESPONSIBILITY / DUE & COMPLETED DATES**
Slips & Trips	Various injuries	Floors & grounds kept in good condition. Grit available for use outdoors when icy. Sufficient lighting (automatic outside) Good housekeeping including signage when wet Young people briefed not to run indoors and wear suitable footwear at all times Dinning room door is locked whilst floor is wet after mopping	No further action at this stage	
Hot Water Urns	Scalding	Signage Tap springs to off	No further action at this stage	
Unfamiliarity with site	Various injuries Getting lost	Briefing on arrival, awareness of car parks / deliveries / minibuses etc. Remain onsite unless accompanied or sign out procedure for older clients	No further action at this stage	
Clients	Various	Clients asked to share relevant previous & existing medical issues. Visiting group leaders asked any other (eg behavioural) issues Staff ratios (group size) amended as required	No further action at this stage	
Bunk Beds	Various injuries	All bunks have guards Housekeeping staff to work in pairs & wear suitable footwear Preference for using lower bunk where possible	No further action at this stage	
Food	Poisoning Allergic reaction	Strict hygiene standards in food preparation Clean environment and strict cleaning schedule in kitchen Request for dietary / allergy info from all users	No further action at this stage	
Catering Equipment	Various	All equipment maintained in good working order Specific guidelines and risk assessments for each item of equipment		

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Ponds	Drowning	Groups briefed that equipment in grounds is only for use when supervised by centre staff Small Ponds are clearly visible, relatively shallow (max depth 1m) and have graded banks Large pond has a fenced perimeter and signage (max depth 1.5m) Leaders of young people groups should supervise their groups during non activity time All water-based activities require the use of buoyancy aids & there are activity specific risk assessments.	No further action at this stage	
Grounds Activities	Various injuries	Groups briefed that equipment in grounds is only for use when supervised by centre staff	No further action at this stage	
Unauthorized visitors	Inappropriate activity	Young people briefed to stay on site unless accompanied by staff All external doors on keypads Sufficient outdoor lighting Visitor signing in book / badge system Window restrictors in bedrooms Barriers at vehicle entrances that can be locked as necessary	No further action at this stage	
Lifting & Carrying	Various injuries	Staff trained in manual handling Instructors brief groups on safe handling / working together	No further action at this stage	
Electricity	Electrocution	All equipment is regularly checked and well maintained PAT testing Electrical wiring tests Any defects reported and put out of use as appropriate	No further action at this stage	
Gas	Explosion	Boiler rooms kept locked but well ventilated Gas tanks away from building and fenced off Gas appliances in kitchen have safety cut off and kitchen has ventilation system	No further action at this stage	
Legionnaires Disease	Contamination	Water tanks checked / risk assessment by professional contractor on regular basis	No further action at this stage	
Chemicals	Various - poison, burns etc	COSHH assessments and chemicals locked away	No further action at this stage	

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Fire	Fatal injury Smoke inhalation Burns	Full fire risk assessment Fire Alarm & Fire procedures. Regular testing & maintenance Sufficient extinguishers regularly maintained Signage and exits No smoking site with exception of small designated outside shelter	No further action at this stage	
General	Various	All accidents, near misses and incidents are recorded and appropriate action undertaken as required. Safety reviewed in staff meetings. Seek & share information with similar facilities	No further action at this stage	
Traffic	Being run over	All vehicles are required to drive slowly on site Only vehicles connected to Hollowford need to enter site Signage requesting that all drivers take care	No further action at this stage	
Trapped fingers in doors	Injured fingers	Doors where there is deemed to be significant risk of injury are fitted with finger-safe strips	No further action at this stage	
Hot water taps	Scalding	Water temperature restricted, all replacement taps are fitted with mixer units	No further action at this stage	
Hot works	Fire and injury	Hot works policy for all contractors and employee activity	No further action at this stage	
Asbestos	Asbestos related illness	A asbestos survey has been undertaken, that identifies any asbestos on-site Any parties undertaking work onsite need to be aware of any asbestos and follow the asbestos policy.	No further action at this stage	