

Skreens Park Activity Centre – Risk Assessment Form

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

Date assessed: 01/01/2020 Date to be reviewed: 01/01/2021

Assessed by: Signed: Hall.

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	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 camp. Site organised activities are covered by the respective Rick Assessments. Regular bi-monthly site inspections seek out and report any dangerous areas to the Health and Safety Committee	2	6	12	Adequately controlled
Using site	Unauthorised use of activities	All	Activity equipment to be locked in appropriate stores or activity area to be locked if left unattended	8	2	16	Adequately controlled
Using site	Unauthorised access to staff only areas	All	Staff only areas clearly marked and locked if appropriate	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.	6	3	12	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

Using site	Car accident	All using the site	Cars are discouraged from entering the campsite fields and only the essential vehicles carrying heavy camping equipment are allowed on with permission from a member of reception staff. Any vehicle driving on the camping fields should go a maximum of 5 mph. Minimum vehicle movement is encouraged around the site. All vehicles are to park in the car park. Site vehicles are only used by qualified persons. Site vehicles keys to be removed if left unattended	5	2	10	Adequately controlled
Using site	Grass cutting	All	Grass cutting operations kept to a minimum whilst site is occupied. Occupied areas avoided at all times. Activities avoided if in use. Only qualified persons to use grass cutting equipment.	7	2	14	Adequately controlled
Security	Strangers entering site	All	A perimeter fence is 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. Security cameras provide images to reception for out of hours recording. Gate locked at night	9	2	18	Adequately controlled
First Aid	Illness/injury	All	All groups are expected to provide their own first aid arrangements. All adult	5	2	10	Adequately controlled

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			members of staff are a minimum of first response trained. If in any doubt any illness or injury should be referred to Hospital or an ambulance should be called.				
Using site	Falling trees or branches	All	A tree survey is carried out periodically and any trees posing a hazard are to be pruned or felled as required.	10	2	20	Adequately controlled
Using Site	Gas supply	All	Annual gas safety certificates issued by recognised 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. Gas shut off valves fitted to all buildings	10	2	20	Adequately controlled
Using site	Electric supply	All	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 or alter or repair Electrical equipment.	10	2	20	Adequately controlled
Using Site	Water	All	Weekly running of all on site taps to prevent standing water. Annual check on all water tanks	5	3	15	Adequately controlled

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