

**Risk Assessment**

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| **Activity:** | **Grounds**  |
| **Description:** | *Grounds of the Poplars . This Risk assessment covers the outside areas of the poplars site. Note the swimming pool area is closed included as its own item.*  |
| **Completed By:** |  | **Position:** | Centre Manager  |
| **Completion Date:** | 19/11/2022 | **Review Date:** | ***19/11/2023*** |

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| **Severity of Outcome (S)** | **Likelihood (L)** | **Risk Factor (R = S X L)** |
| 1 - Delay only | 1 - Very Unlikely | 1 - 2 | Negligible Risk. Monitor |
| 2 - Minor Injury/ Minor Damage | 2 - Unlikely | 3 - 6 | Low Risk. Action may be required. Monitor |
| 3 - Lost time injury/ Illness/ Damage | 3 - May happen | 7 - 9 | Medium Risk. Further action to be planned and systems introduced. Monitor |
| 4 - Major injury/ Illness/Major damage | 4 - Very Likely | 10 - 20 | High risk. High priority. Action to be taken immediately to reduce the risk from the activity. |
| 5 - Fatality | 5 - Certain or Imminent | 21 - 25 | Unacceptable risk. Activity to Stop |

**Hierarchy of Control**

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| Most Effective | Eliminate | Ask yourself if the activity needs to be carried out. |
|  | Reduce | Ask yourself if you can use less of something, or limit the time etc. |
| Isolate | Make sure that the risk is contained to the smallest possible area. |
| Control | Safe systems of work, method statements and permits are ways of controlling the hazards. |
| PPE (Personal Protective Equipment) | PPE should be the final resort for controlling hazards if no other means are suitable. |
| Least Effective | Discipline | Installation of training and supervision and where necessary appropriate means of discipline. |

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| **Hazard** *Describe the activity and the ways in which it could pose a risk* | **How may they be harmed** *e.g. personal injury, electric shock, people or objects falling from height, crushing* | **Persons at risk** | **Risk before control measures** | **Control Measures** Describe controls used to reduce risk to a tolerable or preferably acceptable rating | **Residual Risk after control measures** | **Additional Controls** *Describe controls used to reduce risk to a tolerable or preferably acceptable rating* | **Owner**Person responsible for the controls |
| **S** | **L** | **R** | **S** | **L** | **R** |
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| Slips and Trips –Low level obstructions in walkways Eg overgrown plants, toys, building materials etc Loose or damaged roadways and footpaths Liquid spills such as petrol or oil  |  People may slip or trip over items resulting in cuts, dislocations, or fractured bones.  | Staff, Contractors, guests.  | 3 | 3 | 9 | Make sure everything has designated storage place and is returned there immediately after use. Walkways are regularly maintained so that they are kept clear of overgrown plants/ weeds. Remind leaders of rabbit holes etc. To fill these holes when they are foundReport and mend any damage to site if possible if not cover until repairs can be made safety. Spills to be cleaned up immediately after they occur, and warning signs put up until the area is dry. Oil and Diesel tanks checked weekly by centre staff Lighting to be maintained around the site- broken bulbs replaced as soon as safe to do so.   | 3 | 1 | 3 |  | Centre Manager, Group Leaders, Contractors |
|  Falls – Improper use of ladders Improper use of benches Climbing on walls, roofs, trees, cars building materials or outdoor equipment.  | - People may be injured causing then to have fractured bones, head injuries, loss of consciousness, cuts to body . Using equipment in bad weather and falling off.  | Staff, Contractors , Guests  | 5 | 3 |  15 | When using ladders ensure both ends are stable and are grounded in a fixed point by ties or by a person footing the ladder. Ensure the person footing the ladder knows how to do this correctly and does not add to the movement of the ladder. Centre staff will regularly check the condition of seats and benches, and these are not used to gain access to high areas. Access to roofs should only be done with permission of the centre manager and after considering any weather conditions High level ladders should only be used by those the centre manager has agreed to use and requires a safe method of work to be agreed and placed in a risk assessment. These should be safety out of use when the site has visitors who may use them without permission.  | 5 | 1 | 5 |  Centre Manager will work with Group leaders to ensure guests do not gain access to high level areas which are unsafe or access to ladders which are not for general use.  |  |
| Falling Objects Damage to trees etc  | Items falling onto people heads causing loss of consciousness, cuts ,  | Staff, Contractors, Guests  | 5 | 3 | 15 | Centre staff regularly walk the grounds and ask visitors to report any issues  | 5 | 1 | 5 |  |  |
| Burns Improper use of Campfire Improper use of Fireworks  | Burns to skin caused by fire or fireworks  | Staff and Guests  | 5 | 2 | 10 | Centre Staff will provide all items for burning on a campfire. Nothing else is to be burnt by groups. Group leaders only to light and maintain campfire. It is their responsibility to ensure that the group are a safe distance away from the fire and that it is out before they leave. Group leaders to ensure suitable supervision of campfires. See Campfire Risk Assessment for more details. The use of fireworks must be agreed with centre management in advance. Group leaders only to light them. It is their responsibility to ensure that the group are safe distance from the fireworks and that none are left unexploded. A risk assessment should be provided for use of fireworks. See Poplars Firework RA for a outline for your booking. Commercial grade fireworks must not be used unless professional firework display company has been employed by the group leaders any, they have provided insurance and a risk assessment. Groups should also check they have insurance to cover them holding a firework event which they are managing.  | 5 | 1 | 5 |  | Group Leaders , Centre Manager  |
| Manual Handing  | All Staff, Contractors or Guests could suffer from back injury and long term pain if lifting/ carrying heavy or awkward objects  | Staff, Contractors , Guests  | 3 | 4 | 12 | The poplars site has sack trucks for use and visitors should back items in suitable weights. Items which would need to be moved by forklift truck should be agreed with centre manager and should only be used using the RA for the forklift truck. Available on request.  | 3 | 1 | 3 | Everyone to be instructed not to lift outside of HSE guides on weights. Link at bottom of Risk Assessment  | Centre Manager, Group Leaders, Contractors |
| Hazardous Substances – Misuse due to inadequate knowledge, splashing, accidental ingestion and improper storage.  | - Poisoning, fire, trips, incorrect storage causing issues | Staff, Contractors, Volunteers and Visitors | 5 | 2 | 10 | The poplars have a COSHH assessment with more detail. Guests should only bring household cleaning products with them and should have the data sheets in case of a first aid incident. High risk or professional use items should not be used by guests without providing a risk assessment to the poplars in advance of arrival. Store all hazardous substances and waste away from general walkways and well used areas. The correct PPE should be used when using any hazardous substances. The poplars have rubber gloves on site. If anything, which requires extra PPE these should be provided in advance of use by visitors or contractors.  | 5 | 1 | 5 | Centre manager to work with contractors and groups in advance of visitors/ contractors.  | Centre Manager, Group Leaders, Contractors |
| Fire / Smoking  | Risk of Fire,  | Staff, Contractors and Visitors | 5 | 3 | 15 | Fires should only be lit where agreed and nowhere else the site contains a number of gas bottles and gas storage containers.  | 5 | 1 | 5 |  Group leaders should be aware of all activities involving fire and work with centre manager. Camp Fire and Fire Risk Assessments available on request.  |  Centre Manager, Group Leaders, Contractors |
| Electrical Shock General  | Electrical Equipment-Risk of electric shock  | Staff, Contractors and Visitors | 5 | 3 | 15 | Only equipment suitable for outside use should be used outside. Group leaders to ensure this happens. Faulty equipment should never be used.   | 5 | 1 | 5 |  | Centre Manager, Group Leaders, Contractors |
| Biological Hazards  | Risk of illness from human blood, animal waste, human bodily matter, molds yeasts , organic matter  |  | 4 | 3 | 12 | Bins are provided for waste. First Aid kits include gloves for use and are checked weekly. Animal waste should be cleaned as soon as possible and handwashing also done.  | 4 | 1 | 4 | Any issues should be reported to centre manager | Centre Manager, Group Leaders, Contractors |

**Manual Handing Guide HSE** [**https://www.hse.gov.uk/pubns/indg143.pdf**](https://www.hse.gov.uk/pubns/indg143.pdf)

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