

Foxlease Park Risk Assessment



Location:	Foxlease Park Site	Assessor:	HJW
Date of Assessment	July 2025		
Description of area or activity	General site risk assessment		Technical Adviser (if applicable)
Equipment used:	Grounds maintenance/tools/stepladders/kitchen equipment		

Hazard	Description of potential accident/injury/loss	Who is affected	Precautions/controls already in place	Risk Factor= S x L			Further control measures applied	Action by:
				Severity	Likelihood	Factor		
Slips and trips	Grazes, strains, sprains possible broken bones	Volunteers, Staff working or visiting site, Visitors, Public, Customers, Work experience	1.General good housekeeping is carried out. 2. All areas are well lit including stairs. 3. Trailing leads or cables are moved or protected. 4.Staff keep work areas clear e.g. no boxes left in stairways, deliveries stored immediately. 5.Staff mop up or report spillages immediately. 6. Contract cleaners in on morning, following overnight events to clean up where appropriate. 7. Kitchen fridges cleared out and cleaner at the end of each letting.	2	2	4	Monitor and brief new volunteers	Volunteer site lead
Manual Handling	Volunteers risk injuries or back pain/strain from handling heavy/ bulky objects e.g. deliveries of stationary products and shop items. Moving heavy equipment/furniture and changing rooms around for meeting can result in further injuries to staff.	Volunteers	1) Trolley used to move heavy items as appropriate. 2) Heavy items are stored/accessible at the appropriate height. 3) Volunteers are aware/trained on how to split heavy loads to make them safer to handle. 4) Manual Handling training is provided.	3	2	6	As site becomes operational, further assessments will be undertaken	Volunteer Site Lead

			5) Tables and chairs kept in the areas where they are needed					
Working at height	Falls from any height can cause bruising and fractures.	Volunteers	<p>1) Stable platforms available for staff to store items on high shelves.</p> <p>2) Appropriate stap ladder available for use if necessary (Class1, EN131).</p> <p>3) Step ladders and platforms are appropriate for each task.</p> <p>4) Checks carried out for equipment brought in and left from outside contractors. Disposed of as required.</p> <p>5) Only volunteers who have received the appropriate inhouse training to carry out these tasks.</p> <p>6) Risk assessments required for any work that requires the use of long ladders.</p> <p>7) Work at roof height or above requires a permit to work to be completed along with any risk assessment and method statement on how work is to be carried out. This is required for contractors.</p> <p>8) Procedure in place for checking step and long ladders</p>	4	1	4		Lead site volunteer
Health of the workers in the work environment	Volunteers could be affected by stress factors in the workplace and such as lack of job control, not knowing their role, bullying etc. Mental health and wellbeing, isolation, lack of contact can cause stress and depression.	Volunteers	Trustee responsible for volunteers is developing mental health support and policy plan	3	1	3	Review with volunteers to be included in support plans	Volunteer Co-ordinator
Computers, Laptops and similar devices	Risk of poor posture from the lack of correct work equipment. Staff risk of developing discomfort or injuries resulting from improper use or overuse of equipment that has been poorly designed or does not cater for nonstandard size persons. Poor posture can result from a lack of knowledge on the correct way to use equipment and not taking sufficient breaks. Headaches or sore eyes can also occur if lighting is incorrect.	Volunteers	<p>1) Self-assessment risk assessment forms filled in by new starters after starting with the organisation, which provides information on knowledge of the person regarding the workstation set up and any issues they may have with their workstation.</p> <p>2) Assessments carried out to review the self-assessment to ensure the operator knows how to make adjustments to the equipment to best suit their own needs.</p> <p>3) Generic risk assessment carried out to identify any issues to workstations within the offices, and to ensure that they comply with industry guidelines.</p>	4	2	8		Session leader

			<p>4) Extra equipment provided to Volunteers where set up does not provide the support required to individual (different chairs, foot risers, Back supports, wrist supports etc.)</p> <p>5) Vulnerable persons provided with extra support to ensure comfort (screen size, filters, natural speaking, typing software.)</p> <p>6) Record of DSE Assessments maintained.</p>					
Fire	If trapped, staff and visitors could suffer fatal injuries from smoke inhalation and burns.	All volunteers, visitors, contractors, work experience	<p>1) A fire risk assessment has been completed, and fire safety measures are in place. This is reviewed on an annual basis. This is the case for each of the buildings, in particular where sleeping accommodation is in place.</p> <p>2) Each accommodation building has an automatic fire alarm system in place which is maintained and tested as part of national standards.</p> <p>3) The evacuation plan has been tested and fire drills are carried out twice a year.</p> <p>4) Regular checks are carried out to ensure escape routes and fire exit doors are not obstructed.</p> <p>5) The evacuation plan has been reviewed on an annual basis, and other emergencies considered in the crisis procedure. (see below)</p> <p>6) There is always a Duty Volunteer on site when there are customers, and a phone number provided for contacting them. Duty managers are required to respond to any alarm activation in person.</p> <p>7) Fire safety checks/tests recorded.</p> <p>8) Training on Fire panel carried out and staff trained in the use of comms panel to the refuge areas as part of induction.</p> <p>9) Fire alarm testing carried out on a weekly basis.</p>	5	1	5		Foxlease Park Instructors and session Leader
Other emergencies	Volunteers/visitors/users could be seriously injured as part of the other types of emergencies. This could include power failure, flooding, civil disorder,	Volunteers, contractors, visitors, work experience,	<p>1) A plan is in place for dealing with other incidents.</p> <p>2) Business continuity plan is in place in order to keep the</p>	5	1	5	Review in January 2026	Volunteer site manager

	structural damage, bomb/terrorist threat, adverse weather. (Note terrorism threat also noted on each building risk assessment)		organisation running following a major incident. 3) Responsible persons designated as part of the plan. 4) Serious incident protocol in place					
Work equipment	Volunteers could get electrical shocks or burns from using faulty electrical equipment. Volunteers may also suffer injury from moving parts of equipment or unbalanced equipment.	All volunteers, contractors, visitors, work experience	1) Work equipment assessed before purchase as to suitability for task to be used for. 2) All new equipment checked before first use to ensure that there are no faults or parts to secure. 3) Trained in use of equipment where necessary (use of manufacturers manual). 4) Equipment maintained and serviced to manufacturers specifications (PUWER 98). All encouraged to report defects in equipment immediately. 6) Defective equipment taken out of use and either repaired or disposed of. 7) All equipment is stored in an area that is locked away so that it cannot be used by unauthorised persons.	5	1	5		Volunteer site manager
Grounds maintenance equipment: Tractor, sit on lawnmowers, hand mowers, strimmers, hedge trimmers, chain saw	Various injuries including crush, hearing, HAV decapitation fatality	Volunteer operating machinery, customers in vicinity, children, public, contractors	1) All equipment is serviced in line with manufacturers recommendations. 2) Equipment will not be operated without safety guards in place. 3) Only those trained in the operation of the equipment will be allowed to use them. 4) Anyone using specialist equipment e.g. chainsaw are required to have the appropriate certificated qualification to operate it. 5) Records maintained of training provided for use of the equipment. 6) Regular check carried out to ensure operating correctly. 7) Operator safety checks carried out each time equipment used. 8) Keys for operating equipment locked away to prevent unauthorised access. 9) All smaller hand operated equipment is locked away to prevent unauthorised use.	5	2	10	Keep records of training up to date. Records of weekly checks on equipment. Clear procedure for safety checks to be carried out each time it is used. Ensure safety systems cannot be bypassed, and hazard sounders/lights are functioning. ENSURE keys for tractors and sit on mowers etc are locked away to prevent unauthorised use/theft. Damage protocol – failure to report damage to equipment may result in disciplinary. (Users logbook should be kept with the vehicle.. Each time used, the user must sign the logbook giving date and time From/to). Where possible machinery will only be used when the site is empty.	Volunteer site manager

			10) Any damage to the equipment is reported immediately. 11) Equipment is stored in a storage area which is locked/alarmed on an evening.					
Operating grounds maintenance equipment	Various injuries from being hit with a vehicle, including crushing and fatality. User can suffer fatality if caught in machinery, as could any nearby person if user is not aware of them. Uneven ground can cause machinery to overturn.	Volunteers operating machinery, children, public, contractors	1) Volunteer + contractors keep to go no faster than the fastest speed limit on site. (10mph). 2) operation of machinery is carried out during quiet periods. 3) Operator informs voluntary leader when and where he is operating machinery. 4) Everyone to stay away from operating machinery. 5) Machine operator to carry out safety checks prior to use. Any broken guards or sound/lightning systems will render the equipment unusable until fixed. 6) where appropriate ensure roll bar is fitted in place, to protect the driver. 7) Use of seatbelts required at all times where installed.	5	2	10	Use of PPE ear defenders that are appropriate for reducing noise to below the activation point but not enough so that they are not aware of what is going on around them. Radio contact to be maintained with operator. Ensure equipment is not used if safety systems are damaged in anyway. (Ensure damage is reported immediately so that it is brought back into action quickly.) If seatbelts missing from a machine, they must be re-installed before it can be used.	Volunteer stores
Maintenance tools: handheld electrical maintenance tools, e.g. drills, circular saw, bench grinder, jigsaws, etc	Various injuries, including crush, entrapment hearing, HAV, decapitation and fatality. Flying debris causing visual impairment	Volunteers operating them, other persons nearby	1) All equipment pat tested where appropriate. 2) Safety systems maintained (emergency stop buttons, guards etc.) 3) Only trained /competent personnel allowed to operate the equipment. 4) Some equipment required to have certificated training to operate e.g. bench grinder. Not to be used unless completed the training. 5) All electrical hand tools to be locked away, to prevent unauthorised use. 6) Appropriate PPE is required for using the equipment as per manufacturers operating guidance.	4	2	8	Keys for equipment store kept in a safe secure place to prevent unauthorised use/theft. Ensure safety systems cannot be bypassed and are tested monthly to ensure working correctly.	Lead stores volunteer
Cleaning	Volunteers risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problem	Volunteers, customers, children, public contractors	1) Cleaning products replaced with milder alternatives where available. 2) Mops, brushes and protective gloves are provided and used. 3) Volunteers shown how to use cleaning stuff safely.	3	2	6	1) Review COSHH assessments for cleaning contractor (if appropriate) 2) Ensure chemicals are kept in the correct (labelled) containers 3) 3 rd party contractors to be briefed on facilities that they can use, and the requirement to maintain personal hygiene.	Lead site volunteer.

			4) Some cleaning carried out by volunteers following group visits					
Site grounds and tracks	Slip. Trip and falls from uneven ground resulting in twisted ankles/knees	Volunteers, customers, children, public contractors	All activity centre sites have considerable natural open land, which is kept in its natural state, so will be uneven and have ruts and furrows and holes where wildlife will be present. Whilst this is generally safe, people working in those areas may on occasion slip, trip or fall, so it is important that the appropriate footwear is worn for this environment.	2	2	4	Monitor and fill holes close to buildings	Lead site volunteer.
Walled garden	Slip, trip and falls from uneven ground. Wall structure insecure.	All Volunteers	Checks carried out on walls to ensure the appropriate walls maintain their integrity. Where appropriate ensure checked by structural engineer and as a precaution rope off to prevent anyone from going near it whilst further investigations are made and/or until repairs are made. Signs in place to warn customers not to cross the ropes on either side of the wall. The grass in this area will be regularly cut. Marquis (where appropriate) is in place, and checked regularly to ensure, straps and tarpaulin is maintained in good condition.				Monitor and ensure signs are kept in place and noticeable. Erect larger fencing to keep further distance. Check after any strong weather warning.	Lead site volunteer.
Vulnerable persons (under 18@s- disabled, expectant/ new mothers	Vulnerable volunteers and visitors may be at greater risk from harm from low-risk hazards	Work experience, pregnant volunteers, visitors with ambulatory disabilities. Volunteers with medical conditions, older staff 60+, BAME staff volunteers	1) Duty manager to check if vulnerable workers can use the main means of escape. 2) Emergency procedure incorporates information on evacuation of disabled persons. 3) Fire wardens trained to deal with persons requiring assistance in the event of an evacuation. Volunteers informed about refuges and requirements for visitors as part of the induction process. 4) Manager of. vulnerable person agrees action plan where there are specific needs. 5) Generic RA for expectant mother in place 6) Specific RA will be carried out with vulnerable person where appropriate. 7) Work experience will be supervised at all times and will	2	2	4	Review who is vulnerable and take extra steps to protect them Review the need for RAs/ Support	Lead volunteer

			<p>follow instructions by their supervisor.</p> <p>8) Vulnerable volunteers to be identified as at risk and suitable precautions put in place to prevent them from being infected. The main precaution is for them to stay isolated by working from home.</p>					
Chemical storage	Incorrect storage of chemicals can result in serious injuries, especially if compatible chemicals are mixed. This can result in breathing problems from vapour, including fatality.	All staff and volunteers	<p>1) Ensure that incompatible chemicals are stored away from each other.</p> <p>2) Chemicals are never stored directly on the floor they should be stored on wooden plinths or racking.</p> <p>3) Always store the heaviest products and most regularly used at approximately waist height with the lightest products at the bottom and least used at the top of any storage racking.</p> <p>4) Storage racking is required to be strong enough for the amount of chemicals that need to be stored.</p> <p>5) Cleaning equipment should be stored in a separate area to the chemicals unless there is sufficient room to store both in the same area but separate from each other.</p> <p>6) Flammable products must be stored in a flame-resistant steel cupboard (note alcohol based sanitisers are very flammable along with any aerosols)</p> <p>7) The storage area must be aware from any source of heat or ignition and must have a fire-resistant door which is kept locked.</p>	5	2	10	Consider the weight of the chemicals that you want to store on the racking. Racking needs to be strong enough to support the maximum you want to store. Minimise the chemicals held on site, not to reorder excess quantities	Lead volunteer
Lone working	Volunteers could suffer injury or ill health while working alone in the office or onsite.	Volunteers	1) Lone working procedure in place, reviewed and updated Review December 2025	3	3	9		
Gas appliances	Volunteers and visitors could suffer from injury or ill health due to poorly maintained gas appliance. Carbon monoxide poisoning.	Volunteers and visitors	Gas is available either through natural gas, bulk LPG or/and LPG gas cylinders. All gas appliances are checked by a gas safety engineer qualified in the particular gas used. Safety checks are carried out annually and safety certificates issued.	5	1	5		Lead volunteer

Asbestos	Volunteers and contractors carrying out normal activities, are at low risk providing the ACM is maintained in a good condition. Asbestos only poses a risk if it is disturbed and fibres are released into the air and inhaled. Contractors carrying out maintenance around the buildings are most at risk of disturbing asbestos	Volunteers/ Maintenance contractors	Asbestos is present in all sites and is monitored on an annual basis. All sites have had asbestos surveys carried out and have the report. Contractors are notified of any asbestos in area that they may be working in. HSM monitors asbestos during his Safety Audit visits. Specialist contractors used in the event that asbestos is required to be removed, and all asbestos removed safely.	5	1	5	New Asbestos Surveys Completed and recommended actions completed	Lead Volunteer
Water system (legionella)	Volunteers/customers could suffer from ill health due to poorly maintained water systems. Fatalities could occur where persons have higher susceptibility to infection.	Volunteers, contractors, visitors, work experience.	1) Legionella survey carried out by competent contractor. 2) Management responsibilities detailed. 3) Logbook recording temperatures etc as per plan. 4) Water samples taken from tanks every quarter to monitor condition of water. Descaling of showerheads dependant on how hard the water is in that particular area. 5) Procedure for dealing with poor sample results. 6) Water treatment for mains water. 7) The water systems are well maintained, samples taken every quarter, temperature checks are carried out every month as required.	5	2	10		
Lifts passenger and accessible lifting platform	Volunteers and visitors may get trapped in the lift causing stress. Lift failures could result in fatalities if not maintained properly.	Volunteers, contractors, visitors, work experience	1) Contractor in place to maintain lift, as per recommended intervals. 2) LOLER inspections carried out on lifts every 6 months as per legislative requirements. 3) Passenger lift is locked into alarm system to ensure it is not used during an emergency. Alarm button in lift to contact separate control centre, in order for trapped person to be given assistance asap. 4) Stair lifts maintained and inspected as per legislative requirements.	5	1	5		Volunteer Lead
Falling branches/trees	Persons may be hurt by falling debris from trees.	All on site Volunteers	1) Tree survey + planned maintenance to be completed 2) Frequent checks, especially after weather warning. 3) Isolate area of site if needed	5	1	5	Monitor, undertake new tree survey and implement recommendations	Lead Volunteer

Sleepovers with groups of children as young as 4 years old.	Children may be hurt, due to unfamiliar surroundings, panic and slow to react to emergencies. Hazards already identified in this risk assessment. Children may be become ill and have medical conditions/ health issues.	Customers groups	1) A strict ratio of group leaders to numbers of children depending on age of children. 2) A safety briefing is carried out by the Site Staff member at the start of the event, which involves the evacuation routes, assembly points, and use of the alarm breakpoints if required. 3) There is always a duty manager on site for these events who will take control of the situation, when contacted. 4) The plans for these events is in the emergency evacuation procedure which will be briefed to leaders on arrival. 5) The fire alarm activation requires residents to immediately evacuate at all times. 6) Health forms completed for each event, in case a child becomes ill.					
Movement of vehicles around site	Persons may be hurt by vehicles moving around site, loading and unloading	Customers, Contractors, Children Volunteers,	1) Speed limit signs in place 2) Speed bumps in place to reduce vehicle speed 3) Site works vehicles, show hazard lights whilst moving around site. 4) Areas isolated if grounds maintenance equipment used in specific areas. 5) Notices in place if areas are restricted (Temporarily or Permanent) 6) Delivery drivers to always book in before proceeding on to remainder of the site.	5	2	10	Monitor, ensure groups are aware of any movements, and delivery drivers aware of requirement of speed restrictions. Ensure delivery drivers book in.	
First Aid	First Aiders are required for any workplace in the event of an accident.	Volunteers	There is sufficient first aid cover for all hours that are required to be covered, at the present time.	5	2	10	Monitor, check cover if volunteers leave	
Inclement weather	Snow/Ice/Heavy rain	Volunteers, visitors	Areas of the site may become unsafe due to abnormal unexpected conditions	5	1	5	Daily review of expected weather/ may restrict some site access+ activities	Lead volunteer
Vulnerable adults/children on site	Persons may be vulnerable if policy not correctly implemented	Volunteers Customers Users	Safeguarding policy developed to protect. DBS enhanced for all those with expected engagement with youth/vulnerable persons	5	1	5	Monitor report to trustees + review	Safeguarding
Risk factor scoring colour codes				1 - 3	4-7	8- 10		