

Skreens Park Activity Centre – Risk Assessment Form

Type of Assessment: **Use of Site**. Location: **All Site**

Date assessed: 14/01/24 - Date to be reviewed Annually or in the incident of accident or near miss.

Assessed by: Signed: Pat Bailey. Contains 8 pages

Revised 26/03/23 – Slopes and walk ways additional protection added – Pat Bailey

Changed and reassessed 14/01/2024 – review 2025 - Pat Bailey

Activity, Plant, Materials, etc.	Hazard	Who Might be Harmed	Existing Controls	Severity 1-10	Likelihood 1-10	Rating SxL	What further action is required to control risk
Using site	Slipping, tripping, falling, walking into trees, falling from trees, falling from fences, falling into stream/lake	All using the site	Leaders of groups are advised of their safety responsibilities and the need to adequately control all those of any age in their group. Site organised activities are covered by the respective Risk Assessments. Regular bi-monthly site inspections seek out and report any dangerous areas to the Health and Safety Committee. Large Animal burrows or rabbit holes to be reported and filled as soon as possible. Lanes to be kept clear of debris from trees etc. Life rings at hand on nearby fence. – Lake fenced off and leaders must be present when young people visiting the lake.	2	6	12	Adequately controlled
Using Site	Slopes and walk ways	All using the site	Some Slopes and walk ways may become slippery in bad weather.	5	4	20	Adequately controlled

Rating:	81-100	61-80	41-60	21-40	11-20	0-10	Code
Action:	Immediate Action	Action within 1 week	Not adequately controlled	Further investigation	Adequately controlled	Trivial risk	RA05

			<p>Use of rubberised mats on slippery surfaces. Deep clean and pressure wash moss and algae build up if needed. Most pathways and slopes have a textured non slip finish, for the 2 that don't, use the rubberised mats until they can be changed for a different style of pathway. Signs in areas to be posted stating possible slip hazard, Hand rails are fitted to any areas deemed to be a possible hazard.</p>				
Using Site	Woodpile	All	<p>Woodpile created in defined area – safely fenced and kept neat and tidy Notice to say do not climb on the woodpile. Leaders encouraged to oversee young people when accessing wood.</p>				
Using site	Fire	All	<p>All buildings have active Fire alarm systems maintained and checked by Competent Qualified inspectors. Staff perform weekly on site Alarm check. Bi Annual service from certified company. Annual Hydrant testing in place by Fire service. Annual extinguisher certificate and check from Certified company. Fire bases to be used on camp sites or provided Altar fires. No pit fires allowed. No unsupervised fires are allowed. No large scale bonfires allowed – e.g. fireworks night. In extreme drought no fires to be lit until Weather breaks. All campers must rope off fire areas and provide fire buckets. Staff perform a walk around every night and inspect fire bases and do not allow excessively large fires.</p>				

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			Only Natural / untreated wood may be burnt on the fires. Burns Kits kept in the first aid kit.				
Using site	Unauthorised use of activities	All	Activity equipment to be locked in appropriate stores or activity area to be locked if left unattended. Activity areas fenced off with lockable gates. Self-led sessions opened and closed by a member of staff with leader in charge of group.	8	2	16	Adequately controlled
Using Site	Lake	All	Lake has defined fenced area. Jetty maintained and kept clear at all times. Shallow area defined by orange buoys. Life rings hung around fences. All craft etc. kept locked at all times when not in use. Fenced Small jetty area allows for safe pond dipping. Leaders advised to make sure they know the whereabouts of their young people at all times Danger deep water signs at Lake side.	8	2	16	Adequately controlled
Using site	Unauthorised access to staff only areas	All	Staff only areas clearly marked and locked if appropriate. All work containers kept in compound and kept locked at all times if unattended.	5	3	15	Adequately controlled
Using site	Building/ maintenance works	All	Work areas to be fenced off and clearly signposted. Work areas to be kept tidy. Tools not to be left unattended Holes to be covered with suitable covering and signage displayed. All contractors to fill in Essex Scout Contractor/provider form to show qualifications, Registration number, certificates and insurance details etc.	6	3	12	Adequately controlled

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Using site	Car accident	All using the site	<p>Cars are discouraged from entering the campsite fields and only essential vehicles carrying heavy camping equipment are allowed on with permission from a member of reception staff. Access lane to fields to be kept shut. Any vehicle driving on the camping fields should go a maximum of 5 mph. Signs in place and displayed on all entrances and lanes to the site.</p> <p>Minimum vehicle movement is encouraged around the site.</p> <p>All vehicles are to park in the car park.</p> <p>Speed humps clearly marked and visible along the long approach lane.</p> <p>Site vehicles are only used by assessed competent persons, and in line with our operational policy regarding the vehicle.</p>	5	2	10	Adequately controlled
Using site	Grass cutting	All	<p>Grass cutting operations kept to a minimum whilst site is occupied. Occupied areas avoided at all times.</p> <p>Activities avoided if in use.</p> <p>Only assessed competent persons to use grass cutting equipment as per our Operational procedures.</p> <p>All machines are maintained by qualified personnel and service records kept in office.</p>	7	2	14	Adequately controlled
Security	Strangers entering site And on site footpath.	All	<p>A perimeter ditch and tree line are in place. Staff wear uniform at all times. Visiting groups are encouraged to wear group t-shirts or neckerchiefs and to point any suspicions or unfamiliar people to staff immediately.</p> <p>Security cameras provide images to reception for out of hours recording. Gate locked at night.</p> <p>Staff challenge unknown people or those not sporting a Scouting uniform scarf etc.</p> <p>Sign in/out form in office for all those attending the site.</p>	9	2	18	Adequately controlled

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			<p>All adults staying overnight must have a DBS check in place.</p> <p>Public footpath crossing the site is monitored and campers told of route and to avoid pitching tents etc. nearby.</p> <p>Footpath markers clearly defined and maintained.</p>				
First Aid	Illness/injury	All	<p>All groups are expected to provide their own first aid arrangements. All adult members of staff are a minimum of first response trained.</p> <p>Activity crew carry a site first aid kit to each activity.</p> <p>A larger site first Aid kit is located in the office area.</p> <p>If in any doubt any illness or injury they should be referred to Hospital or an ambulance should be called.</p> <p>A Defib unit is mounted on office wall, Staff trained in use of the unit. Access for all on site.</p> <p>A second mounted in Large Main Toilet Block central to the site – also has Paediatric pads.</p> <p>Duty manager to be informed of all accidents that require site intervention.</p> <p>Accident form to be completed to allow tracking of common events and injuries.</p> <p>RIDDOR reporting to be completed as needed.</p> <p>Groups attending site for an overnight stay should report any outbreak of illness sickness etc. to a senior member of staff. The group should be contained and seek medical advice and offer separate toilet and washing facilities until told otherwise.</p>	5	2	10	Adequately controlled
Using site	Falling trees or branches	All	<p>A tree survey is carried out periodically and any trees posing a hazard are to be pruned or felled as required.</p> <p>All work to be carried out by Qualified arborists.</p>	10	2	20	Adequately controlled

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			<p>Trees in areas used by groups to be inspected on a regular basis e.g. campfire circle areas, especially in the bush craft area, and prior to using the area for activities.</p> <p>All tree work is recorded in the survey in the tree report in the office.</p> <p>Large felling is avoided when campers on site unless it is an emergency removal – in this case a large cordoned off area must be maintained until the area is clear and safe.</p>				
Using Site	Extreme weather	All	<p>High adventure and water sports will cease in extreme weather conditions as per our operational procedures.</p> <p>Prolonged dry weather causing grass to become a fire hazard will result in ALL fire sources being banned from the site until there has been sufficient rain.</p> <p>Extreme Heat – encourage leaders to use shaded areas where possible to wait for activities etc.</p> <p>Ensure adequate cold water supply to all outside taps and check for temperature readings more frequently.</p> <p>Extreme cold – Ice and Snow – Grit applied to areas of foot traffic.</p> <p>Outside taps and water sources drained down for the winter period to avoid damage to pipes.</p> <p>Extreme Wind – See ops procedures for activities. These will cease in excessive wind conditions.</p> <p>Large marquees and tents must be ground staked and checked by staff.</p> <p>Keep all campers away from tree areas.</p> <p>Staff to provide help and assistance to campers where needed. Shelter in Barn, hall etc. to be offered if required.</p>				
Using Site	Waste management	All	<p>Ensure enough Bins to fulfil camper’s needs to prevent overspill and the encouragement of vermin.</p>				

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			<p>All large site bins to have closed lid to prevent overspill. Ensure enough small bins around site to prevent littering and pests. Empty weekly, or more often if full, to large site bins. Contracted Company employed to dispose of waste correctly. All Klygesters serviced and maintained by registered Waste removal company. Annual service and Bi annual empty of the tanks. Klygester areas off limits to all customers. Grease pits from buildings emptied annually by professional waste disposal company.</p>				
Using Site	Gas supply	All	<p>Annual gas safety certificates issued by recognised and certified inspector. Gas Tanks checked visually weekly. Gas Pipes and supply has 5 year certificate and is kept up to date and inspected by an appropriate certified examiner. Emergency Gas shut off valves fitted to all buildings and customer informed of their whereabouts. Calor tanks inspected annually by Calor Gas employee. Emergency 24 hour Gas leak phone number located in the office.</p>	10	2	20	Adequately controlled
Using site	Electric supply	All	<p>Annual Pat testing of all portable devices by qualified and certified person. Annual inspection of Electrical points supplying field and out buildings by qualified and certified person. Weekly general inspection of all portable electrical equipment by on site staff. Only qualified Electricians are allowed to change, alter or repair Electrical equipment. Outdoor electric points are in locked sealed units.</p>	10	2	20	Adequately controlled

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Using Site	Water	All	Weekly running of all on site taps to prevent standing water. Monthly monitoring of tap water temperatures recorded in the office. Regular cleansing and maintenance tasks performed by either site staff or as needed by a qualified and certified Technician/ company. Annual check and clean of all water tanks by certified company. Water risk assessment in place and guidelines followed,. Staff attend legionnaires Training and follow safety guidelines.	5	3	15	Adequately controlled

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