

Foxlease Park Risk Assessment



Location:	The Lodge	Assessor:	H Warwick		
Date of Assessment	16/10/2025	Date of review	31 Oct 2026		
Description of area or activity	The Lodge – Brick built two storey self-catering accommodation, sleeping up to 30 persons.			Technical Adviser (if applicable)	External Fra Appointed
Equipment used:	Fire Alarm System, Gas cooker, fridge freezer, gas safety equipment. Portable Gas Bottles (located outside kitchen), cleaning equipment. Oil fired boiler (external heating oil double bunded storage tank). Emergency lighting.			External Assessors	YES

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		
Outside around the grounds Slips, trips, falls	Persons may be injured if they trip over objects, uneven/broken roads, 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	Volunteers, Contractors, Customers, Visitors.	1) Car park surface maintained, and gravel raked at regular intervals. 2) Roads and paths (not natural paths) surface inspected regularly to check for damage by tree roots or cracking.	4	3	8	1) Repair road on edge of grass verge, and all the potholes. In progress. Salt bins to be checked prior to winter. Paved areas have holes filled, treated with moss kill and will need seasonal application.	Volunteer Co-ordinator

	expected that this would be at ground level only.		3) Good lighting in car park, paths. Light bulbs replaced when they have blown and the lights are turned on at dusk. – Monthly checks. 4) Steps to Barn					
Inside Coach House Slip, trip, falls.	Persons may be injured if they trip over objects, equipment, trailing leads, slip on spillages, and fall downstairs. Injuries would be serious and potentially fatal in some circumstances if environment not controlled. Fall from bunk bed.		1) Guests advised to clear spillages up as quickly as possible, and users and guests made aware of where equipment is kept to do this. 2) Mats or non-slip surfaces provided at entrance ways to reduce rainwater being carried. 3) Volunteer to ensure that mats are regularly beaten or vacuumed to ensure effectiveness after each group vacates. 4) Trailing cables are either taped down or cable tidies used. Corridors and emergency exits kept clear of obstructions and trailing leads.	5	2	10	Monitor	Volunteer Co-ordinator

			5) "Safe Stay Guide" in place, this provides information on emergency procedures, the requirements for carrying out a fire drill, and other helpful guidance on staying safe whilst visiting. Under 6 (six) years old not to use top bunk.					
Passenger Lift	Passenger may be trapped in lift causing extreme stress/anxiety	Volunteers, Staff, Work Experience, Contractors Customers Visitors	1) Keys only given out to adults who have been shown how to use it by the Duty Volunteer 2) Instructions on how to use are on the lift. This is an accessibility lift only and should not be used by able-bodied persons. 3) Statutory inspections (LOLER) carried out every 6 months by British Engineering Services. 4) Lift is locked and only allowed to be	3	1	3	Reinspection booked Feb 25. Volunteers trained in use.	Lead Site Volunteer

			used by persons who have accessibility requirements. 5) Tested every week that it is operating correctly. 6) Maintenance contract on the lift.					
LPG Bottles Stored outside Kitchen	Could explode and cause burns. Potential to cause fatality.	Volunteers, Contractors Customers Visitors	1) Stored outside the kitchen area. 2) Regularly checked and monitored for damage. 3) Kept upright and chained to prevent falling over. 4) Regulator and equipment checked annually by gas safe LPG engineer.	5	1	5	1) Record of checks to be maintained. Chains in place around cylinders. 2) Cylinder Safety checks as per guidance document (check sheet) 3) Gas Safe engineer annual check and report for gas equipment in place. Replacement parts ordered.	Lead Site Volunteer
Knives	User may suffer cuts from incorrect use/lack of care and attention.	Volunteers, Contractors Customers Visitors	1) Only used by adults. 2) Leaders are responsible for use of knives during their stay. 3) Sharp knives kept in drawers, and children kept out of kitchen area and/or always supervised. 4) Part of Safe Stay Guide for Groups.	3	3	9	1) Monitor (accident reports), flag issues.	Group leaders/Manager.

Electricity and electrical equipment.	Users risk electric fatality from faulty equipment or installation. Staff may also suffer injury from moving parts of equipment or awkward equipment.	Volunteers Contractors Customers Visitors	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) 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. All work undertaken by qualified electrician.	5	2	10	1) Ensure all new Volunteers know the location of fuse boxes and how to switch off in emergency.	Volunteer Co-ordinator
Lighting	There is a potential that children may damage lighting causing breakages,	Volunteers Contractors Customers Visitors	1) Covers (diffusers) provided on lights to protect tubes and light bulbs.	3	2	6	Monitor	Volunteer Co-ordinator

	resulting in injury from broken glass.		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 can be replaced as per Safe Stay Guide. 5) Volunteers 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) Boiler located in locked area. 2) Serviced regularly and clear warning signs displayed. 3) Vented room to ensure there is no build-up of carbon monoxide.	5	1	5	Ensure always locked. Restricted access only for essential volunteers and servicing undertaken and diarised. CO detector	Volunteer Co-ordinator.

			4) Fuel tank for boiler located away from main building and double banded to prevent fuel leakage. 5) Signage on door reference: Authorised Entry. 6) Regular checking of CO detector					
Table and chairs storage	Guests could be injured if tables and chairs not stacked properly, resulting in soft tissue injury.	Volunteers Contractors Customers Visitors	1) Guests are made aware that they must stack tables and chairs carefully. 2) Ensure that equipment stores are kept in a tidy, safe and ordered state. 3) Safe Stay Guide provides information on need to store equipment sensibly and not to “over stack” chairs.	3	2	6	Stay Safe Guide to be updated to set out “How to Stack”.	Lead Site Volunteer.
Manual Handling	Users may suffer injury if they try to lift objects that are too heavy or awkward.	Volunteers Contractors, Customers, Visitors	1) Volunteers have been trained in-house in manual handling. 2) Use of a mechanical aid eg sack barrow is available from	3	2	6	Monitor any issues, and accidents that might occur.	Volunteer Co-ordinator.

			maintenance if required. 3) Guests would not expect to move heavy objects, with exception of tables and chairs for their dining requirements., As this building is a self-catering facility, groups are expected to take care when carrying out any lifting tasks.					
Fire	If trapped, guests could suffer fatal injuries from smoke inhalations/burns.	Volunteers Contractors Customers Visitors	1) See fire RA for this building. 2) There is a fire alarm installed in the building which complies with regulations for sleeping accommodation. 3) The fire alarm system is tested and maintained by a suitably qualified contractor. 4) The alarm is tested every week using a different break point on rotation. Records	5	1	5	1) Check that groups are not using any door wedges or using extinguishers to keep fire doors open.	Volunteer Co-ordinator

			are kept of these tests. 5) 30-minute Fire doors are installed in the building to prevent the spread of fire. 6) There are at least 2 exits. 7) Each group must carry out a fire drill after arriving in their self-catering accommodation. DM to assist with this. This will be in the Safe Stay Guide as detailed earlier in this document.					
Food Handling	This is a self-catering building. Group leaders will prepare food. Incorrect food preparation and handling can result in severe illness and possibly cause fatalities.	Customers	1) Regular cleaning of all cupboards and surfaces is carried out by Volunteers, before and after any groups use the facilities. 2) Customers (group leaders) are responsible to ensure that the kitchen is kept clean and tidy during their stay and food	5	2	10	1) Monitor any issues with ill health within a particular group.	Group Leaders.

			hygiene rules are adhered to whilst preparing food.					
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	1) Legionella survey carried out by competent independent 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 shower heads dependant on how hard the water is in the 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 to be carried	5	1	5	Monitor records	Volunteer Co-ordinator

			out every month as required.					
Kitchen Equipment	User suffering burns from hot surfaces and pans.	Volunteers Contractors Customers Visitors	Oven gloves provided. Adult supervision when children are in the kitchen is recommended to the group.	3	1	3	Oven gloves provided and checked prior to each letting.	Volunteer Co-ordinator
Windows	Users may fall out of windows causing harm to themselves and/or others	Volunteers Contractors Customers Visitors	Ensure that the windows are maintained on a regular basis and that the restraints are in good working order. See separate window risk assessment.	5	1	5	All restrictors are checked and replaced where necessary.	Volunteer Co-ordinator
Doors	Users may suffer entrapment, crushing of fingers in the open door or hinged side of door.	Volunteers Contractors Customers(children) Visitors	Survey carried out on doors, to ascertain condition and operation, especially where children regularly use rooms, or buildings. The survey noted the condition of furniture, whether fire doors, intumescent strips in place where applicable, door closers are operating	4	2	8	Review prior to each letting and deal with issue.	Volunteer Co-ordinator

			correctly (soft closing). Thorough door checks will initially be every two months, to ensure that where adjustments have been made to closers etc. There are other building checks carried out following occupancy, and management checks.					
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) Family groups will also be booked where appropriate.	4	1	4	1) Policy required to make it clear about customer profile, allocation of site pitches etc including Contractors allocations. 2) Policy to make it clear the behaviour required by all groups.	Volunteer Co-ordinator

			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 secure at all times.					
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 on leaders' arrival.	Duty Co-ordinator.