

RISK ASSESSMENT: Ferny Crofts Site, General Use

Completed by: Ferny Crofts Operations Team

Date: April 2021

Review Date: April 2022



What is the Hazard?	Who may be harmed?	How might people be harmed?	Risk Rating			Control Measures in Place	Remaining Risk		
			Probability	Severity	Risk		Probability	Severity	Risk
Slips, trips and falls – General	Visitors Staff	Bruises and cuts, broken bones, sprains, other impact injuries.	3	3	9	<ul style="list-style-type: none"> Pedestrianised areas and paths kept clear across the site. Lighting provided in busy areas such as around accommodation buildings and toilet block. Group leaders advised to brief young people to take care and not to run when moving around woodland areas. All staff members are first Aid trained. First aid kits located within all of the buildings and instructed activity zones. Group leaders required to carry their own First Aid kits. 	2	3	6
Use of the Car Park – Vehicles moving around site	Visitors Staff	Injuries caused by vehicle impact with pedestrians, such as cuts and bruises, fractures and sprains, head injuries.	2	4	8	<ul style="list-style-type: none"> Site speed limit is 5mph No unauthorised vehicles are allowed onto the camping areas. Only site vehicles or pre-arranged contractors (when accompanied by a member of staff) Gates from car park are kept closed at all times, unless manned by a member of staff. During times of high traffic volume, Ferny Crofts staff in high-vis jackets will be present to assist in directing traffic and pedestrians. 	1	4	4

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Fire - Buildings	Visitors Staff	Injuries associated with large-scale fires, including burns, smoke inhalation, impact injuries from falling materials or explosion debris etc.	1	5	5	<ul style="list-style-type: none"> • External Fire Risk Assessment carried out at least every 24 months, actions completed according to recommendations and monitored. • All buildings fitted with fire alarm system which is tested on a weekly basis. • All buildings fitted with fire extinguishers • Fire escape routes kept clear and unlocked. • Fire escape routes clearly marked. • All visitors informed of fire safety and evacuation procedures in Welcome Pack. • Ferny Crofts Staff trained in basic fire safety procedures. 	1	3	3
Fire - Campsite	Visitors Staff	Injuries associated with large-scale fires, including burns, smoke inhalation, impact injuries from falling materials or explosion debris etc.	2	5	10	<ul style="list-style-type: none"> • External Fire Risk Assessment carried out at least every 24 months, actions completed according to recommendations and monitored. • Campfires only permitted on concrete fire pits provided. • Fire beaters and alarm bells provided across campsites • Water fire extinguishers provided across campsites. • All visitors informed of fire safety and evacuation procedures in Welcome Pack. 	1	3	3

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Trees	Visitors Staff	Injuries or damage to property caused by falling trees or branches. Injuries including bruising and cuts, concussion, fractures, broken bones, other musculoskeletal injuries.	3	5	15	<ul style="list-style-type: none"> Tree management policy in place including regular tree survey by qualified arborist, to identify and remove dead, dying or dangerous trees. Regular site checks carried out by Tree Surgeon, including removal of dead wood from canopy. Site checks are carried out by the Maintenance Supervisor or Operations Manager after bad weather conditions. Any issues are reported to tree surgeon for further investigation and/or removal. 	1	5	5
Pond Area	Visitors Staff	Injuries associated with submersion in water, including drowning, hypothermia.	2	4	8	<ul style="list-style-type: none"> Clear signage displayed warning site users not to enter pond without a qualified instructor. Pond edges managed to ensure ease of escape in the case of accidental entry to the water. Site users advised to brief young people to stay away from the pond unless accompanied by a responsible adult. 	1	4	4
		Infection from water-borne diseases.	1	3	3	<ul style="list-style-type: none"> Regular external chemical testing of pond carried out to ensure safety of water. 	1	3	3

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Wood Pile	Visitors Staff	Slips, trips and falls, or impact from materials being moved, including cuts and bruises, musculoskeletal injuries, puncture wounds.	4	3	12	<ul style="list-style-type: none"> Area checked regularly by Ferny Crofts staff to ensure wood pile height is controlled. Contractors delivering wood must gain permission before donating wood – wood will be refused if pile is too large. Clear signage informing users not to climb on wood pile, and to wear appropriate footwear in the area. Customers advised to ensure young people are supervised at all times in the wood pile area. Provision of trolleys to transport materials away from the area. Staff provided with steel toe-cap boots with mid-sole protection when working in this area. 	2	3	6
Power Cut	Visitors Staff	Additional danger or slips, trips and falls caused by lack of lighting in buildings	3	3	9	<ul style="list-style-type: none"> All buildings fitted with emergency lighting which illuminates in the case of a power cut. All emergency exit signs are photo-luminescent. Back-up generator operates in the case of a power cut, which ensures continuing office and telephone functionality and provides lighting in the Croft Building Kitchen and Main Hall. 	1	3	3

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Electrical Appliances	Visitors Staff	Injuries caused by improper use of electrical appliances or electrical faults. Injuries including electric shock, electrical burns.	3	4	12	<ul style="list-style-type: none"> • Site-wide fixed wire electrical testing carried out every 5 years. • All circuits protected by appropriate fuses and RCDs. • All new electrical installations tested by NICEIC certified engineers. • All electrical works on site carried out by NICEIC certified engineers. • Portable Appliance Testing (PAT) carried out by external third party contractor annually. • Sufficient electrical sockets supplied in buildings to avoid over-use of extension cables. • All electrical equipment on site used in accordance with manufacturers' instructions. Where appropriate, equipment only used by trained staff (such equipment is stored in a locked storage area). • Defective plugs/equipment reported immediately and taken out of use. 	1	4	4

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Waste and Recycling Area	Visitors Staff	Slips, trips and falls caused by litter on floor.	2	3	3	<ul style="list-style-type: none"> Regular collections to ensure waste does not build up above storage capacity Area regularly checked and tidied to ensure it is free from trip hazards. Any over-flowing waste put into temporary storage bins and waste company contacted to arrange urgent collection Lighting provided in the area during hours of darkness. 	1	3	3
		Injuries associated with handling waste, including cuts, grazes and puncture wounds.	3	2	6	<ul style="list-style-type: none"> Large bins provided which do not require any interaction with the waste once placed into the bins. 	2	2	4
		Infection caused by open cuts coming into contact with waste, or ingestion of waste substances, or presence of vermin.	3	3	9	<ul style="list-style-type: none"> Staff trained to wear PPE (latex gloves, provided) when handling waste. All existing cuts or grazes to be covered by a plaster whilst at work. All bins have solid lids, and any over-flowing waste cleaned up as soon as it is reported, to prevent vermin being attracted to the area. 	2	3	6

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LPG Gas Storage	Visitors Staff	Injuries caused by fire or explosion, due to combustion of gas.	2	5	10	<ul style="list-style-type: none"> LPG tanks located within secure fenced-off area to prevent unauthorised access. LPG Storage area kept clear of combustible materials to minimise danger of fire. Clear signage shown on fences to warn of flammable materials. Gas re-filled only by qualified external contractor (Calor). 			
Water Systems – Legionnaires Disease	Visitors Staff	Illness caused by infection by Legionella bacteria, which may be present within water systems.	2	4	8	<ul style="list-style-type: none"> External third party risk assessment carried out every 24 months. Control measures put in place following recommendations made. (See full risk assessment for further information) Taps descaled on a monthly basis to reduce potential for growth of Legionella bacteria. All new water installations designed according to best practice for preventing growth of Legionella bacteria. 	1	4	4

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Other site users/Security	Staff and Visitors				<p>-Ferny Crofts is an open site and access can be gained from the car park. All guests are asked to report to reception when checking in.</p> <p>-Contractors, delivery drivers and other people working on site MUST report to reception upon arrival and sign in with a member of staff.</p> <p>-Only people on activities and led by an instructor should access the activity areas onsite. All activity areas are sign posted 'no unauthorised access' and are fenced off to members of the public.</p> <p>-There is always a Duty Manager on call outside of office hours (8:30-16:30).</p> <p>-Gates and doors should be locked at all times and building doors should be locked when not in use.</p> <p>-CCTV in operation around certain areas of site.</p>			
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Level	Likelihood Factor	Severity Description
1	Very Unlikely	Insignificant – No injury or No First Aid required.
2	Unlikely	Minor – Minor injuries requiring first aid such as cuts, grazes, bruising.
3	Fairly Likely	Moderate – Injuries resulting in up to three days' absence from work.
4	Likely	Major – Injuries resulting in a week or more absence from work, for example broken bones, deep cut etc.
5	Very Likely	Catastrophic – Amputations or Death.