

Foxlease Park

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, trips, falls	Persons may be injured if they trip over footpaths (man-made /artificial paths and road). Injuries could be potential breaks of bones. It would not be expected to be worse than this, as it is	Users, Work experience Volunteers, Contractors, Customers, Visitors.	1) Roads and paths (not natural paths) surface inspected regularly to check for damage by tree roots or cracking. 4) Good lighting in car park, paths. Light	3	3	9	1) Keep steps clear/check for damage/handrails, prior to each booking as part of pre-handover process. 2) Grass area to be mowed frequently, which	Volunteer Co-ordinator

	expected that this would be at ground level only. Persons may be injured if they trip over objects, equipment, trailing guy ropes.		bulbs replaced when they have blown and the lights are turned on at dusk. – Monthly checks. 5) Steps to shelter.				also deals with mole hills. 3/ Walk site prior to each booking.	
Inside Slip, trip, falls.	Persons may be injured if they slip in shower etc. Injuries would be serious and potentially fatal in some circumstances if environment not controlled.	Users	1) New anti-slip matting has been installed	2	2	4	Monitor, and check prior to each booking to ensure in good order	Volunteer Co-ordinator
Electricity and electrical equipment.	Users risk electric fatality from faulty equipment or installation. Volunteers may also suffer injury from moving parts of equipment or awkward equipment.	Customers Visitors Volunteers Contractors	1) Fixed installations checks carried out every 5 years. 2) PAT testing carried out annually. 3) Duty Volunteers know where the fuse boxes are and how to switch off the supply in an emergency. 4) Safe Stay Guide provides information on what to do if electrical items damaged.	5	2	10	1) Ensure all new Volunteers know the location of fuse boxes and how to switch off in emergency.	Volunteer Co-ordinator

			5) Facility checks carried out after each group visit; to check fixtures and fittings are in good order. 6) Safe Stay Guide provides advice on guests' own electrical equipment on site.					
Lighting	There is a potential that users may damage lighting causing breakages, resulting in injury from broken glass.	Volunteers Contractors Customers Visitors	1) Covers (diffusers) provided on lights to protect tubes and light bulbs. 2) Volunteers will replace covers if they become damaged. 3) Volunteers will replace tubes/bulbs as required at a suitable time where it does not impact on the group in residence. 4) Group leaders will clear up broken glass immediately and report to site management of the breakage, so that it	3	2	6	Monitor & check prior to each booking	Volunteer Co-ordinator

			can be replace as per Safe Stay Guide. 5) Volunteers have received training in working at height for use of step ladders and long ladders.					
Boiler	Volunteers could be overcome by carbon monoxide fumes. Potential fatality.	Volunteers Users	1) Carbon monoxide detector in place and checked weekly 2) Serviced regularly and clear warning signs displayed. 3) Vented room to ensure there is no build-up of carbon monoxide	5	1	5	1) CMD checked prior to each booking in. 2) Annual service & certification plan in place. 3) Gas bottles and pipes/fittings checked and changed prior to each booking	Volunteer Co-ordinator.
Water systems (Legionella)	Water system contaminated with various viruses can cause sickness, and for particularly vulnerable persons (low immune systems) death.	Volunteers Contractors Customers Visitors	Water systems, annual review. Water sampling carried out quarterly and risk assessment. Independent contractor DEBA. Temperature checks carried out for hot and cold water for each water system monthly and recorded. Little used outlets are	5	1	5	Monitor results of testing & call independent contractor if any results of sampling show areas of concern. Commission cleaning etc, and retest before further use. Supply of potable water always held for emergencies. All taps have been changed to meet legionella compliance	Volunteer Co-ordinator & trained volunteers

			flushed if not used for a week and showers descaled on a regular basis. Cold water tanks and calorifiers cleaned as and when required as highlighted by the contractor (DEBA)				standards for drinking water.	
Shutters	Users may suffer entrapment, crushing of fingers in the side of shutter	Volunteers Contractors Customers(children) Visitors	Instructions provided to lead booker on arrival, checks made prior to letting.	4	2	8	Review prior to each letting and ensure correct length prop is in the hut.	Volunteer Co-ordinator
Security	Unknown persons or other guests getting into building or on site which could result in violence/assault.	Volunteers Contractors Customers (children) Visitors	1) Volunteers on duty all times of the day and night. 2) Emergency procedures for contacting DM. Contact Police if feeling threatened. 3) Groups checked by volunteers when booking that suitable for attending site (eg youth groups, schools, education groups, special needs etc).	4	1	4	1) Policy required to make it clear about customer profile, allocation of site pitches etc including Contractors. 2) Policy to make it clear the behaviour required by all groups.	Volunteer Co-ordinator

			4) Family groups will also be booked where appropriate. 5) Where groups are attending from youth groups checks questions will be asked as to whether staff are DBS checked. 6) Group leaders have keys and are required to ensure building is always secure.					
Terror Threat	Users at risk	Volunteers Customers	Lead adult/Duty Volunteer to raise alarm and then follow Run/Hide/Tell approach.	4	1	4	Ensure briefing to leaders on arrival.	Duty Co-ordinator.
Falling Trees/ branches	Damage to item and people	Users Volunteers	Frequent review of trees by qualified tree surgeon as part of our site management plan + and site walk after high winds/storm, and part of pre-booking check list	4	2	8	Review report, action recommendations Check site before each arrival Emergency Tree contractor available to deal with any dangerous/potentially dangerous tress, and cordon off area.	Vol – Coordinator
Fire	Hut catches fire, causing damage.	Users Volunteers	Camp site rules prohibits naked flames and cooking	4	2	8	Ensure when checking in Lead booker is reminded	Duty co-ordinator

	Wood fire burner		inside the campsite huts apart from lighting the woodfire burner.				Hardstanding provided is suitable for an altar fire/BBQ or fire pit. Woodfire burner has instructions and type of fuel to be used	
Accidents – not slips/trips	Users have cuts/splinters, rash etc	Users Volunteers	All huts are checked for nails/screws/damaged wood. Tic posters are displayed in huts	4	1	4	Ensure checks are carried out and any necessary work completed prior to booking in.	Duty Co-ordinator