

## FAUREFOLD GENERAL RISK LOG FOR SESSION VISITORS

### Property Information

<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 last updated:</b>	October 2024		

### Risk Matrix

<u>Severity</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
<u>Likelihood</u>			
<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 borders in the table below show overall risk level for the 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](#)

<b>Hazards</b> What could cause harm or damage?	<b>Impact</b> Who or what is at risk of being affected and how?	<b>What are you already doing?</b> How have you reduced the risk already?	<b>Likelihood</b> (L/M/H)	<b>Severity</b> (L/M/H)	<b>Are further controls necessary?</b> 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) 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) 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 ensures that arrivals and departures are not at the same time. 6) Reverse Parking is recommended, please park considerately to maximise space in the car park for all. 7) Access to the nature trail is best from between the sycamore and the assembly point, not through the carpark	Low Likelihood	High Severity	<b>Visitors:</b> 1) Leaders to consider number of cars arriving and departing and implications of sharing site with other groups - encourage lift sharing where appropriate. 2) Traffic management/ direction to be undertaken by leaders if necessary 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 young people 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
Fire	<b>Site Users:</b> Burns to hands face body Loss of site and personal equipment	1) Fire Assembly Point is the flagpole. This is separate from the House Muster point which is by the carpark, both are marked with a green muster point sign. 2) Water buckets are provided by the outside sink and should be used for any activities involving fires or flames	Low Likelihood	Medium Severity	<b>Visitors:</b> 1) It is the responsibility of the group leader to have in place a fire plan in the event of a fire. 2) If using the campfire circle please also consult the campfire risk log

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Brown Shed Storage	<b>Site Users:</b> injuries due to awkward lifting, falling objects, etc	1) Games and Activity Equipment are kept in the Brown shed and are stored carefully and tidily for ease of access	Low Likelihood	medium Severity	<b>Visitors:</b> 1) Please take care removing items from the shed and be mindful of the environment 3) Move things carefully if access is difficult. Please report any issues you find 4) Return things as they were found and in a tidy manner so as they do not cause a problem for future users
Permanent marquee that is erected for use of campers and session visitors	<b>Site Users:</b> Guylines and pegs can be a trip hazard.  Marquees could be come loose in bad weather	Pegs may become loose/need adjusting over time - The pegs and canvas are checked regularly on the site safety walk-around  If a heavy storm is expected additional lashings will be secured over the top of the marquee	Low Likelihood	Medium Severity	<b>Visitors:</b> 1) Please check marquee moorings are secure at beginning of your visit and if it has been particularly windy during your stay. 2) be extra vigilant of guylines in the dark
Water Stand Pipes and outdoor sink	<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 Likelihood	Low Severity	<b>Visitors:</b> Please run off 4 buckets of water to clear the pipes before first use (if using as drinking water).

The site is a natural environment and appropriate care and attention should be taken – Known hazards in and adjacent to the campsite area are addressed here. Our outdoor and woodland spaces are a natural environment home to many wild animals, plants and trees please also consult the woodland environment risk log for more detailed information that covers the site as a whole

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Uneven grass surface	<b>Site Users:</b> Slips /Falls, most likely leading to sprains and bruises	Site walked regularly to identify significant problems, small holes and uneven surfaces are inevitable and cannot be completely mitigated  Rabbits live in the bank alongside the camping levels. We attempt to fill the most hazardous holes, but it can be a moving target and could cause a nasty fall.	Low Likelihood	Low Severity	<b>Visitors:</b> 1) Please wear sensible shoes, with a suitable level of support 2) Check areas chosen for running games before starting 3) Consider marking any hazards with a cone or making the area out of bounds
Oak Processionary moth	<b>Site Users:</b> Respiratory problems and rashes	OPM has been found on the site and there is an active spraying and removal program in place	Low Likelihood	Medium Severity	1). The edge of the campsite contains a line of oaks – take extra care in late spring/early summer. 2) Links are provided for further information
Ticks	Site Users:  Tick bites can result in Lyme's Disease	1) 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 Likelihood	High Severity	<b>Visitors:</b> 1) The site is not suitable for bare feet. 2) Be knowledgeable about the symptoms and risks of Lyme disease 3) Check for ticks after your visit

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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 around the edges of the campsite.  2) Should it be known that bees are nesting this will be clearly identified.	Low Likelihood	Medium Severity	<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.
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 Likelihood	Medium Severity	<b>Visitors:</b> <b>1) It may be necessary to postpone your visit, if storms or high wind expected</b>  2) Do not enter or be near edge of woodland in wind force 5 (19-24 MPH) or greater
Activities	<b>Site users:</b> bruises, scrapes knocks, falls	There are many leader-led activities you can take part in onsite – check out the activities guide for details.			Whilst we do provide risk logs for many of these activities these will need to be adjusted according to your specific plans and needs of your group.

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Electrical portable devices brought in by site users	<p><b>Site Users:</b> 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>	Low Likelihood	High Severity	<p><b>Visitors:</b></p> <p>1) Session visitors are expected not to need to charge their phones, however if necessary this can be done in the utility room, or there is a socket near the front door of the house.</p> <p>2) sockets should not be 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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Rubbish	<p><b>Site Users:</b> 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) for residential users.</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 Likelihood	Low Severity	<p><b>Visitors:</b></p> <p>1) Session users are asked to please take rubbish home</p>
Medical Waste	<p><b>Site Users:</b> 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 Likelihood	Medium Severity	<p>Group leader is responsible for disposing of medical waste appropriately off site.</p>

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Security Breach: Unauthorised access and/or theft	<b>Site Users:</b> Loss of Personal Possessions;  Physical / emotional harm to people	1) There is a 6 ft chain link fence surrounding the property, which is regularly checked and maintained.  2) Gate is padlocked with secure chain. Code not passed to hirers  3) Committee members have Surrey East Coats which can be worn for identification purposes  4) Committee Members to notify the bookings secretary if visiting when the house is or likely to be occupied.	Low Likelihood	High Severity	<b>Visitors:</b> 1) Be aware that people can access the front and side doors to the house without being visible from the campsite or woodland areas.  3) If an unexpected person, who cannot identify themselves to your satisfaction, accesses the building/site whilst in use, please contact the police.  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.  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> Child protection risk	Social Media posts should only be made after the event has finished	Low Likelihood	High Severity	Leaders should follow Girlguiding guidelines for GDPR, publicity and use of social media