

# FAUREFOLD RISK LOG FOR VISTORS / Holiday House

Last Updated July 2023

## Property Information

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| <b>Name of Property /Site:</b>                                                                                                                                                                                              | Faurefold Holiday House and Campsite |              |                                         |
| <b>Risk Assessment Completed by:</b>                                                                                                                                                                                        | Clare Coker                          | <b>Role:</b> | 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? |                                      |              | <b>YES</b>                              |
| Has the risk assessment been shared with all relevant committee members and volunteers who will be responsible for ensuring safe practice?                                                                                  |                                      |              | <b>YES</b>                              |
| <b>Risk Assessment due for review:</b>                                                                                                                                                                                      | July 2024                            |              |                                         |

## Risk Matrix

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

Version 3.2: created 08/7/2023

Updated:

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| <b>Hazards</b><br>What could cause harm or damage?             | <b>Impact</b><br>Who or what is at risk of being affected & how?             | <b>What are you already doing?</b><br>How have you reduced the risk already?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Likelihood</b><br>(L/M/H) | <b>Severity</b><br>(L/M/H) | <b>Are further controls necessary?</b><br>What else needs to happen to reduce the risk to an acceptable level?<br>(Visitor Responsibilities)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| Vehicles on site (Car Park capacity is limited 12-15 vehicles) | <b>Site Users:</b><br>Vehicular accidents involving people or other vehicles | 1) Designated Car parking – no need to park vehicles on the grass. Sleepers and cones to mark area where cars are allowed and hazards (e.g. low edges)<br>2) Leaders and disabled parking is adjacent to the house<br>3) Path has been added from car park to house and Lighting and motion sensors in the car park replaced in 2021<br>4) When both the Grounds and House are booked the Booking Secretary ensures that arrivals and departures are not at the same time.<br>5) Cones mark corners which might have poor visibility when reversing.<br>6) Reverse Parking recommended, particularly in the parking spaces adjacent to the house.<br>7) Access to the nature trail is best from between the sycamore and the assembly point, not through the carpark | Low<br><br>Likelihood        | High<br><br>Severity       | Visitors:<br>1) Leaders to consider number of cars arriving and departing and encourage lift sharing where appropriate.<br>2) Leaders to consider number of cars arriving and departing and implications of sharing site with other groups<br>3) Cars are to be parked in the car park only and girls discouraged from walking unnecessarily in this area<br>4) Once the event is underway close the gate to deter girls from entering the lane and cars from entering the site<br>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 |

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| Railings around front Door                         | <b>Site Users:</b><br>Falls from height, slips and trips            | Hedge has been planted to prevent climbing and somersaulting on the railings, but open section still exists immediately adjacent to the front door                                                          | Low<br>Likelihood            | Medium<br>Severity         | <b>Visitors:</b><br>Discourage children from climbing on the safety rails by the front door and remain vigilant to this possibility.                                                           |
| Windows                                            | <b>Site Users:</b><br>Falling out of windows could cause harm       | Windows in the bedrooms are up high and fairly small so risk is very limited.<br><br>Ensure that windows are maintained on a regular basis if required<br><br>Windows all have locks if leaders wish to use | Low<br>Likelihood            | Medium<br>Severity         | <b>Visitors:</b><br>Do not allow sitting on window ledges or climbing out of windows                                                                                                           |
| Doors                                              | <b>Site Users:</b><br>Users may trap their fingers etc in the doors | Provision of doorstops for the doors that can have them (i.e. not fire doors)                                                                                                                               | Low<br>Likelihood            | Low<br>Severity            | <b>Visitors:</b><br>1) Use doorstops as required.<br>2) Avoid situations where multiple children trying to enter or exit a door at once as fingers more likely to be trapped in this situation |
| Loft Room                                          | Injury to a person or damage to the building                        | Loft door kept locked at all times.                                                                                                                                                                         | Low<br>Likelihood            | Low<br>Severity            | 1) The loft Room is OUT OF BOUNDS for visitors.<br>2) Please let us know if the door is not locked                                                                                             |

| <b>Hazards</b><br>What could cause harm or damage? | <b>Impact</b><br>Who or what is at risk of being affected & how?                                                                       | <b>What are you already doing?</b><br>How have you reduced the risk already?                                                                                                                                                                                                                                                                | <b>Likelihood</b><br>(L/M/H) | <b>Severity</b><br>(L/M/H) | <b>Are further controls necessary?</b><br>What else needs to happen to reduce the risk to an acceptable level?<br>(Visitor Responsibilities)                                                                                                                                                                                                             |
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| Chairs / Tables                                    | <b>Site Users:</b><br>...when being stacked and stored could topple over and injure a person                                           | Chairs are stacked 5 high and facing the wall<br>Tables are carefully stacked in the storage room<br>Visitors are reminded about good practice: photo has been placed on the wall where the chairs stack                                                                                                                                    | Low<br>Likelihood            | Low<br>Severity            | <b>Visitors:</b><br>1) Please replace chairs and table as you found them and take care whilst lifting and storing.                                                                                                                                                                                                                                       |
| Bunk Beds                                          | <b>Bunk Bed Users (Youth and adults):</b><br>Slips/trips and fall when using and climbing in or out of bunk beds, especially top bunks | Bunk beds in line with current best practice, last checked and modified 2023.<br>Standard Size and weight restrictions adopted as guidance for bunk beds<br>Adequate Space is allowed between the bunks for safe usage<br>ROSPA recommend that children under six do not sleep in the top bunk and only one child on a bunk at any one time | Low<br>Likelihood            | Medium<br>Severity         | <b>Visitors:</b><br>1) Ensure young people are aware how to use the bunk beds. Please follow the ROSPA recommendation<br>2) The bunk beds should be treated with respect and not jumped between or off.<br>3) Ensure floors are kept clear, so there are no hazards when getting in or off the top bunk<br>4) Do not move the beds around the bunk rooms |

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| Cables and equipment                                                                                          | <b>Site Users:</b><br>Slips trips and falls                      | All areas well lit.<br>New building, so plenty of sockets and no old trailing cables. All leads are protected.<br>Equipment is stored tidily and not on the floor                                                      | Low<br>Likelihood            | Low<br>Severity            | <b>Visitors:</b><br>1) Groups using Faurefold are expected to have with them suitable first aid kits and first aiders who are able to deal with minor injuries.<br>2) Maintain a tidy environment. If using electrical equipment that involves running cables across the floor (e.g. projector) please place carefully and tape down if necessary                                                            |
| Hard floors, especially if wet<br>In particular water can sometimes escape under the shower doors during use. | <b>Site Users:</b><br>Slips and falls                            | New floors laid with non-slip surface<br>Fridges, kitchen and bathrooms are regularly checked for water seepage.<br>Non slip mats have been added to door entrances to limit rain water being taken into the building. | Medium<br>Likelihood         | Medium<br>Severity         | <b>Visitors:</b><br>1) Mop up all spillages immediately and report any leaks to Booking Sec.<br>2) Outdoor shoes not to be worn in the house. In wet weather pay extra attention to keep entrance way clean to prevent water being brought into the main hall<br>3) Hard squeegee brushes are provided in the bathrooms and floors should be checked and brushed dry if water has come under shower cubicles |

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| Fire Doors<br>- can easily opened from inside (of necessity) | Girls may exit the building without being observed and put themselves at risk                           | 1) Alarms have been added to the bunk room doors. Alarms are loud enough to wake the room should the doors be opened.<br>2) Alarms are tested regularly | Low<br>Likelihood            | Medium<br>Severity         | <b>Visitors:</b><br>1) Leaders are responsible for setting appropriate boundaries and expectations for their stay.                                                                                                          |
| Drawing pins<br>Notice Boards                                | <b>Site Users:</b><br>Drawing pins may fall from the floor and stick into bare skin – risk of infection | Drawing pins that fall with pin down have been provided                                                                                                 | Low<br>Likelihood            | Low<br>Severity            | <b>Visitors:</b><br>We recommend bringing slippers for wearing in the house<br>Please use pins provided, if possible                                                                                                        |
| Soft Furnishings                                             | <b>Site Users:</b><br>Fire Hazard                                                                       | All soft furnishings have been reviewed and meet current fire regulations. Donated furniture is only accepted if these regulations are met.             | Low<br>Likelihood            | High<br>Severity           | <b>Visitors:</b><br>1) Naked flames (candles, matches) are not allowed in the leaders room near the soft furnishings.<br>2) Charging 'phones should not be left on the sofas or chairs<br>2) Smoking is strictly prohibited |

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| Electrical portable devices brought in by site users | <p><b>Site Users:</b><br/>Electrocution / risk of electrical fire / equipment damage</p> <p>Phone chargers are the most common cause of house fires</p> | <p>1) Fire &amp; Rescue have advised that portable charging devices or mobile phones pose a risk of fire when stored in clothing, bags or on beds.</p> <p>2) Charging of an emergency contact mobile phone can be carried out in the Store Room or Leaders Lounge</p> <p>3) Girlguiding Surrey East does not accept any responsibility for any loss or damage caused to any electrical device brought onto or charged in the building.</p> | <p>Low<br/>Likelihood</p>    | <p>High<br/>Severity</p>   | <p><b>Visitors:</b></p> <p>1) Store your devices where they can cool properly</p> <p>2) Charging must not be done overnight</p> <p>3) Ensure power sockets are not overloaded by using extension leads/cables</p> <p>4) Visually check power cables prior to using any portable equipment. Equipment should only be used if the cables are intact.</p> <p>5) Chargers should be supplied by the manufacturers of the device – cheap alternatives can be a significant fire hazard</p> <p>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.</p> |

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| Small electrical Equipment<br>(Kettle, Microwave, Toaster, Vacuum)                                              | <b>Site Users:</b><br>Electric Shocks/Electrical fire            | 1) Electrical equipment on site is PAT tested annually and test date recorded on appliance label<br>2) Microwave tested for radiation<br>3) Electrical equipment and cables are inspected monthly as part of ongoing maintenance plan<br>4) Access to fuse box kept clear       | Low<br>Likelihood            | Medium<br>Severity         | <b>Visitors:</b><br>1) Users are encouraged to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment.<br>2) You should be shown where fuse box is on check in and know and how to safely switch off electricity in an emergency                                                                                                                 |
| Large Electrical Equipment:<br>Tumble Dryer;<br>Dishwasher;<br>Cookers; Fridge-freezers (kitchen and storeroom) | <b>Site Users:</b><br>Electric Shocks/Electrical fire            | 2) Electrical equipment and cables are inspected monthly as part of ongoing maintenance plan<br>3) Tumble dryer is regularly checked and lint/fluff removed<br>4) Monthly Fridge/freezer temp. checks ensure equipment is working correctly<br>4) Access to fuse box kept clear | Low<br>Likelihood            | High<br>Severity           | <b>Visitors:</b><br>1) If you use the tumble dryer please make sure that the lint/fluff catcher is clear before use<br>2) Please report any suspicion or observation that the dryer or dishwasher may not be working correctly (overly hot/noisy etc)<br>3) The Kitchen fridges have temperature readouts and we have supplied thermometers in the store room- please inform us if temperature not correct |



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| Oven Doors and hot hobs                            | <b>Site Users:</b><br>Oven doors can get very hot - with potential for burns if touched | 1) Signs posted in the kitchen to alert visitors<br>2) Oven cannot be accidentally turned on – must activate the fan first | Low<br>Likelihood            | Low<br>Severity            | <b>Visitors:</b><br>1) Please take additional care moving around the kitchen if the ovens and/or hobs are in use.<br>2) If oven in use ensure that anyone entering kitchen is aware.<br>3) To use the oven the green button must be pressed to activate the fan. |
| Pans                                               | <b>Kitchen Users:</b><br>Burns/scalds from cooking with pans if touched or spilled      | 1) Regular maintenance checks ensure handles on pans are maintained.                                                       | Low<br>Likelihood            | Low<br>Severity            | <b>Visitors:</b><br>1) Pan handles should be turned, so are not caught by passers by.<br>2) Please report any damaged pan handles via the maintenance log and to person checking you out.                                                                        |
| Crockery and other breakable items                 | <b>Site Users:</b><br>Broken items may have sharp edges causing cuts or wounds          | 1) Site will replace any broken items<br>2) Replacement due to wear and tear of items is also undertaken.                  | Low<br>Likelihood            | Low<br>Severity            | <b>Visitors:</b><br>1) Clear any small broken items away and dispose of safely.<br>2) For fixtures, fittings and furniture leave the broken item in a safe state.<br>3) Please report all breakages via the maintenance log and to person checking you out.      |

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| Kitchen Equipment                                  | <b>Site Users:</b><br>If left in unhygienic state / not properly cleaned could lead to food poisoning/illness              | 1) Faurefold kitchen has good facilities for washing-up 2 double sinks and a dishwasher<br>2) Washing up liquid and cloths are supplied in case of need.<br>3) Key holders inspect the site as hirers leave the site. Hirers will be asked to complete additional cleaning if necessary<br>4) Regular inspection & deep clean of property is undertaken. | Low<br>Likelihood            | Low<br>Severity            | <b>Visitors:</b><br>1) You are requested to bring your own cleaning equipment, washing up liquid and tea towels.<br>2) Please ensure that items are clean before use and then cleaned once used.<br>2) Double check items are clean and dry before putting away |
| Sharp Knives                                       | <b>Site Users:</b><br>could suffer cuts from contact with blades during food preparation or equipment handling / cleaning. | 1) Knives are suitably stored when not in use.<br>2) Knives are regularly checked and sharpened or replaced if necessary.                                                                                                                                                                                                                                | Low<br>Likelihood            | Low<br>Severity            | <b>Visitors:</b><br>A suitable first Aid Kit for the kitchen should be supplied – we recommend blue kitchen plasters.<br>Please return kitchen knives to where you find them, so they are safely stored for the next user.                                      |

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| Food Storage<br>(Incorrect temperatures can lead bacteria to multiply) | <b>Site Users:</b><br>Fridge or freezer too warm or not used correctly could lead to food poisoning and illness | 1) Regular checks of the fridge and freezer temperature to ensure working correctly and temperature properly maintained<br>2) Thermometers are supplied (store room) and integral to the appliances (kitchen)<br>3) Signage advising of correct temperatures is displayed | Low<br>Likelihood            | Medium<br>Severity         | <b>Visitors:</b><br>1) Unit leader should be checking that QM has appropriate training as part of REN process. Food should be stored accordingly<br>2) Please ensure that opened food items are disposed of after your visit and that the fridge and freezer are left clear and clean<br>3) Please report any problems with the fridge or freezer as soon as possible so that repair can be made. |
| Surfaces                                                               | <b>Site Users:</b><br>Risk of contamination / infection from unclean surfaces.                                  | 1) Key holders inspect the site as hirers leave the site. Hirers will be asked to complete additional cleaning if necessary<br>2) Regular inspection & deep clean of property is undertaken.                                                                              | Low<br>Likelihood            | Medium<br>Severity         | <b>Visitors:</b><br>1) We recommend you check all surfaces are clean to use<br>2 Please keep surfaces, handles, taps, switches etc. clean during your stay and clean thoroughly before departure.                                                                                                                                                                                                 |

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| Water systems potentially infected by Legionella   | <b>Site Users:</b><br>Legionnaires disease                                                                        | 1) Water maintained at safe temperature<br>2) System and pipes flushed through weekly with water in excess of 60 C (automatically)<br>3) Annually maintained                                                                                                                                         | Low<br>Likelihood            | High<br>Severity           | No                                                                                                                                                                                                                                                                        |
| Hot water                                          | <b>Kitchen Users:</b><br>Scalds possible                                                                          | 1) Hot water in bathrooms set at a safe temperature<br>2) Water in kitchen set much hotter, for effective washing up<br>3) Display 'hot water' signs at sinks "                                                                                                                                      | Low<br>Likelihood            | Low<br>Severity            | <b>Visitors:</b><br>Please test temperature of water in sinks and add cold if necessary                                                                                                                                                                                   |
| Cleaning Products                                  | <b>Site Users</b><br>...may cause skin or eye irritation or breathing difficulties<br><br>Septic tank malfunction | 1) Faurefold supply items for cleaning toilets to mitigate this risk. These are in a locked cupboard in the Store Room. Leaders are shown on arrival.<br>2) Only mild cleaning products are used as drainage is to a septic tank – there is a small supply in the cleaning cupboard, in case of need | Low<br>Likelihood            | Low<br>Severity            | <b>Visitors:</b><br>1) You are asked to supply eco-friendly cleaning products as drainage is to a septic tank.<br>2) The septic tank may sometimes smell a little in the summer, this is generally nothing to be concerned about, but please report if you are concerned. |

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| Rubbish                                            | <p><b>Site Users:</b><br/>Animals are likely to be attracted to rubbish left lying around, including vermin, which may spread disease to visitors and volunteers.</p> <p>If rubbish is not properly sorted it may not be collected with same impact</p> | <p>1) Commercial bins are provided at the bottom of the driveway (rubbish &amp; recycling).</p> <p>2) Bins are clearly labelled, instructions are available in the house</p> <p>3) Site users should ensure bin bags are used for rubbish, recycling should be clean and loose.</p> <p>4) Secure bin sheds have been added to prevent animals from accessing the bins when not in use.</p> <p>5) Rubbish is collected mid-week</p> | Low<br>Likelihood            | Low<br>Severity            | <p><b>Visitors:</b></p> <p>1) If using main bins, rubbish should be sorted into recyclable food and other. Recyclable rubbish should be loose in the bin not bagged.</p> <p>2) If bins are full, hirers should make arrangements to take home.</p> <p>3) Ensure that bagged rubbish is not left outside overnight (must be taken down to the bins)</p> |
| Medical Waste                                      | <p><b>Site Users:</b><br/>Spread of Infection / Disease</p>                                                                                                                                                                                             | <p>There are no facilities on site for the disposal of medical waste; the group leader should take this off site for appropriate disposal.</p>                                                                                                                                                                                                                                                                                     | Low<br>Likelihood            | High<br>Severity           | <p>Group leader is responsible for disposing of medical waste appropriately off site.</p>                                                                                                                                                                                                                                                              |

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| Security Breach:<br>Unauthorised access and/or theft | <b>Site Users:</b><br>Loss of Personal Possessions;<br>Physical / emotional harm to people | 1) There is a 6 ft chain link fence surrounding the property, which is regularly checked and maintained.<br>2) Gate is padlocked with secure chain. Code not passed to hirers<br>3) Committee members have Surrey East Coats which can be worn for identification purposes<br>4) Committee Members to notify the bookings secretary if visiting when the house is or likely to be occupied. | Low<br>Likelihood            | High<br>Severity           | <b>Visitors:</b><br>1) Please close and lock doors when not on site and keep the gates closed.<br>2) Be aware that people can access the front and side doors to the house without being visible from the campsite or woodland areas.<br>3) If an unexpected person, who cannot identify themselves to your satisfaction, accesses the building/site whilst in use, please contact the police.<br>4) Committee members/key holders may need to access the site whilst in use. Where possible we will notify you in advance. The individual will introduce themselves to you.<br>5) Faurefold is not insured for personal possessions and accept no liability for loss of possessions during your visit. |
| Posting on Social Media                              | <b>Site Users:</b><br>Child protection risk                                                | Social Media posts should only be made after the event has finished                                                                                                                                                                                                                                                                                                                         | Low<br>Likelihood            | High<br>Severity           | Leaders should follow Girlguiding guidelines for GDPR, publicity and use of social media                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| <b>Hazards</b><br>What could cause harm or damage? | <b>Impact</b><br>Who or what is at risk of being affected & how?               | <b>What are you already doing?</b><br>How have you reduced the risk already?                    | <b>Likelihood</b><br>(L/M/H) | <b>Severity</b><br>(L/M/H) | <b>Are further controls necessary?</b><br>What else needs to happen to reduce the risk to an acceptable level?<br>(Visitor Responsibilities)                                                                                                                                                                                                                |
|----------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Outdoor Space in General                           | <b>Site Users</b>                                                              | Separate Risk assessments for outdoor activities and the woodland environment has been prepared | Medium Likelihood            | Low Severity               | Our outdoor and woodland spaces are a natural environment home to many wild animals, plants and trees – If you plan on using this space please also consult the appropriate risk log                                                                                                                                                                        |
| Uneven surfaces outside and around the building    | <b>Site Users:</b><br>Slips /Falls, most likely leading to sprains and bruises | Site walked regularly to identify significant problems and larger holes filled if necessary     | Low Likelihood               | Low Severity               | <b>Visitors:</b><br>Small holes and uneven surfaces are inevitable<br><br>1) Please wear sensible shoes, with a suitable level of support<br><br>2) Check areas chosen for running games before starting<br><br>3) Groups using Faurefold are expected to have with them suitable first aid kits and first aiders who are able to deal with minor injuries. |

Please also consult the Risk Assessments for:

- Woodland Environment
- Fire Safety

And as appropriate:

- Campfire
- Onsite Activities