

CORNEL SITE RISK ASSESSMENT v1

(FS320010)

Date reviewed 10/02/21

The hazards at Cornel primarily affect 3 distinct groups of people, who usually are not on the site at the same time. These groups are the Users, the Wardens, the Service Team. Many of the hazards affect all 3 groups, however we recognise that there are some differences in the activities carried out by each group and that some parts of the site are not accessible to Users. We also recognise that this is not a secure site and occasionally members of the public may intentionally or mistakenly enter the site. This Risk Assessment includes the risks to all groups and recognises differences where appropriate. Additionally, since the site is unmanned and made available to Users who collect and return keys, essential safety information is provided to Users so they can complete their own site and activity specific Risk Assessments in order that they can use the site safely.

THIS RISK ASSESSMENT INCLUDES THE FIXED ELEMENTS OF THE SITE AND INFRASTRUCTURE AS WELL AS ACTIVITIES UNDERTAKEN BY THE CORNEL CENTRE WARDENS AND SERVICE TEAM - IT DOES NOT CONSIDER USER ACTIVITIES AND ACTIONS WHICH ARE THE RESPONSIBILITY OF THE USER GROUP LEADER TO ASSESS.

YEAR:	2020			
REVIEW COMPLETED BY:	D.Perry			
HAZARD IDENTIFIED, RISK ARISING & PERSONS AT RISK (risk considered to apply to all Users, Maintainers, visitors unless specifically stated)	HOW IS THE RISK CONTROLLED? WHAT FURTHER CONTROLS ARE NEEDED	DATE TO BE DONE/CHECKED	PERSON RESPONSIBLE	DATE COMPLETED
Hazard - anything that could cause harm e.g. equipment or conditions. Risk - the chance that someone will be harmed by the hazard	Control - an action , equipment or procedure that will help to reduce the potential for harm from a particular hazard.	—	—	—
BUILDINGS				
Roof - House/Annex/Campblock - slate. House rear hallway - polycarbonate Risk of fall from height or falling debris	No ready means of access. Sign on rear hallway. Maintenance by Service Team to be carefully controlled. Check.	3 x Service team weekends	Dave Perry Service team	See maintenance records
Roof - Mower Store/Pole store Risk of fall from height	Can be accessed by climbing, Anti-climb paint and signs installed. Check.	3 x Service team weekends	Service team	See maintenance records
Windows Risk to users/trespassers from broken glass/forced entry	Double glazing to all windows, internal security grills installed and emergency key boxes adjacent. Check.	3 x Service team weekends	Service team	See maintenance records
Doors Risk to users from trapped fingers	Finger guards to all internal door hinge sides	3 x Service team weekends	Service team	See maintenance records
Doors Risk of being left open and creating a risk if there were to be a fire	Ensure all door closers operational and no door wedges present. Check	Warden visits 3 x Service team weekends	Wardens Service Team	Warden visits See maintenance records
Blocked drainpipes & gutters, drains- Slip/trip risk	Inspection and cleaning	2 x Service team weekends	Service team	See maintenance records
Working at Height- Use of ladders or other means of working at height by Service Team and Wardens.	Ladder Inspection Briefing and supervision during maintenance activities	Annual During Service Team work	Competent person Service Team Leaders	See maintenance records
Unauthorised access- damage/loss of facilities	Suite of Eurolocks, window grills, security lighting. Grills/windows check by Service Team.	Warden visits 3 x Service team weekends	Wardens Service Team	Warden visits See maintenance records

Lone working- injury to Warden while lone working	Another person aware that lone worker is visiting the Centre. Activities restricted to those which can be completed safely as a lone worker - no ladders, working at height or other activities where a significant uncontrolled risk exists. Portable phone available that works across whole site.	Warden visits	Wardens	Warden visits
SERVICES				
Gas supply- Explosion, fire, asphyxiation	GasSafe inspection, Landlord Certificate and external system check annually. Isolation possible from outside buildings, gas safety notices and gas box key boxes provided. Carbon monoxide alarms in House drying room/kitchen, Annex living area, Campblock boiler cupboard check. Tank inspected by Calor when gas delivered (tank replaced 2015).	Annual service and inspection Monthly check CO alarms Gas delivery	Mon Maintenance/Calor Wardens Calor	See maintenance records Calor delivery records
Water supply- Leaks/Burst pipes/water shortage	Pipes lagged where exposed to cold. Campblock drained in winter. 2 water sources available - stream plus borehole and 8,000l storage tank installed outside. Spare pumps and controls available on site if required. Water shortage plan in place if required and water butts installed for non potable use.	Weekly and monthly checks 3 x Service team weekends	Wardens Service team	Warden visits See maintenance records
Water supply- Quality issue with potable supply leading to either prohibition and/or illness	Dam/filters/UV/water system/borehole checks and maintenance	Monthly checks Annual sterilisation of tanks and pipework / replacement of UV tubes. System maintenance during 3 x Service Team weekends Annual Council quality check	Wardens Service Team Conwy Borough Council	See maintenance records
Sewer & Waste Water Leaks, Blockage, Disease	Regular inspection and emptying	Warden visits Annual emptying	Wardens Wardens	See maintenance records
Central Heating Boiler/ Hot water systems- Release of gases or liquids. Loss of use.	GasSafe inspection and Landlord Certificate annually. Lochinvar water heaters not accessible by Users. Worcester boilers cannot be interfered without tools. Sealed systems are treated with corrosion inhibitor. Replacement programme based on experience and advice from experts part of 5 year plan to replace equipment before likely failure.	Annual service and inspection Monthly check CO alarms	Mon Maintenance Wardens	See maintenance records
Electricity- Overloaded sockets Electrocution Fire Trailing /damaged leads	Circuits protected by overcurrent and current leakage devices. Sufficient sockets provided when centre rewired. PAT testing by Competent Person. Inspection of installation by Competent Electrician. Briefing and supervision during maintenance activities	Annual PAT testing 5 yearly Installation inspection During Service Team work	Competent person Electrician Service Team Leaders	See maintenance records
ENTRANCES & EXITS				
Obstructions/poor lighting- Slips, trips & falls Unable to operate doors in emergency	Evacuation routes kept clear. Thumbturns on inside of Fire doors. Good lighting and emergency lights provided and tested. Exercises completed by Service Team.	Warden visits. Emergency lights and evacuation tested during Autumn Service Team weekend	Wardens Service Team	Warden visits See maintenance records
STORAGE/USE				

Combustible Materials- Fire	Very little combustible material in House/Annex/Campblock. Restricted access to garage/mower store/gents toilet loft where paint and other flammable material is stored. No smoking allowed in buildings. See Fire Risk Assessment.	Warden visits. Use of flammable materials and ignition sources controlled during Service Team work.	Wardens Service Team Guests	Warden visits See maintenance records
Rubbish- Disease/Vermin	Black bags provided for users. 4 x metal bins provided and regularly emptied by Local Authority. Users informed how to properly dispose of rubbish and recyclables. Wardens check site during visits.	Warden visits	Wardens Guests	Warden visits
Tools & Equipment- Heavy kit/sharp tools	Heavy kit stored on floor/lower shelves. Break down into manageable units. Supervision/instruction when Service Team using sharp tools.	3 x Service team weekends	Service team	Service Team weekends
Mechanical Plant- Misuse/condition	Restricted access to garage/mower store where plant stored. Supervision/instruction when Service Team using mechanical plant. Plant serviced and maintained by Service Team.	3 x Service team weekends	Service team	Service Team weekends See maintenance records
Pioneering poles- Storage/condition/misuse	Purpose built storage protected from weather and well ventilated. Poles checked before and after camping season. Responsibility for use lies with users - no lashing ropes or pulleys etc. provided by Centre.	2 x Service team weekends	Service team	See maintenance records
Chemicals for cleaning and site maintenance- Storage/misuse	Restricted access to garage where chemicals stored. Wardens use PPE if cleaning after users. Supervision/instruction when Service Team using chemicals and care/appropriate PPE used as per product labelling, Material Safety Data Sheet, COSHH assessment. Signs in garage for dealing with emergencies. Removal of any chemicals left by guests	3 x Service team weekends Warden visits	Service team Wardens	Service Team weekends
Gas cylinders and portable appliances- Leaks, fire/explosion Hoses in poor condition	Restricted access to store where emergency gas cylinders and appliances are safely and securely stored. Annual check.	October Service Team weekend	Service team	See maintenance records
KITCHEN				
Sharp objects- Cuts	Glasses/jugs/bowls are Duralex/Pyrex. Commercial can opener provided. Users have responsibility for safe use of knives.	Warden visits	Wardens	Warden visits
Food & Drink - Food poisoning Vermin Slipping on spills Fridge/freezer cleanliness	Users have main responsibility for this. Wardens check that fridges/freezers empty/clean when visiting between users. Service team complete cooker and kitchen cleaning 3 x per year, deep clean House/Annex 2 x per year, deep clean Campblock before season. Water butts provided for water shortage labelled as 'NOT DRINKING WATER' and drained annually. Vermin dealt with if required by traps/poison bait positioned securely with no access by users.	Warden visits 3 x Service team weekends	Wardens Service Team	Warden visits See maintenance records
Cooker hood- Fire, grease accumulation	House cooker mesh filters replaced with plate filters. Hood and filters deep cleaned 3 x year. Cooker gas supply interlocked with minimum fan speed.	3 x Service team weekends Annual Interlock test	Service team Mon Maintenance	See maintenance records
Hot surfaces & liquids- Burns and scalds	Signing on taps. Monthly water temperature checks.	Warden visits	Wardens	See maintenance records
TOILETS & WASHROOMS				

Legionella- Disease	Legionella Risk Assessment completed, proposed modifications completed and routine checks/maintenance introduced. Major rebuild of water system 2020/21.	Warden visits 3 x Service team weekends	Wardens Service Team	See maintenance records
Bacteria- Disease	Regular inspection of facilities. Good supply of toilet paper/soap. Paper towels supplied in kitchens.	Warden visits	Wardens	Warden visits
BUNKROOMS				
Bunks- Falls from height, unsafe gaps, unstable bunks	All bunks replaced 2014/15 to meet current regulations. Bunks fixed down when installed. Checked for damage by Wardens/Service Team	Warden visits 3 x Service team weekends	Wardens Service Team	Warden visits Service Team weekends
ESTATE & SURROUNDING LAND				
Trees- Falling Trees/branches	Annual tree survey by competent person to FS320008, remedial work completed to a timescale commensurate with risk.	Annual tree survey	Service team	See maintenance records
Fences- Straying farm animals	Annual fence inspection. Repairs by Grazier or Service Team following damage or identification of inadequate fencing.	Annual fence survey	Service team	See maintenance records
Site security Members of the public entering the site whilst young people are occupying the site	Fencing of boundaries plus signage provided at gate and stile entrances stating that there is No Public Right of Way into site. Users information also includes this statement for Users to note. Annual fence inspection and Warden visits.	Warden visits Annual fence survey	Wardens Service team	Warden visits See maintenance records
Site of Special Scientific Interest (SSSI) Damage by users to site and possible action by Natural Resources Wales	Restricted access to SSSI by locked Camp Field gate which cannot be lifted from hinges. Users information includes information about use of camp fire platforms only and considerations when entering the marsh.	Warden visits Annual fence survey	Wardens Service team	Warden visits See maintenance records
Movement of vehicles around site Harm to people or property by vehicles moving around site	Driveway, car park and Camp Field drive checked during Warden and Service Team visits. Car park sized adequately for expected use and guidance provided in User information.	Warden visits 3 x Service team weekends	Wardens Service Team	Warden visits Service Team weekends
Grass, pathways, rubbish, uneven ground- Fire, trips, slips, falls, cuts Disabled access	Paths swept and inspected for damage at each Service Team weekend and repairs programmed.	Warden visits 3 x Service team weekends Build steps on House side of garage 2021/22	Wardens Service team Jason Cooper	Warden visits See maintenance records Steps project once Covid restrictions lifted.
FIRE				
Risk of fire	See separate Fire Risk Assessment	--	--	--

A yellow highlight indicates a specific action which has a completion date and is NOT a recurring action