

Hostel Risk Assessment for Group Stays



Hazard

Risk to?

Likelihood

Risk

Consequence

Control Measure

Sleeping areas

Bunk bed	All	High	Medium	<ul style="list-style-type: none"> • Top bunks fitted with guard rails to prevent occupants from falling out. • Integrity of guard rails and bunks generally to be check on a weekly basis by housekeeping and repaired or replaced as necessary • Accompanying teachers/leaders to enforce the safe levels of discipline in rooms and dormitories during stay.
Luggage	All	Medium	Medium	<ul style="list-style-type: none"> • Accompanying teachers/leaders to ensure floor areas remain clear during stay with luggage stored under beds or in wardrobes.
Windows	All	Medium	High	<ul style="list-style-type: none"> • All windows fitted with restrictors to prevent wide opening. • Maintenance to conduct a weekly check that restrictors are working properly.
Supervision	All	Low	Medium	<ul style="list-style-type: none"> • Group leaders are required to remain on the property to supervise the group. YMCA staff are not available for supervising or taking responsibility of the group.

Bathrooms/toilets

Wet/slippery floors	All	High	Medium	<ul style="list-style-type: none"> • Housekeeping team to check that floors are not excessively wet after cleaning. • Housekeeping team to position warning signs/cones over floor after mopping.
Bacteria contamination	All	Low	Medium	<ul style="list-style-type: none"> • Housekeeping to ensure that all bathroom/toilet surfaces are thoroughly cleaned every day. • Maintenance to ensure that all taps and shower heads are flushed out every 7 days.
Floor drains	All	Medium	Low	<ul style="list-style-type: none"> • All floor drains to be fitted with suitable cover. • Maintenance to carry out weekly checks that all drain covers are securely fitted and repair where necessary.
Windows	All	Medium	High	<ul style="list-style-type: none"> • All windows are fitted with restrictors to prevent wide opening. • Maintenance to carry out weekly checks the restrictors are working properly.

General

Electric adaptors	All	Medium	Medium	<ul style="list-style-type: none"> • All electrical equipment/adaptors have an annual PAT test carried out by approved company.
-------------------	-----	--------	--------	--

Cleaning Chemicals	All	Medium	High	<ul style="list-style-type: none"> • Cleaning materials are to be kept in secured storage cupboards when not in use. • Housekeeping to ensure they lock chemicals in cupboards after use and do not leave chemicals unattended during their duties. • Cleaning chemicals only to be used at correct concentrations and according to manufacturer's specifications.
Steps and Stairs	All	High	Medium	<ul style="list-style-type: none"> • All internal stairs to be marked with high visibility non slip covering • Where space allows stairs to be provided with a banister rail. • Duty and Night Manager to ensure all steps, corridors and stairs are to remain clear.
Overcrowding	All	Low	Low	<ul style="list-style-type: none"> • Multiple occupied rooms are to have a minimum distance of 30" between beds and there is sufficient circulation space in each room.
Security	All	Medium	Medium	<ul style="list-style-type: none"> • Duty Manager to regularly check building, ensuring exits, stairs and hallways are clear. • Duty Managers are to check visitors/guest who are visiting the rooms against the occupancy list. • Group leaders are offer restricted access to corridors where group are staying – keys fobs on corridor allowed access only.
Fire Safety	All	High	High	<ul style="list-style-type: none"> • Regular fire risk assessment by maintenance staff • Regular training with duty staff • Offer group leaders walk of fire escapes • Weekly testing of fire alarms • Regular testing of fire extinguishers • No smoking/candles allowed in building • Emergency exits/sign checked regularly • Group leaders to ensure members of group do not leave laptops on top of beds. • All staff aware of evacuation procedures • Fire Risk Assessment completed and Fire Safety Policy and associated procedures in place.
First Aid	All	Medium	Medium	<ul style="list-style-type: none"> • Staff on duty to be training in first aid • First Aid kit checked and restocked when necessary
Behaviour	All	Medium	Medium	<ul style="list-style-type: none"> • Any damage to hostel furnishings or fittings must be reported immediately to a duty manager on reception. • Guest/Groups/Students will be reminded about expectations regarding behaviour in and around hostel • Staff rooms will be dispersed among those of group to ensure broadest monitoring and availability in an emergency