

# Risk Assessment - BFOC Self Catering Lodges\*

**Date of Assessment:** 13th March 2024, reviewed 14th March 2026

**Standard Review date:** 1st April 2027

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**Description of Area:** Blackland Farm Outdoor Centre Self Catering Lodges



## Risk Assessment Matrix

Severity / Likelihood	1 Rare	3 Possible	5 Almost Certain
5 Catastrophic	5	15	25
3 Moderate	3	9	15
1 Insignificant	1	3	5

## Definitions:

**Severity;** How severely could the hazard hurt someone or cause damage?

Catastrophic: Injury would require expert medical attention, and has the potential to be fatal

Major: Injury would require the participant to stop doing the activity, medical treatment is beyond the skills of a basic first aider

Insignificant: Minor injury requiring simple first aid or no treatment.

**Likelihood;** How likely is it to happen?

Almost certain: Expected to occur in all circumstances

Possible: Might possibly occur at some time

Rare: May occur only in exceptional circumstances

## Risk Score:

Risk Score	Risk Level	Action Required
20-25	Extreme	Immediate action required
12-16	High	Action plan required
6-10	Moderate	Specific monitoring or procedures required
1-5	Low	Manage through routine procedures

**\*Please note, this Risk Assessment should be used in tandem with the BFOC Generic Site Risk Assessment**

Hazard	Potential outcome	Persons Affected	Controls	Severity	Likelihood	Risk Rating
Slips, Trips, Falls (Inside Lodges)	Injury	All	<ol style="list-style-type: none"> <li>1. BFOC staff to ensure that floors are dry before guests enter indoor accommodation, or that wet areas are alerted to by wet floor signs.</li> <li>2. Guests to ensure that good housekeeping is kept at all times, including the use of wet floor signs over wet floors.</li> <li>3. Mats and non-slip surfaces at main entrances to reduce water and dirt carried into buildings.</li> <li>4. Lodges cleaned regularly to ensure that floors are free of obstructions or material that could contribute to slips trips and falls.</li> <li>5. Trailing cables must be protected by cable tidies or taped down to prevent trips.</li> </ol>	3	1	3
Gas Catering Equipment	Injury, damage due to gas leak. Burns, poisoning.	Users	<ol style="list-style-type: none"> <li>1. BFOC ensures annual maintenance of gas extraction systems and gas ovens by external contractor.</li> <li>2. Adult supervision required by all users of self catering kitchens.</li> <li>3. CO2 detectors in all self-catering lodges, checked routinely by BFOC.</li> <li>4. Gas shut off points (levers or push points) located in kitchens, and external areas in all lodges.</li> </ol>	5	1	5

Lighting	Injury from broken lights	All	<ol style="list-style-type: none"> <li>1. All lights are LED and provided with covers to protect from internal breakages.</li> <li>2. Emergency Lights maintained by BFOC for use when required.</li> </ol>	1	1	1
Kitchenware, including knives	Injury from cuts or misuse, burns	Users	<ol style="list-style-type: none"> <li>1. Adult supervision required in all kitchen areas.</li> <li>2. Blackland Farm provided sharp knives and utensils are stored in a lockable box that can be signed in and out from the main office if required for us.</li> <li>3. Equipment brought onto site by visiting guests remains their own responsibility for safe use and security.</li> </ol>	5	1	5
Storage of equipment, such as tables and chairs	Injury from improper storage	All	<ol style="list-style-type: none"> <li>1. BFOC to ensure that tables and chairs are stacked safely on arrival, guests are aware that equipment should be stored in a safe manner, including cleaning equipment such as mops and buckets, which have designated storage areas.</li> </ol>	3	1	3
Food Handling	Illness	Users	<ol style="list-style-type: none"> <li>1. Self-catering customers are responsible for proper food hygiene during their stay.</li> <li>2. BFOC ensures that cupboards and surfaces in kitchens are clean.</li> </ol>	3	1	3
Fire	Injury, inhalation, burns	All	<ol style="list-style-type: none"> <li>1. See Fire RA for Self Catering Lodges</li> <li>2. Restrop has a log burner with it's own CO2 detector.</li> </ol> <p>Adult supervision required around log burner at all times. Log burner has a fireguard which must be in</p>	5	2	10

			place when log burner is active. Signage present for proper use of log burner. BFOC ensures chimneys are swept annually.			
Water Systems	Contamination, illness, burns	All	<ol style="list-style-type: none"> <li>1. Legionella RA carried out, water sampling carried out by independent contractor.</li> <li>2. Little used outlets are flushed if not used regularly, shower heads descales.</li> <li>3. Hot water taps are marked to highlight hazard.</li> </ol>	3	1	3
Doors	Entrapment, injury	All	<ol style="list-style-type: none"> <li>1. All doors, including firedoors are maintained and checked regularly.</li> <li>2. Fingerguards are present on all hazardous doors.</li> </ol>	3	1	3
Security	Harm, safeguarding issues	Guests	<ol style="list-style-type: none"> <li>1. See Generic Site Risk Assessment</li> <li>2. Group Leader given keys and responsible for securing building. Spare set retained by BFOC.</li> </ol>	5	1	5

This Risk Assessment should be reviewed annually, or more frequently if an incident or injury occurs, or environmental conditions, or guidance changes.