

CORNEL SITE RISK ASSESSMENT v1

Date reviewed 12/02/2024

The hazards at Cornel primarily affect 5 distinct groups of people, who usually are not on the site at the same time. These groups are the Users, visitors including contractors, the Wardens, the Service Team and the Committee. Many of the hazards affect all 5 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 using on-site keyboxes, essential safety information is provided to Users so they can complete their own event, site and activity specific Risk Assessments in order that they can use the site safely. This Risk Assessment is published for Users in pdf form on the Cornel website.

THIS RISK ASSESSMENT INCLUDES FIXED ELEMENTS OF THE SITE AND INFRASTRUCTURE AS WELL AS ACTIVITIES UNDERTAKEN BY THE CORNEL CENTRE WARDENS AND SERVICE TEAM **IT DOES NOT CONSIDER THE ORGANISATION OF EVENTS BY VISITING PARTIES, USER ACTIVITIES**

YEAR:	2024			
REVIEW COMPLETED BY:	D.Perry / J.Cooper / A.Williams / S.Blower (and Service Team)			
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. Risk of falling debris. Degradation of roof trusses. House rear hallway - polycarbonate roof, risk of falling through. Risk of fall from height when performing maintenance	No ready means of access to these roofs. Sign on outside rear hallway warns of fragility of Polycarbonate roof. Ongoing project to replace with EDPM roof. Assessment by contractor Maintenance by Service Team to be carefully controlled. Visual inspection and repair as necessary listed on Maintenance Checklist.	Warden visits 3 x Service Team weekends Roof trusses - 31 August 2024	Wardens Service Team Chair	Warden visits See maintenance records Report from Contractor
Roof Mower Store/Pole store Risk of fall from height	These roofs can be accessed by climbing, anti-climb paint and signs installed. Listed on Maintenance Checklist to renew/check Anti-Climb paint.	3 x Service Team weekends	Service Team	See maintenance records

<p>Windows</p> <p>Risk to users/trespassers from broken glass/forced entry</p> <p>Risk of trapped fingers between unit and frame or in mechanism.</p>	<p>Double glazing to all windows</p> <p>Internal security grills installed to mitigate attempts (emergency key boxes adjacent to open grills if required)</p> <p>Clean and check mechanism, listed on Maintenance Checklist, ensures smooth operation and mitigates against additional effort.</p>	<p>Warden visits</p> <p>3 x Service Team weekends</p>	<p>Wardens</p> <p>Service Team</p>	<p>See maintenance records</p>
<p>Doors</p> <p>Risk to users from trapped fingers</p>	<p>Finger guards to all internal door hinge sides</p> <p>Check door closer adjustment listed on Maintenance Checklist</p>	<p>3 x Service Team weekends</p>	<p>Service Team</p>	<p>See maintenance records</p>
<p>Doors</p> <p>Risk of being left open and creating a route for fire</p> <p>Risk from doors not closing properly</p>	<p>All doors on escape routes clearly signed as "Fire Door Keep Closed"</p> <p>Ensure no door wedges present.</p> <p>Ensure all door closers operational listed on Maintenance Checklist.</p>	<p>Warden visits</p> <p>3 x Service Team weekends</p>	<p>Wardens</p> <p>Service Team</p>	<p>Warden visits</p> <p>See maintenance records</p>
<p>Blocked drainpipes & gutters, drains - Surface Water</p> <p>Slip/trip risk from surface water not draining away</p> <p>Slippery condition created by leaves gathering around drains.</p>	<p>Inspection and cleaning mitigates against debris build up</p> <p>Listed on Maintenance Checklist.</p>	<p>3 x Service Team weekends</p>	<p>Service Team</p>	<p>See maintenance records</p>
<p>Working at Height</p> <p>Use of ladders or other means of working at height by Service Team and Wardens.</p> <p>Injury from incorrect use of ladders - slips and falls</p> <p>Injury from incorrect access method (e.g., Ladders where platform should be used) - strains, falls</p>	<p>Variety of ladders and work platforms available to suit the task.</p> <p>Ladder Inspection</p> <p>Briefing and supervision by suitably qualified and/or experienced person during maintenance activities.</p> <p><i>N.B. Refer to Estate and Surroundings for Tree Work</i></p>	<p>Annual</p> <p>During Service Team work</p>	<p>Competent person</p> <p>Service Team Leaders</p>	<p>See maintenance records</p>

<p>Unauthorised Access</p> <p>Damage to facilities (vandalism)</p> <p>Loss of equipment (theft)</p>	<p>Suite of Eurolocks, window grills, security lighting. Continuing correct function checked by Maintenance Checklist.</p> <p>Regular changing of lock-box codes</p> <p>Garage door floor-mounted locks fitted to Garage/Bunker prevents attempts.</p> <p>Managed planting restricts views into site.</p> <p>Build/maintain relationships with neighbours/Valley Association.</p> <p><i>N.B. Also refer to Security section</i></p>	<p>Warden visits</p> <p>3 x Service Team weekends</p>	<p>Wardens</p> <p>Service Team</p>	<p>Warden visits</p> <p>See maintenance records</p>
PERSONEL				
<p>Lone working</p> <p>Injury to Warden while lone working</p> <p>Injury to Service Team members while lone working</p>	<p>Another person aware that lone worker is visiting the Centre and when safe afterwards.</p> <p>Activities restricted to those which can be completed safely as a lone worker - only safe ladder work, no activities where a significant uncontrolled risk exists.</p> <p>Portable phone and radios available that work across whole site.</p>	<p>Warden visits</p> <p>Service Team events</p>	<p>Wardens</p> <p>Service Team</p>	<p>Warden visits</p> <p>Service Team events</p>
SERVICES				
<p>Gas supply</p> <p>Explosion, fire, asphyxiation from incorrect installation, damaged installation</p>	<p>Isolation possible from outside buildings, gas safety notices and gas box emergency key boxes provided.</p> <p>Carbon monoxide alarms in House drying room and kitchen, Annex living area and boiler cupboard, Campblock boiler cupboard.</p> <p>Gas supply to house cooker regulated by solenoid valve, requiring extractor fan to be on before release.</p> <p>GasSafe inspection, Landlord Certificate and external system check annually.</p> <p>Carbon Monoxide alarms tested on Maintenance Checklist.</p> <p>Tank inspected by Calor when gas delivered (tank replaced 2015).</p>	<p>Annual service and inspection</p> <p>Monthly check CO alarms</p> <p>Annual Interlock Check</p> <p>Gas delivery + annual check outside pipework and regulators</p>	<p>Mon Maintenance</p> <p>Calor</p> <p>Wardens</p> <p>Calor</p>	<p>See maintenance records</p> <p>Calor delivery records</p>

<p>Water supply</p> <p>Leaks/Burst pipes/water shortage</p>	<p>Pipes lagged where exposed to cold or heat transfer between hot/cold/central heating systems is possible.</p> <p>Campblock drained in winter.</p> <p>2 water sources available - stream plus borehole and 7,500l storage tank installed outside.</p> <p>Duplication of plant and spare pumps and controls available on site if required. Spare plumbing fixings stored on site for emergency repair.</p> <p>Filtered, non sterile water supply available during total failure of water to the site, water butts installed for non potable use.</p> <p>Water can be boiled for use in an emergency.</p> <p>Limit on site occupancy in line with available water supply.</p> <p>Full description of Cornel's water system described in Sections 9 and 2.5 of Cornel Manual</p>	<p>Weekly and monthly checks</p> <p>3 x Service Team weekends</p>	<p>Wardens</p> <p>Service Team</p> <p>Booking Contact</p>	<p>Warden visits</p> <p>See maintenance records</p> <p>See Bookings System</p>
<p>Water supply</p> <p>Quality issue with drinking water supply leading to either prohibition and/or illness.</p> <p>Legionella</p>	<p>Legionella Risk Assessment completed 01/01/2023, proposed modifications completed and routine checks/maintenance completed as per maintenance plan.</p> <p>Major rebuild of water system 2020/21.</p> <p>Full description of Water System in Sections 9 and 2.5 of Cornel Manual</p>	<p>Monthly checks</p> <p>Annual sterilisation of pipework / replacement of UV tubes.</p> <p>System maintenance during 3 x Service Team weekends.</p> <p>Annual Council quality check</p>	<p>Wardens</p> <p>Service Team</p> <p>Conwy County Borough Council</p>	<p>See maintenance records</p>
<p>Sewer & Waste Water</p> <p>Leaks, Blockage resulting from poor maintenance</p> <p>Disease resulting from waste not draining away correctly.</p>	<p>Regular inspection and cleaning of system, via access covers.</p> <p>Emptying of Septic Tank listed on Periodic Tasks.</p> <p>Replacement of Urinals Valve Battery listed on Periodic Tasks.</p> <p>Route and flow of drains mapped for site.</p>	<p>Warden visits</p> <p>Annual emptying</p>	<p>Wardens</p> <p>Service Team</p>	<p>See maintenance records</p>

<p>Central Heating Boiler/Hot water systems</p> <p>Release of gases or liquids.</p> <p>Loss of use.</p>	<p>All Boilers not accessible to Users. Cannot be interfered with without tools.</p> <p>Sealed systems are treated with corrosion inhibitor.</p> <p>GasSafe inspection and Landlord Certificate annually.</p> <p>Carbon monoxide alarms fitted adjacent to all boilers</p> <p>Replacement programme based on experience and advice from experts part of 5 year plan to replace equipment before likely failure.</p> <p>Emergency equipment available on site for use by Users.</p>	<p>Annual service and inspection</p> <p>Monthly check CO alarms</p>	<p>Mon Maintenance</p> <p>Wardens</p>	<p>See maintenance records</p>
<p>Electricity</p> <p>Overloaded sockets</p> <p>Electrocution</p> <p>Fire</p> <p>Trailing /damaged leads</p>	<p>Circuits protected by overcurrent and current leakage devices.</p> <p>Sufficient sockets provided when centre rewired.</p> <p>Portable Appliance Testing carried out by Competent Person.</p> <p>Inspection of installation by Competent Electrician.</p> <p>Briefing and supervision during maintenance activities</p>	<p>Annual PAT testing</p> <p>5 yearly Installation inspection</p> <p>During Service Team work</p>	<p>Competent person</p> <p>Electrician</p> <p>Service Team Leaders</p>	<p>See maintenance records</p>
ENTRANCES & EXITS				
<p>Obstructions/poor lighting</p> <p>Slips, trips & falls</p> <p>Unable to operate doors in emergency</p>	<p>Evacuation routes kept clear, luminous signage.</p> <p>Thumbturn locks on inside of external exit doors mitigates use of keys.</p> <p>Good lighting and emergency lights provided and tested.</p> <p>Practice evacuations completed by Service Team.</p>	<p>Warden visits.</p> <p>Emergency lights and evacuation tested during Autumn Service Team weekend.</p>	<p>Wardens</p> <p>Service Team</p>	<p>Warden visits</p> <p>See maintenance records</p>
STORAGE/USE				
<p>Combustible Materials</p> <p>Fire resulting in harm to personnel</p> <p>Fire resulting in damage to property/equipment.</p>	<p>Very little combustible material in House/Annex/Campblock.</p> <p>Restricted access mower store and garage where mowers, petrol, paint and other flammable material is stored.</p> <p>COSHH assessments in place to understand need for and use of flammable substances.</p> <p>No smoking allowed in buildings. Appropriate signage in place.</p> <p>Defined areas for campfires clearly identified to Users.</p> <p>Fire Fighting equipment available in line with Fire Risk Assessment and Inspections.</p> <p><u>See Fire Risk Assessment.</u></p>	<p>Warden visits.</p> <p>Use of flammable materials and ignition sources controlled during Service Team work.</p>	<p>Wardens</p> <p>Service Team</p> <p>Guests</p>	<p>Warden visits</p> <p>See maintenance records</p>

<p>Rubbish</p> <p>Inproper storage, disposal of waste resulting in disease/vermin</p>	<p>Internal bins and black bags provided for users.</p> <p>Users informed how to properly dispose of rubbish and recyclables.</p> <p>Wardens check site during visits.</p>	<p>Warden visits</p>	<p>Wardens</p> <p>Service Team</p> <p>Guests</p>	<p>Warden visits</p>
<p>Tools & Equipment</p> <p>Use of heavy equipment resulting in strain, injury.</p> <p>Inproper use of sharp tools resulting in cuts/laceration</p>	<p>Heavy equipment stored on floor/lower shelves.</p> <p>Broken down into manageable units when required.</p> <p>Manual Handling equipment available on site (wheelbarrows, trolleys, sack truck)</p> <p>Supervision/instruction when Service Team using sharp tools.</p> <p>Cut resistant gloves available for appropriate tasks.</p>	<p>3 x Service team weekends</p>	<p>Service Team</p>	<p>Service Team weekends</p>
<p>Mechanical Plant</p> <p>Inproper use resulting in injury</p> <p>Poor maintenance resulting in unsafe condition.</p>	<p>Restricted access to garage/mower store where plant stored.</p> <p>Supervision/instruction when Service Team using mechanical plant.</p> <p>Plant serviced and maintained by Service Team.</p>	<p>3 x Service team weekends</p>	<p>Service team</p>	<p>Service Team weekends</p> <p>See maintenance records</p>
<p>Pioneering poles</p> <p>Inproper storage resulting in poor condition</p> <p>Misuse resulting in injury</p>	<p>Purpose built storage protected from weather and well ventilated.</p> <p>Poles checked before camping season. Poles in poor condition destroyed so can no longer be used.</p> <p>Responsibility for use lies with users - no lashing ropes or pulleys etc. provided by Centre. Communicated to Users through User Manual.</p>	<p>2 x Service Team weekends</p>	<p>Service team</p>	<p>See maintenance records</p>
<p>Chemicals for cleaning and site maintenance</p> <p>Storage/misuse</p>	<p>Restricted access to garage where chemicals stored.</p> <p>Wardens use PPE if cleaning after users.</p> <p>Supervision/instruction when Service Team using chemicals and care/appropriate PPE used as per product labelling, Material Safety Data Sheets and COSHH assessments.</p> <p>Signs in garage/bunker for dealing with emergencies.</p> <p>Removal of any chemicals left by guests</p> <p>Removal of chemicals donated to the centre without proper assessment.</p>	<p>3 x Service team weekends</p> <p>Warden visits</p>	<p>Service Team</p> <p>Wardens</p>	<p>Service Team weekends</p>

<p>Gas cylinders and portable appliances</p> <p>Leaks, fire/explosion</p> <p>Hoses in poor condition resulting in gas leak, explosion.</p>	<p>Restricted access to store where emergency gas cylinders and appliances are safely and securely stored. Restricted access to garage where 'blowtorch' gas cannisters are stored.</p> <p>Hoses renewed every 3 years controlled by Periodic Tasks Register.</p> <p>Annual check.</p>	<p>October Service Team weekend</p>	<p>Service Team</p>	<p>See maintenance records</p>
KITCHEN				
<p>Sharp objects</p> <p>Cuts/lacerations resulting from damaged crockery.</p> <p>Blunt utensils/knives resulting in additional effort ("A sharp knife is a safe knife")</p>	<p>Glasses/jugs/bowls are Duralex/Pyrex</p> <p>Commercial can opener provided.</p> <p>Crockery and Utensils checked for safe condition.</p> <p>Users have responsibility for safe use of knives.</p>	<p>Warden visits</p> <p>3x Service Team weekends</p>	<p>Wardens</p> <p>Service Team</p>	<p>Warden visits</p>
<p>Food & Drink</p> <p>Food poisoning</p> <p>Vermin</p> <p>Slipping on spills</p> <p>Fridge/freezer cleanliness</p>	<p>Users have main responsibility for preventing food poisoning. Suitable fridge/freezer storage available to all Users. Suitable storage available for food in House/Annex kitchens.</p> <p>Food waste disposed of as general waste.</p> <p>Mops / blue roll provided for users to clean.</p> <p>Wardens check that fridges/freezers empty/clean when visiting between users.</p> <p>Service team complete cooker and kitchen cleaning 3 x per year, deep clean House/Annex 2 x per year, deep clean Campblock before season.</p> <p>Water butts provided for water shortage labelled as 'NOT DRINKING WATER' and drained annually.</p> <p>Vermin dealt with if required by traps/poison bait positioned securely with no access by users.</p>	<p>Warden visits</p> <p>3 x Service team weekends</p>	<p>Wardens</p> <p>Service Team</p>	<p>Warden visits</p> <p>See maintenance records</p>
<p>Cooker hood</p> <p>Fire, grease accumulation</p>	<p>House cooker mesh filters replaced with plate filters.</p> <p>Hood and filters deep cleaned 3 x year.</p> <p>Cooker gas supply interlocked with minimum fan speed.</p>	<p>3 x Service Team weekends</p> <p>Annual Interlock test</p>	<p>Service Team</p> <p>Mon Maintenance</p>	<p>See maintenance records</p>
<p>Hot surfaces & liquids</p> <p>Burns and scalds</p>	<p>Signing on taps.</p> <p>Monthly and annual water temperature checks.</p>	<p>Warden visits</p>	<p>Wardens</p>	<p>See maintenance records</p>
TOILETS & WASHROOMS				

<p>Legionella Disease</p>	<p>Legionella Risk Assessment completed 01/01/2023, proposed modifications completed and routine checks/maintenance completed as per maintenance plan.</p> <p>Major rebuild of water system 2020/21.</p> <p>Full description of Water System in Sections 9 and 2.5 of Cornel Manual</p>	<p>Warden visits 3 x Service Team weekends</p>	<p>Wardens Service Team</p>	<p>See maintenance records</p>
<p>Virus and Bacteria Infection or disease</p>	<p>Regular inspection of facilities and cleaning by Wardens if required.</p> <p>Good supply of toilet paper/soap.</p> <p>Paper towels supplied in kitchens and bathrooms.</p> <p>Urinal Valve Battery replacement listed on Periodic Tasks to ensure continued safe condition (flushing) of urinals.</p>	<p>Warden visits</p>	<p>Wardens</p>	<p>Warden visits</p>
<p>BUNKROOMS</p>				
<p>Bunks Falls from height, unsafe gaps, unstable bunks</p>	<p>All bunks replaced 2014/15 to meet current regulations.</p> <p>Bunks fixed down when installed.</p> <p>Rolling replacement of mattresses to ensure condition.</p> <p>Checked for damage by Wardens/Service Team</p>	<p>Warden visits 3 x Service Team weekends</p>	<p>Wardens Service Team</p>	<p>Warden visits Service Team weekends</p>
<p>ESTATE & SURROUNDING LAND</p>				
<p>Trees Falling Trees/branches</p>	<p>Annual tree survey by competent person to Scout Association requirements, remedial work completed to a timescale commensurate with risk.</p>	<p>Annual tree survey</p>	<p>Service Team</p>	<p>See maintenance records</p>
<p>Fences Straying farm animals</p>	<p>Annual fence inspection.</p> <p>Repairs by Grazier or Service Team following damage or identification of inadequate fencing.</p> <p>A temporary barbed wire fence is erected to protect the path in the camping field from livestock. Additional markers are to be hung on the barbed wire indicating it's presence. Campers are not expected in the field while livestock is in there.</p>	<p>Annual fence survey</p>	<p>Service Team</p>	<p>See maintenance records</p>

<p>Movement of vehicles around site</p> <p>Harm to people or property by vehicles moving around site</p>	<p>Driveway, car park and Camp Field drive checked during Warden and Service Team visits.</p> <p>Car park sized adequately for expected use and guidance provided in User information.</p> <p>Locked gates restrict vehicular access around the site.</p> <p>Grasscrete access to Bunker/Garage scraped clean as required.</p> <p>Bins being placed off site reduces need for large vehicles to regularly visit site.</p> <p>Trolleys available on site mitigates need to take vehicles any further onto site than the carpark.</p>	<p>Warden visits</p> <p>3 x Service team weekends</p>	<p>Wardens</p> <p>Service Team</p>	<p>Warden visits</p> <p>Service Team weekends</p>
<p>Grass, pathways, rubbish, uneven ground</p> <p>Fire, trips, slips, falls, cuts</p> <p>Disabled access</p>	<p>Paths swept and inspected for damage at each Service Team weekend and repairs programmed.</p> <p>Project in work to replace slate path adjacent to Campblock.</p> <p>Project in work to install handrail - Campblock RHS.</p>	<p>Warden visits</p> <p>3 x Service Team weekends</p> <p>31/10/2024</p>	<p>Wardens</p> <p>Service Team</p> <p>Service Team</p>	<p>Warden visits</p> <p>See maintenance records</p>
<p>Access Road from Trefriw (Crafnant Road)</p> <p>Condition of surface and boundary walls/hedges/fences.</p> <p>Lane becomes unpassable (2020 landslide)</p>	<p>Conwy County Borough Council (who are responsible for this public highway) are to be informed when a concern with Crafnant Road is identified. Reports are made by using the CCBC Website 'Report' section. Once remedial works are dealt with the reporter is informed by email.</p> <p>Additional access is available via the forestry track from Llyn Geirionydd. Forestry track comes out at NRW Car Park. Additional time and care is to be taken by volunteers using this route. Users would not be expected to use this route and offered favorable cancellation/transfer of booking.</p> <p>Egress from the site by Users would have to be co-ordinated with Conwy Borough Council.</p> <p>If the lane is blocked beyond the Car Park the Committee will put in a plan commensurate with Conwy Borough Council's repair plan. Residential properties (Phillipa and Malcolm) being on the lane would mean a suitable plan would need to be put in place by the Council. The Management Committee will have to decide how to proceed with essential maintenance/shutdown and isolation.</p>	<p>Warden visits</p>	<p>Wardens</p> <p>Management Committee</p> <p>Booking Contact.</p>	<p>Warden visits</p>
<p>SECURITY</p>				

<p>Unauthorised Access (Accidental)</p> <p>Members of the public entering the site whilst young people are occupying the site</p> <p>Safeguarding risk to Users/Wardens/Service Team from unauthorised members of the public</p>	<p>Fencing of boundaries</p> <p>Signage provided at gate and stile entrances stating that there is No Public Right of Way into site.</p> <p>Users information also includes this statement for Users to note.</p> <p>Annual fence inspection and Warden visits.</p> <p>Combination lock fitted to front gate to deter motorhomers and wild campers.</p>	<p>Warden visits</p> <p>Annual fence survey</p>	<p>Wardens</p> <p>Service Team</p>	<p>Warden visits</p> <p>See maintenance records</p>
<p>Unauthorised Access (Intentional)</p> <p>Loss of equipment (theft)</p> <p>Performing maintenance tasks advertises the "desirable equipment" we hold on site to passers-by.</p> <p>Safeguarding risk to Users/Wardens/Service Team from intruders (potentially violent)</p>	<p>Suite of Eurolocks, window grills, security lighting. Continuing function checked by Maintenance Checklist.</p> <p>Access points to site clearly labelled as private property.</p> <p>Build/maintain relationships with neighbours/Valley Association.</p> <p>Equipment stored away when not in use. Locked away at the end of the day.</p> <p>Lone Worker policy in place.</p>	<p>Warden visits</p> <p>3 x Service Team weekends</p>	<p>Wardens</p> <p>Service Team</p>	<p>Warden visits</p> <p>See maintenance records</p>
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