

**Risk Assessment reviewed August 2024, and approved by the Management Committee**

**To be reviewed June 2025**

This Risk Assessment is designed to support those who attend the site to undertake volunteering activities.

If volunteering with Girls you may need to create your own risk assessment to be signed by your commissioner to deliver this, and this Risk Assessment is here to support the creation of this.

**This is for attending and undertaking Voluntary activities**

Copeland Cottage is run and managed by volunteers, so if you do notice any omissions whilst reviewing and creating your own risk assessment please inform the management committee, and will be endeavour to review this document and amend if deemed necessary.

Thank you for your continued support

VOLUNTEERING

| **Hazards**  What could cause harm or damage? | **Who or what is at risk of being affected and how?** | **What are you already doing?**  How have you reduced the risk already? | **Likelihood of risk occurring**  **(L/M/H)** | **Severity of risk**  **(L/M/H)** | **Are further controls necessary?**  What else needs to happen to reduce the risk to an acceptable level? | **Action by:**  name/date |
| --- | --- | --- | --- | --- | --- | --- |
| **Weather**  HOT  COLD  RAIN (Incl Floods)  WINDS | All | **DO NOT USE THE WOOD IN WINDS OF 40MPH OR ABOVE**  Appropriate clothing and footwear to be worn, with consideration for hydration and shade.  Try not to undertake activities during thunder and lightning storms. Take shelter in building  Reschedule activities. Follow any onsite signage or cordons restricting access to areas where trees have been identified as being high risk, prior to tree pruning/ felling wo  Note: in drought conditions campfires/ BBQ should not be lit as there will be an increased risk of grass and woodland fires. | Low | Low | Ensure you own Dynamic risk assessment with structures and safety and remain outdoors.  Consider cancellation  Correct clothing/footwear to worn – safety messages delivered – fluid intake | Volunteer |
| Nut Allergies (Bird Food) | Allergies suffers | Bird food containing nuts is stored in containers in the activity and used in feeders between cottage and main car park.  Depending on the severity of the allergy – depends on response – If Feeds needs to be removed from the cottage in advance please make the request to the management committee in writing at least one week before your visit.  Consider if re-filled is an appropriate activity for your group (no requirement for this to done) | Low | High  (if severely allergic) | Be aware that food does drop under the feeders so might want to prevent snowballs/ grass/ leaves being thrown in these areas or depending on the allergy girls being in this location | Volunteer |
| Smoking | Any smokers | The buildings are no smoking and we encourage the site to be – although we know some adults do smoke.  Please ensure this is done out of view and smell of the girls (both your group and any others on site) and all cigarettes extinguished and disposed of appropriately | Low | Low |  | Any smokers |
| Physical illness/ injury | All | Follow your own Risk assessment(s) and those of the site to assist you  Food Hygiene controls in place and food stored and prepared in accordance with this Ensure that food is cooked through before eaten, -Adults to check where possible and ensure clear guidance if provided to the girl  Please report and serious physical injuries or near misses to the management committee | Low | Low |  | Volunteer |
| Infectious Diseases | All | Encourage use of regular Hand washing and sanitizer. Catch it, Kill it, Bin it Tissue messages, staggering gatherings in high volume area (e.g. Toilets, accessing shoes etc.) regular wiping of touch points. Anyone showing visible signs of an infectious disease to be asked not to attend /asked to leave–depending on the situation–Others to be informed if necessary (depending on leaders Risk Assessment) | Low | Low | Hand Washing, PEE Reminders | Volunteer |
| Slips, trips and Falls | All | Sensible advice for situation.  Participants are discouraged from running in key areas e.g., indoors, near fires. Remove trip hazards from area and monitor tidiness throughout use | Medium | Medium | Think about who is aware where you are and ensure communication methods are in place | Volunteer |
| Slips, trips and Falls  Whilst Carrying Objects | All | Store materials safely. Stout footwear should be worn. No open toe shoes. Ensure the area is tidy. Clear where possible any natural trip hazards. Warning re roots, animal holes etc. and other natural hazards. Ask for help from others, and don’t over stretch yourselves | Medium | Medium | Think about who is aware where you are and ensure communication methods are in place | Volunteer |
| Slips, trips and falls from heights | All | Only climb on stable surfaces using appropriate ladders etc. don’t over stretch, reach and ask for help or professionals to do the job if required | Medium | Medium | Think about who is aware where you are and ensure communication methods are in place | Volunteer |
| Toxic plants | All | Brief not to pick up/handle fungi/toadstools  Do not use bracken July- October (when sporing, has brown speckles on the underside)  Wash hands before eating | Low | Medium | hand washing | Volunteer |
| Environmental factors | All | There is a risk of insect bites. Recommend that participants bring their own insect repellent Please visually check area for wasp nests and advice committee if seen on site so we can take appropriate pest control action.  The play area is in a meadow setting. There is a seasonally high risk of hay-fever, and allergic reactions triggered by pollen. It is recommended that participants with prior symptoms bring medication (seasonal and weather condition dependant) | Low | Medium | hand washing | Volunteer |
| Poising and burns | All | Do not burn Cherry Laurel (Prunus Lauro Cerasus) as this plant is highly toxic Other domestic garden plants with evergreen foliage can pose risk of cyanide poisoning but this plant is particularly high risk | Low | Medium | Reminders from leaders over hand washing | Volunteer |
| Puncture wounds and cuts from natural materials or use of hand tools | All | Visually check floor area for broken glass or other sharp protruding objects. Remove sharp points on timbers/ sticks to avoid stabbing or eye injuries. Carry out induction of use of hand tools such as trowels, hand forks and bulb planting tools with groups prior to activity. Monitor safe use of hand tools. Carry out induction on safe carrying, storage during use and use of border forks and spades with groups prior to activity. Monitor use of tools. Do not pull bracken by hand without gardening grade gloves on as it will cause deep cuts when stems mature. Do consider having adults pulling or cutting bracken for children to move. Adults could use secateurs or loppers to cut bracken or brambles. (Not provided) Scythes should only be used by adults wearing appropriate PPE (Safety footwear and full-length heavyweight trousers. Scythes should not be used by lone workers. PPE to be worn. Wear long sleeves and full-length trousers to avoid scratches from brambles. | Low | Medium | Reminders from leaders and regular support checks | Volunteer |
| Eye injuries through flying debris or whip lash from twigs/branches pinging back when walking through shrub areas/tree branches at low level. | All | Pre activity intro to activity to group by supervising adult(s). Adult supervision throughout. Ensure safe working space between activity participants. Have eyewash available to use in First Aid kit | Low | Medium | Reminders from leaders over hand washing | Volunteer |
| Cuts and scratches | All | Do not pull bracken by hand without gardening grade gloves on as it will cause deep cuts when stems mature. Do consider having adults pulling or cutting bracken for children to use. Adults could use securers to cut bracken. (Not provided) Adults could clear build areas of brambles to reduce risks of scratches | Low | High | PEE Reminders | Volunteer |
| Bio-hazard Livestock and fences | All | Livestock in adjacent farmers’ fields. Visitors should avoid touching animals and if handled, hands should be washed to avoid the risk of infection. Avoid accessing site by farmer’s stock proof fencing as this is barbed wire. Risk of cuts and puncture wounds with heightened risk of infection. If injured appropriate First Aid treatment followed up with medical check ref tetanus immunisation. Individuals should not climb into, up or on-site fencing or hedgerows. Adult supervision to manage this with groups of children | Low | Medium | PEE Reminders | Volunteer |
| Fire, Tentage, Structure or Building | All | Strictly NO STORAGE OR USE of flammable liquids other than lighting gel for use of lighting fires on site. Fire lighting cubes are recommended as a safer ‘aided’ method of lighting fires. All tents should have an emergency bucket of water or bucket of sand for use in firefighting. Ensure access/ exit for tents and shelters are kept clear for emergency access/ exit.  No fire lighting in or under the Breeze Chalet.  The use of candles is permitted providing they are for a purpose and supervised at all times (e.g. Birthday Cake, or toasting Marshmallows in bad weather) | Low | High | Reminders from leaders | Volunteer |
| Bracken Clearance | All | Visually check floor area for broken glass or other sharp protruding objects. Remove sharp points on timbers/ sticks to avoid stabbing or eye injuries. Do not pull bracken by hand without gardening grade gloves on as it will cause deep cuts when stems mature. Do consider having adults pulling or cutting bracken for children to move. Adults could use secateurs or loppers to cut bracken or brambles. (Not provided) Scythes should only be used by adults wearing appropriate PPE (Safety footwear and full-length heavy weight trousers. Scythes should not be used by lone workers. Strimmers should only be used by qualified operators wherein full PPE and should not be used near bystanders were flying debris could cause eye injuries or puncture wounds. Wear long sleeves and full-length trousers to avoid scratches from brambles Puncture wounds and cuts from natural materials or use of hand tools | Low | Medium | PEE Reminders | Volunteer |
| Impact injuries from falling timber from tree canopy or mature hedgerows | All | Visually appraise tree canopy above work area to look for dislodged, dead or hanging timbers. Relocate work area if any risks are visually present. Do not work in areas cordoned off for tree works. Do not work in high winds. Do not access during high wind conditions or when falling branches are observed. Reschedule activity. Follow any onsite signage or cordons restricting access to areas where trees have been identified as being high risk, prior to tree pruning/ felling works.N.B. when trees are in full leaf combined with prolonged dry weather they are more susceptible to dropping limbs and so in strong wind speeds stop activity | Low | Medium | PEE Reminders | Volunteer |
| Impact injuries from bracken bashing implement | All | Check lengths of sticks/ wood are sound before use. Ensure safe working space between users and by standers. Could use white helmets(provided)during use | Low | Medium |  | Volunteer |
| Poisoning and burns through use of chemicals hazardous to health | All | NO CHEMICALS hazardous to health are to be stored or applied on site unless by an appropriately QUALIFIED AND CERTIFICATED OPERATOR. Herbicides, Insecticides and Pesticides applied in a hand operated or knapsack spray or watered on form must be applied only by qualified persons holding NPTCPA1 and PA6.All chemicals applied from a vehicle must be applied only by qualified persons holding the appropriate qualified NPTC qualification. All chemicals must be removed after use from site as there is no chemical store onsite. All chemicals used must be recorded on the chemical records data sheets. A copy of this should be forwarded to the management committee for our records. Chemicals must be applied following the Food and Environment Protection Act, The Care of Substances Hazardous to Health legislation and the Health and Safety at Work Act.NO granular or powder pest control products have to be used without prior written consent by the Management Committee. All chemicals must be applied following the manufacturer’s instructions as per datasheet. Fertilizers/ plant feeds should be worked into the soil or applied as a liquid feed to reduce the risk of ingestion by vulnerable adults or children | Low | Medium |  | Volunteer |
| Use of Strimmer | All | Strimmers should only be used by qualified operators wearing full PPE to include full face visor or goggles, hard hat and ear defenders, heavy weight gloves and Safety footwear. Wearing long sleeves and trousers to protect from flying debris and irritant/toxic saps from plant material. Strimmers should be used with appropriately adjusted harness to reduce strain. Repeated or prolonged use of over an hour should be recorded for H&S records. Should not be used near bystanders were flying debris could cause eye injuries or puncture wounds | Low | Medium |  | Volunteer |
| Lifting materials though lightweight may cause strains | All | When inserting canes in ground carry out induction with groups as to safe insertion method. Adults to insert. Use of PPE. Ensure cane caps used at eye level or below. If using with tree supports, ensure cane is below top edge level of guard to negate need for use of cap. Provision of First Aid kit and First Aider. | Low | Medium |  | Volunteer |
| Impact injuries from tools such as rakes | All | Ensure tools are stored safely. Ensure carriage and use of tools is appropriate by inducting prior to use with group by appropriately experienced supervisor. | Low | Medium |  | Volunteer |
| Cuts, electrocution, repetitive strain injury through use of lawn mower | All | Ensure appropriate PPE is worn to include safety footwear whilst mowing. Mowers to be used by appropriately experienced operators or contractors. Electrically powered mowers must be used with a circuit breaker socket between the power lead and the electrical source. Hand operated mowers must not be used on steep inclines e.g. banks on camping field/ bank by cottage gable. Arisings should be disposed of frequently to reduce weight. Excavations near services should be done after service checks to avoid risk of electrocution | Low | Medium |  | Volunteer |
| Impact injuries from falling timber from tree canopy or mature hedgerow | All | Appraise tree canopy above work area to look for dislodged, dead or hanging timbers. Relocate work area if any risks are visually present. Do not work in areas cordoned off for tree works. Do not work in high winds. Do not access during high wind conditions or when falling branches are observed. Reschedule activity. Follow any onsite signage or cordons restricting access to areas where trees have been identified as being high risk, prior to tree pruning/ felling works. NB when trees are in full leaf combined with prolonged dry weather, they are more susceptible to dropping limbs and so in strong wind speeds stop activity. | Low | Medium |  | Volunteer |
| Biohazards/Illness from contact with toxic materials. | All | Check area for dog waste. If found remove safely and avoid affected area. Brief children not to pick or handle fungi/ toadstools. Plant material can be toxic. Please wear appropriate gloves and wash your hands after handling. Do not handle bracken when it has got to sporing (brown speckles on underside of fronds giving off fine brown dust July/ August > October). Wash hands after activity and before eating. Infection from Weil’s disease or leptospirosis usually develops abruptly 7 to 14days after exposure to the leptospira bacteria. However, it is possible for symptoms to develop from 2-30 days after exposure. Avoid handling standing water that may have come into contact with rodents or contact with ditches. If flu-like symptoms present consult GP immediately. See NHS direct website for further information | Low | Medium |  | Volunteer |
| Burns or eye irritation from contact with toxic plants. | All | Some plants produce irritant powders/ scales that can cause problems particularly if inhaled or when coming in contact with eyes. When pruning e.g. Hedera helix (Ivy) wear goggles and dust mask. Avoid rubbing eyes when handling plant material especially bulbs and sappy herbaceous perennials. Rinse with eye wash if affected and seek immediate medical advice if affected | Low | Medium |  | Volunteer |