

# FAUREFOLD RISK LOG FOR VISTORS / General Risk Log for Sessions

Last Updated June 2021

## Property Information

Name of Property /Site:	Faurefold Holiday House and Campsite		
Risk Assessment Completed by:	Clare Coker	Role:	Chair of Faurefold Management Committee
Once all the actions are carried out can you eliminate or safely manage the risk of harm to keep girls and leaders safe whilst enjoying the property and carrying out activities commensurate with the aims of Girlguiding?			YES
Has the risk assessment been shared with all relevant committee members and volunteers who will be responsible for ensuring safe practice?			YES
Risk Assessment due for review:	1 <sup>st</sup> July 2022		

## Risk Matrix

<u>Severity</u> <u>Likelihood</u>	<b>Slight Harm (L)</b> superficial injuries, minor cuts and bruises	<b>Harmful (M)</b> Minor fractures, ill health leading to minor, temporary disability	<b>Extremely Harmful (H)</b> Multiple injuries, major fractures, disability or fatality
<b>Unlikely (L)</b> (rarely happens)	<b>Low Risk</b>	<b>Low Risk</b>	<b>Medium Risk</b>
<b>Likely (M)</b> (often happens)	<b>Low Risk</b>	<b>Medium Risk</b>	<b>High Risk</b>
<b>Very Likely (H)</b> (nearly always happens)	<b>Medium Risk</b>	<b>High Risk</b>	<b>High Risk</b>

*NB: Box colours in the table below show overall risk level for risk element*

It is the responsibility of leaders to assess the risks of their planned activities on the site and to make provision to minimize any risks. The following information is intended to help and does not replace a leader's own risk assessment. Users should exercise caution at all times. Girlguiding hirers should report accidents in the usual way.

We take your safety on site very seriously, please report anything you observe that you consider to be a risk and any incidents or accidents via our online form

[REPORT-A-PROBLEM](#)

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Hazards What could cause harm or damage?	Impact Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood (L/M/H)	Severity (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level? (Visitor Responsibilities)
Vehicles on site (Car Park capacity is limited 12-15 vehicles)	<b>Site Users:</b> Vehicular accidents involving people or other vehicles	1) With car parking area at gate and beside the building, there is no need to park vehicles on the grass. Sleepers and cones to mark area where cars are allowed and hazards (e.g. low edges) 2) Leaders and disabled parking is adjacent to the house 3) Path has been added from car park to house and Lighting and motion sensors in the car park replaced in 2021 4) When both the Grounds and House are booked the Booking Secretary tries to ensure that arrivals and departures are not at the same time. 5) Cones mark corners which might have poor visibility when reversing. 6) Reverse Parking recommended, particularly in the parking spaces adjacent to the house. 7) Access to the nature trail is best from between the sycamore and the assembly point, not through the carpark	Low	High	<b>Visitors:</b> 1) Leaders to consider number of cars arriving and departing and encourage lift sharing where appropriate. 2) Leaders to consider number of cars arriving and departing and implications of sharing site with other groups 3) Cars are to be parked in the car park only and girls discouraged from walking unnecessarily in this area 4) Once the event is underway close the gate to deter girls from entering the lane and cars from entering the site 5) A rope and sign is available to be hung across to the driveway at drop-off and pick up times to prevent parental access near the house, as required
Seasonal marquees that are erected for use during spring/summer	<b>Site Users:</b> Damage to the marquee or injury to person on site	Pegs may become loose/need adjusting over time - The pegs and canvas are checked regularly on the site safety walk-around	Low	Med	<b>Visitors:</b> Please check marquee moorings are secure at beginning of your visit and if it has been particularly windy before your visit.

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Water Stand Pipes	<b>Site Users:</b> Water may become stagnant in the downpipes leading to illness	1) All water to the site is a mains fed supply, there are no water storage tanks on site.  2) The water is run out at the start of the season and on monthly site inspections, but there may be significant interval between use	Low	Low	<b>Visitors:</b> Please run off 4 buckets of water to clear the pipes before first use (if using as drinking water).
Brown Shed Storage	<b>Site Users:</b> injuries due to awkward lifting, falling objects, etc	Games and Activity Equipment are kept in the Brown shed and are stored carefully and tidily for ease of access	Low	Med	<b>Visitors:</b> 1) Please take care removing items from the shed, 2) Be mindful of the environment 3) Move things if access is difficult 4) Return things as they were found and in a tidy manner so as they do not cause a problem for future users
Trolleys	<b>Site Users:</b> Injury from falling off if used inappropriately	1) Trolleys are stored safely by the green shed  2) Visitors are informed that the trolleys are for the movement of bulky items or wood to the campsites. They should not be ridden on at any time.	Low	Med	<b>Visitors:</b> Group leader to ensure that all site users know trolleys should not be ridden on
Woodpiles	<b>Site Users:</b> Slips/falls, sticks in eyes, rusty nails or screws causing lacerations	1) Most wood at this site is from the site itself so there should not be any nails  2) The wood is stored by the campfire in a Log Store, which does not invite climbing  3) Some wood by the altar fire on the campsite is in a small pile that is kept covered and as neat as possible	Low	Low	<b>Visitors:</b> 1) Please take care when taking wood 2) Girls should be reminded not to climb on the woodpile, as it is not stable 3) Should a rusty nail puncture the skin a GP should be consulted as a tetanus shot may be recommended

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Rubbish	<b>Site Users:</b> If rubbish is not properly sorted and disposed of animals are likely to be attracted, including vermin, which may spread disease.	1) Commercial bins are provided at the bottom of the driveway (rubbish & recycling). 2) Bins are clearly labelled, instructions are available in the house and on the side of the brown shed 4) Secure bin sheds have been added to prevent animals from accessing the bins when not in use. 5) Rubbish is collected mid-week	Low	Low	<b>Visitors:</b> 1) Please consider taking all your rubbish home 2) If using an open fire you can burn rubbish that is safe to burn (i.e. not plastic) 3) Use grease traps if disposing of liquids in the woods/hedges. 4) If using main bins, rubbish should be sorted into recyclable food and other. Recyclable rubbish should be loose in the bin not bagged, although if full, hirers should make arrangements to take home
Medical Waste	<b>Site Users:</b> Spread of Infection / Disease	There are no facilities on site for the disposal of medical waste; the group leader should take this off site for appropriate disposal.	Low	Low	<b>Visitors:</b> Group leader is responsible for disposing of medical waste appropriately off site
Fire	<b>Site Users:</b> Burns to hands face body  Site and personal equipment - loss of equipment	Campfire Fire Assembly Point is by the Bughouse. This is separate from the House Muster point which is by the carpark, and the campsite muster which is at the flagpole, all are marked with a green muster point sign.  Water buckets are provided in the brown activity shed and the stripy camp shed and should be filled and placed adjacent to any open fires prior to lighting.	Low	High	<b>Visitors:</b> 1) Please also refer to the Campfires Risk Log 2) At the start to the meeting please inform all attendees of the muster point and the ways of reaching it - there is a path through the wood to the campsite that can be used if need to stay distant from the house.

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Electrical portable devices brought in by site users	<b>Site Users:</b> Electrocutation / risk of electrical fir	1) Fire & Rescue have advised that portable charging devices or mobile phones pose a risk of fire when stored in clothing, or bags.  2) Phone charging is not generally available to session visitors, although in an emergency there is a socket available in the store room or to the left of the front door	Low	High	<b>Visitors:</b> 1) Please make sure that your devices are charged before your visit. 2) Store your devices where they can cool properly 3) Ensure power sockets are not overloaded by using extension leads/cables 4) Visually check power cables prior to using any portable equipment. Equipment should only be used if the cables are intact. 5) Chargers should be supplied by the manufacturers of the device - cheap alternatives can be a significant fire hazard 6) For devices over 2 years old consider PAT testing before arrival, this can be requested at your local electrical shop or from an electrician.

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Poisoning / Allergic Reaction to Plants or Insects	<b>Site Users:</b> Discomfort / illness  Potential severe anaphylactic reaction (e.g to bee stings)	1) Invasive / poisonous plant species are monitored regularly. Brambles and nettles common on some areas of the site  2) Main known species is Ragwort which can cause skin irritation if handled. Ragwort is home to the Cinnabar moth , so it is controlled not entirely removed from the site.  3) many fungi are also present, including on occasion toxic species such as fly agaric  2) Any plant that poses a risk to site users is removed in an approved manner or will be clearly roped off to users during treatment for removal. Any area of the site where bees are nesting will be clearly identified.	Low	Med	<b>Visitors:</b> 1) Known group member allergies should be assessed and considered to adjust the risk  2) Group leader is responsible for checking their activity area on arrival for flora/fauna that may pose a particular risk to their members, due to known allergies  3) Concerns should be reported to the Committee  4) Do not touch or eat unknown plants or fungi.
Ticks	<b>Site Users:</b> Tick bites can result in Lyme's Disease	1) Bracken on site has largely been cleared, but ticks may also be found on the campsite, as deer may pass through the site  2) Be Tick Aware link available on the website	Low	High	<b>Visitors:</b> 1) The site is not suitable for bare feet.  2) Know the symptoms of Lyme's Disease and pass on if necessary  3) Recommend tick checks are made at home after camp  4) Visitor First Aid kit should ideally contain something suitable for tick removal, these are generally available from your local vet.

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Outdoor Space in General	<b>Site Users:</b> various	Our outdoor and woodland spaces are a natural environment home to many wild animals, plants and trees  Separate Risk assessments for outdoor activities and the woodland environment has been prepared	Med	Low	<b>Visitors:</b> If you plan on using the woodland or the onsite activities please also consult the appropriate risk log
Uneven grass surfaces	<b>Site Users:</b> Slips /Falls, most likely leading to sprains and bruises	Small holes and uneven surfaces are inevitable  Site walked regularly to identify significant problems and larger holes filled if necessary	Low	Med	<b>Visitors:</b> 1) Please wear sensible shoes, with a suitable level of support  2) Check areas chosen for running games before starting
Falling branches from trees	<b>Site users:</b> Injuries to head limbs or tents	1) Monthly visual tree inspections are conducted by a qualified member of the management committee to monitor the onsite trees.  2) Additional inspections are carried out post storms and remedial work undertake as necessary	Low	Med	<b>Visitors:</b> 1) Site users are expected to take extra care during periods of extreme weather, which can adversely affect the stability of a tree.  2) It may be necessary to postpone your visit, if storms or high wind expected