

Faurefold Risk Log extract for Visitors

Mar-19

It is the responsibility of the leaders to assess the risks of their planned activities on the site and to make provision to minimise 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. Please put a note in the 'Comments Book' so that we can consider whether we need to change anything.

This note is based on the site Risk Assessment, a copy of which is on the notice board. Risk numbers relate to the full Faurefold risk log so are not sequential.

Risk no	Description of risk and its effect	Who affected	Countermeasures	Status of Risk Likelihood x severity	Risk	Contingency actions ie what happens if event happens
1.1	Slips and trips: Uneven grass surface caused by tree roots, rabbit holes etc. Steep slopes in the woods and near building - possible falls especially if wet Slips in the dark between building and car park	Members Visitors Contractors	Visitors : Care to be taken in playing games especially if running around and near the banks. Please wear sensible shoes. Please take care on banks especially those near the building	Medium x Medium	Intermediate	First aid to be applied. If an accident occurs which you report to CHQ on an Accident Form please notify the Booking Secretary so that we can review what actions the site should take.
1.2	Slips and trips: Falls within the building over objects, or slips on spillages and/or falls from bunk beds or in the showers, falls out of a window	Members Visitors Contractors	Visitors : Mop up all spillages immediately and report any leaks to Booking Sec. Cables of electrical devices to be protected so that no one trips. Keep trip hazards off the floor where possible Ensure girls are aware how they use the bunk beds.	Low x Medium	Minor	First aid to be applied. If an accident occurs which you report to CHQ on an Accident Form please notify the Booking Secretary so that we can review what actions the site should take.

1.3	Slips and trips: climbing on the rails around the front door	Visitors	Visitors: please discourage children from climbing on the safety rails by the front door	Medium x Medium	Intermediate	First aid to be applied. If an accident occurs which you report to CHQ on an Accident Form please notify the Booking Secretary so that we can review what actions the site should take.
2.1	Vehicle movement: Accidents involving people	Members Visitors Contractors	Visitors: Cars parked in the car park and girls discouraged from walking unnecessarily in this area. Close gate to deter girls from entering the lane Leaders to consider number of cars arriving and departing and possibility of sharing site with campers/people in the house	Low x High	Intermediate	First aid to be applied. If an accident occurs which you report to CHQ via accident form please report to the booking secretary too - so we can monitor safety issues.
3.2	Environment: Hirers do not dismantle shelters and then are not checked by subsequent users that cause damage to participants	Members Visitors	Visitors: Take care if using shelters made by previous visitors - however hirers should dismantle any shelters or structures that are used as part of an	Low x Medium	Minor	First Aid if required
3.3	Environment: Transfer of ticks etc from bracken particularly between August and November	Members Visitors Contractors	Visitors: Encourage the girls to wear long trousers, shoes and socks when in the vicinity of remaining bracken. Tell girls not to enter bracken areas. Teach the girls what to look for.	Low x Medium	Minor	Treat according to latest advice
3.4	Environment: Fungi on site	Members Visitors	Visitors: Take care - look, don't touch or eat. Wash hands before meals.	Low x High	Intermediate	Seek medical advice if eaten.
3.5	Environment: Wild animals on site causing infections such as tummy upsets and e- Coli	Members Visitors	Visitors: Please ensure everyone has clean hands before touching food and eating	Low x Medium	Minor	Seek medical attention if suspected

4.1	Fire: Fire in building	Members Visitors Contractors	Visitors: To hold fire drill soon after arrival. To be careful and aware	Low x High	Intermediate	To evacuate to Fire Evacuation Point in front of the building. Call fire brigade and alert Booking Sec. Alert any other visitors on site.
4.2	Fire: Fire in the woods	Members Visitors Contractors	Visitors: Fire buckets by fires. A metal one is by the wood store at the campfire circle and more are in the green shed. Please ensure all fires are extinguished. No spreading of ashes until cold	Low x High	Intermediate	To evacuate to Fire Evacuation Point in front of the building. Call fire brigade and alert Booking Sec. Alert any other visitors on site. Ensure a metal bucket is used for campfires to be put out correctly/reduce likelihood of fire spreading. There is one available on site. Please remember to assess your surroundings when starting fires - whether hike or altar.
5.1	Security: Security of building and theft	Members Visitors	Visitors: Please close and lock doors when not on site. Keep the gates closed.	Low x Medium	Minor	Recommendation that users insure own personal belongings when using both the building and camp site. This is the responsibility of the users and the letter will not make good if things are stolen/damaged whilst on site.
5.2	Security: Unknown visitors on site whilst hirers and girls are using facilities	Members Visitors	Visitors: Please be aware that 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. If a non- committee members wishes to access the site - you will be notified in advance if the booking secretary has been told.	Low x Low	Minor	Hirer should access the risk and decline access based on the situation.  If an unexpected person, who cannot identify themselves to your satisfaction, accesses the building whilst in use, please contact the police.

5.3	Security: Girls may exit the building at night via the fire exits as these are not locked and they are unsupervised - causing danger to themselves or even	Visitors	Visitors: Hirers to be aware that fire doors do not have alarms and plan accordingly	Low x Medium	Minor	
6.1	Domestic: Breakages - causing potential hazard to others	Members Visitors	Visitors: To report all breakages	Low x Medium	Minor	Visitors: Please report all breakages in the comment book. Clear any broken items away. For fixtures, fittings and furniture, please tell the person seeing you out and leave the broken item in <del>safe state</del>
6.2	Domestic: Equipment causing electrical shocks or burns	Members Visitors	Visitors: You are responsible for ensuring the safety of equipment that you bring on site. It is suggested that all electrical items are PAT tested and that items such as phone chargers are not left on overnight.	Low x High	Intermediate	First aid to be applied. Faurefold does not take responsibility for any electrical items brought on site that may cause an accident and/or damage to the building.
6.3	Domestic: Cleaning fluids and other noxious substances causing skin or eye irritation from contact with materials or breathing difficulties due to inhaling	Members Visitors Contractors	Visitors: Please only bring environmentally sensitive cleaning products on site. NO BLEACH in the toilets.	Medium x Medium	Intermediate	First aid to be applied. Faurefold supply items to clean the toilets to mitigate this risk.
6.4	Domestic: Chairs/tables topple over and injure a person	Members Visitors Contractors	Visitors: Ensure that chairs are stacked on top of each other no greater than 6, stacked facing the wall.	Medium x Medium	Intermediate	Apply First Aid
6.5	Domestic: Injury to a person or damage to the building by accessing the loft room that isn't fully boarded or open to the public.	Members Visitors Contractors	Visitors: Access to the loft room is restricted and shouldn't be accessed or used as an extra room. The entrance should be locked, if not please advise and ensure that access is restricted from	Low x Medium	Minor	Apply First Aid and report breach to Booking Secretary
6.7	Domestic: Kitchen equipment use for cooking is not cleaned properly after use that leads to unhygienic conditions. (Main kitchen equipment to utensils)	Members Visitors	Visitors: to ensure that items are clean before use and then cleaned once used.	Low x Medium	Minor	
6.9	Domestic: Users may trap their fingers etc in the doors	Members Visitors	Visitors: Use of doorstops / door hooks as required for the doors that can use them.	Low x Medium	Minor	Apply first aid as required. Ensure children have been

7.2	Water: Water stagnant in campers standpipe leading to unclean water which could result in illness	Visitors	Campers; Please run off 4 buckets of water to clear the pipes before first use.	Low x Medium	Minor	
9.2	Financial: A hirer exceeds the building occupation that is agreed at 30 in beds and up to 6 on floors. (In addition possible breach of insurance / fire certificate?)	Visitors	Visitors: Hirers to risk assess building based on own needs and ensure capacity meets Faurefold requirements (Currently 24 beds for children with 6 for adults. Maximum capacity at 36 with leaders own risk assessment in place as building equipped for 30). Fire exits should remain clear too. Main hall should be used only for leaders and due to safeguarding risk as no privacy at the windows.	Low x Medium	Minor	
10.1	Rubbish: If rubbish is not separated correctly refuse may not be taken by Mole Valley leaving the site unclean and may attract animals/vermin to the site	Members Visitors	Visitors: Campers please burn rubbish that is safe to burn (i.e. not plastic) if using open fires. Use grease traps if disposing of liquids in the woods/hedges. If using main bins, rubbish should be sorted into recyclable food and other. Recyclable rubbish should be loose in the bin not bagged. If bins are full, hirers should make arrangements to take home.	Medium x Low	Minor	
11.1	Equipment: Seasonal marquees that are erected for use during spring/summer use may become loose/need adjusting/reviewing to prevent accidents.	Members Visitors	Visitors: check moorings are secure	Low x Medium	Minor	