

<b>Where:</b>	<b>Hazard:</b>	<b>Possible incidents:</b>	<b>Action:</b>	<b>Minimise/Eliminate</b>
<b>Outside Conference:</b>				
	Loose barbed wire:	Someone could accidentally get caught on it.	Eventually we will replace the back fence but for now we can tidy up and secure the wire to minimise the risk.	<b>Minimise</b>
	Unstable Back Fence:	It is unsafe for anyone who may lean or climb on it.	Eventually we will replace the back fence but for now we can ensure it is as stable as possible and could potentially add small reinforcements alongside it.	<b>Minimise eventually Eliminate</b>
	Security Breach Risk:	With the fence being unstable, broken and weak it makes it easier for unwanted visitors to enter the property and also may make it look more inviting.	Eventually we will replace the back fence but for now we can fix the gaps and the damaged areas to help keep unwanted visitors out.	<b>Minimise/Eliminate</b>
	Floppy Carpet on Conference Stairs:	Guests or staff members may trip on the torn and loose carpet while going up or down the staircase which could lead to injury.	We need to cut off of tidy up the loose and ripped carpet bits and monitor the area to ensure it doesn't get any worse.	<b>Minimise</b>
	Uneven Bricks:	The ground is uneven with some bricks being at different levels than others, a guest or staff		<b>?</b>

		member could easily trip or stub their toe on one of these bricks.		
<b>Inside Conference:</b>				
	Damaged/Worn Carpet:	Guests or staff members may trip on the torn and loose carpet which could lead to injury.	In the near future the conference room carpet is getting replaced.	<b>Eliminate</b>
	Mats by Door Entrances:	Tripping Hazard.	These will need an upgrade to something a little more tidy and less worn out to help eliminate the risk	<b>Eliminate</b>
	Groups Hot Water Jugs:	Someone could potentially be burnt	We need to ensure we always turn this off at the wall when not in use and that it isn't too close to the edge of the table when the guests are using it.	<b>Minimise</b>
<b>South Carpark:</b>				
	Trailer:	Somebody could potentially hit this with their car if not paying attention.	We've tried to minimise the risk by having parked closely to the shed leaving more parking space and also putting cones around it to help be more visible at night.	<b>Minimise</b>
	Pot Holes:	Tripping hazard or could potentially damage a vehicle that hits	They are getting filled.	<b>Eliminate</b>

		one.		
	Tools from the Shed:	If any tools are left out a kid could potentially think it's a toy and hurt themselves.	We have reorganised the shed to make it easier to put things away and to minimise risk we now leave all tools inside the shed at all times and have it locked when not using it.	<b>Minimise</b>
Communal Kitchen/Lounge:				
	Sharp Knives:	Kids could hurt themselves if they were playing with a sharp knife and nobody was monitoring them.	We will relocate our sharp knives so that kids are unable to reach them and have them stored safely	<b>Minimise</b>
	Boiling Water (Zip) on Wall:	People can burn themselves.	We have put a "Hot Water" sign up to help minimise the risk as it clearly tells people what it is.	<b>Minimise</b>
	Dish Washing Liquid:	Could potentially be dangerous if swallowed.	These are kept up on a high bench top in the kitchen, out of reach from children.	<b>Minimise</b>
	Off Food:	A guest could potentially eat some off food from the communal fridge which could lead to food poisoning.	We regularly check the fridges and once a week we throw out anything that is not labeled properly or hasn't been used. We also wipe the fridge down on this day.	<b>Minimise</b>

	Ripped Carpet:	Tripping Hazard.	We have tried to minimise this by moving furniture or mats over the worse parts.	<b>Minimise</b>
	Outside Mats:	Tripping Hazard.	Each day when we clean the kitchen/lounge area we ensure the mats are pushed in to help minimise risk.	<b>Minimise</b>
	Heaters:	The heaters being left on over night with items such as the TV cord being next to it could be a potential fire/electrical hazard.	The heat for the heaters have been turned down slightly so it is not as hot and we check daily that they are not unnecessarily left on or used unsafely.	<b>Minimise</b>
Communal Bathrooms:				
	Wet Floors:	Slipping Hazard.	By putting in something such as a rubber mat nearly the sink area it could help minimise the risk as there will be more stable surface area.	<b>Minimise</b>
	Unsafe Objects in Rubbish Bins:	Sharp objects or used objects may cause harm or sickness to guests or staff if handled incorrectly.	Our cleaners replace the rubbish bags for each bathroom daily, handling them with gloves to help minimise any risk.	<b>Minimise</b>
Campgrounds:				
	Power Boxes Exposed:	This could be dangerous for someone who doesn't know what they are doing and also if water gets	We can put locks on these.	<b>Eliminate</b>

		into it.		
	Damaged Tables:	Somebody could sit on a broken piece of wood or a nail, the table could break while someone is on it.	Fix the broken parts and replace anything that is to dangerous	<b>Minimise</b>
	Uneven Ground in Camp Sites:	Could be a tripping hazard in the dark.	Put lights in the camp ground.	<b>Minimise</b>
Outside the Bar:				
	The Fireplace:	A child could burn themselves playing with hot embers etc.	We have a cover for the fireplace for when it's not in use.	<b>Minimise</b>
Lodges:				
	Mats by Each Door:	Tripping hazard.	We minimise this by ensuring the mats are neatly pushed in each day during the cleaning of the lodges and bathrooms.	<b>Minimise</b>
	Uneven Ground:	The ground is uneven with some bricks being at different levels than others, a guest or staff member could easily trip or stub their toe on one of these bricks.		

	Cleaning Room:	Chemicals could cause harm if not handled correctly.	Whenever the cleaning room is not in use we ensure to lock it and all chemicals etc are put away each day.	<b>Minimise</b>
Driveways:				
	Pot Holes:	Tripping hazard or could potentially damage a vehicle that hits one.	They are getting filled.	<b>Eliminate</b>
	Entrance and Exit Driveways Damaged:	Tripping hazard.	Have talked to our guy doing the potholes and he has mentioned to contact the council as they should be obliged to fix it.	<b>Eliminate</b>
Skip Bin:				
	Rubbish Left Behind:	Could be a health hazard if not correctly monitored.	Our skip is picked up two times a week and our staff do the sites rubbish daily, ensuring no mess is left under the skip bin at the same time.	<b>Eliminate</b>
	Broken Glass:	Guests trying to dispose of bottles may sometimes miss the skip leaving glass on the ground which could cause injury.	Our staff are told to clean up anything such as broken glass as soon as they become aware of it, we also check around the skip area daily when disposing of the sites rubbish for the day.	<b>Minimise</b>
Behind Shed:				
	Trolleys:	Could be dangerous if people are	We are looking to dispose of any unwanted	<b>Eliminate</b>

		playing with them.	trolleys.	
	Wood:	Loose wood could be a tripping hazard.	Ensuring we restack any loose wood each time we use it.	<b>Eliminate</b>
Pool:				
	Skimmer Basket:	Could be a tripping hazard if not covered.	The pool is cleaned daily and we ensure that the cover is always placed back on top.	<b>Eliminate</b>
	Pool Shed:	Chemicals etc could be highly dangerous if not handled correctly.	The pool shed is secured with a padlock.	<b>Eliminate</b>
	Heat Pump:	If not handled correctly it could cause serious burns.	The heat pump cupboard is secured with a padlock.	<b>Eliminate</b>
	Protruding drain:	Tripping hazard.		
	Bricks Around the Pool Need Filling:	Tripping hazard which is more unsafe being next to water, bricks also have sharp edges.	Need to fill the gaps with grout or something similar.	<b>Minimise</b>
Laundry:				
	Fuse Cupboard:	Could be dangerous with all the electrics if someone was to play with it.	The fuse cupboard is secured with a padlock.	<b>Eliminate</b>
	Iron:	Burning hazard.	We ensure the iron is kept at a height where a child is unable to reach it.	<b>Minimise</b>
	Hot water cupboard:	Burning hazard.	The door is locked when not in use.	<b>Eliminate</b>