

FAUREFOLD RISK LOG FOR VISTORS / Campsite (for Campers)

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 st July 2022		

Risk Matrix

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

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 & how?	What are you already doing? How have you reduced the risk already?	Chance of risk occurring (L/M/H)	Severity of risk (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)	Site Users: 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	Visitors: 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
Loading/ Unloading: Vehicles on the grass	Site Users: Vehicular accidents involving people or other vehicles	1) Vehicle access is permitted for loading or unloading only 2) Access is not permitted past the flagpole	Low	High	Visitors: 1) Drivers should not exceed 5mph 2) Keep to the right 3) Hazard warning lights should be on 4) An observer to be positioned to ensure the area remains clear of people

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Tents and Equipment	Site Users: Strain from lifting, trips from guys, injuries from mallets Damaged or unsafe equipment due to lack of proper strike and storage procedures at end of camp	1) Tents are inspected bi-annually 2) Storage shed is maintained and organised to make access as easy as possible and reduce risk of strain. 3) <i>If tents are put away damp they may attract vermin and will become mouldy. This may affect the experience of the next user or yourself on the future!</i>	Med	Low	Visitors: 1) please treat the equipment as if it were your own and risk assess the lifting pitching, striking and storage of equipment appropriately 2) Please return equipment to the shed and store safely ensuring good access for future users 3) Please ensure any equipment is fully dry before putting away. If this is not possible please call us to discuss options. 4) Please report any signs of mice or faulty equipment using our online form
Trolleys	Users: Injuries from falling off	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. 3) All trolleys should be immediately after use.	Low	Med	Visitors: Group leader to ensure that all site users know trolleys should not be ridden on
Woodpiles	Site Users: 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	Visitors: 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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Seasonal marquees that are erected for use during spring/summer	Site Users: 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	Visitors: Please check marquee moorings are secure at beginning of your visit and if it has been particularly windy during your stay.
Water Stand Pipes	Site Users: 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	Visitors: Please run off 4 buckets of water to clear the pipes before first use (if using as drinking water).
Rubbish If rubbish is not carefully stored overnight by campers If rubbish is not properly sorted	Animals are likely to be attracted, including vermin, which may spread disease to visitors and volunteers. Unsorted rubbish may not be collected with same impact	1) Commercial bins are provided at the bottom of the driveway (rubbish & recycling). 2) Bins are clearly labelled, instructions are available in the house 3) Site users should ensure bin bags are used for rubbish, recycling should be clean and loose. 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	Visitors: 1) Keep your rubbish secure, especially at night 2) Use grease traps if disposing of liquids in the woods/hedges. 3) Campers please burn rubbish that is safe to burn (i.e. not plastic) if using open fires. 4) If using main bins, rubbish should be sorted into recyclable food and other. Recyclable rubbish should be loose in the bin not bagged. 5) If bins are full, hirers should make arrangements to take home
Medical Waste	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	Visitors: Group leader is responsible for disposing of medical waste appropriately off site.

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Outdoor Space in General	Site Users	Separate Risk assessments for outdoor activities and the woodland environment has been prepared	Med	Low	Visitors: 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 grass surface	Site Users: Slips /Falls, most likely leading to sprains and bruises	Site walked regularly to identify significant problems and larger holes filled if necessary However, small holes and uneven surfaces are inevitable and cannot be completely mitigated	Low	Low	Visitors: 1) Please wear sensible shoes, with a suitable level of support 2) Check areas chosen for running games before starting
Rabbit Holes	Site Users: Slips /Falls, Sprained or broken limbs	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	Med	Visitors: Consider marking off the burrows with a cone by day and placing a lantern at night, to ensure no one catches a foot in a hole, particularly if going to the toilets or sink in the dark.
Mice are plentiful in the woodland and may access the sheds	Site users: Droppings etc may cause illness	1) Mouse activity in the sheds is monitored and holes identified and repaired if necessary 2) We cannot guarantee that the sheds are mouse free at all times	Low	Low	Visitors: Thoroughly wash any borrowed cooking utensils before use (this is also advisable due to spiders!)
Falling branches from trees	Site users: 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	Visitors: 1) Do not pitch tents under large branches as they can unexpectedly drop, especially in the summer. 2) Site users are expected to take extra care during periods of extreme weather, which can adversely affect the stability of a tree.

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Poisoning / Allergic Reaction to Plants or Insects	Site Users: 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	Visitors: 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	Site Users: 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	Visitors: 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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Fire	Site Users: Burns to hands face body Site and personal equipment - loss of equipment	1) Campsite 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 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	Med	Visitors: 1) It is the responsibility of the group leader to have in place for each camp as suitable audible method of raising the alarm to aid evacuate in the event of a fire 2) A fire drill must be carried out with all users prior to the first night of the stay.
Electrical portable devices brought in by site users	Site Users: Electrocution / risk of electrical fire. Phone chargers are the most common cause of house fires	1) Fire & Rescue have advised that portable charging devices or mobile phones pose a risk of fire when stored in clothing, bags or in tents. 2) Charging of an emergency contact mobile phone can be carried out in the Store Room. 3) Store Room charging facility is restricted to the leaders phone and rechargeable lanterns or other necessary small items only. No other electrical devices should be plugged in or charged	Low	High	Visitors: 1) Store your devices where they can cool properly 2) Charging must not be done overnight 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.