



## Oaks Scout Campsite Risk Assessment



Author	Date completed	Review date
P Cooper	29/08/2020	28/09/2021
Signature	Date of initial management Committee Approval	Review approved and issued by Management Committee
P Cooper	29/08/2020	

NOTE: This Risk Assessment specifically addresses only the campsite grounds, buildings, fittings and activity equipment provided as part of the site. Groups using the Oaks Scout Campsite should use this Risk Assessment in conjunction with their own Risk Assessment for activities they are organising and running.

Clarke Hut, Alpine Hut, Mervyn Walters Cabin			
Hazard	Who is at risk	Controls in place/mitigation	Notes
Slips, trips and falls. Poor house keeping	Any building user	Liquid spillages are to be cleaned immediately and users in the vicinity warned of a residual risk. Floors to be kept swept/hoovered and clear of obstructions. Waste to be emptied by each building user. Surfaces to be wiped after use and before any high risk use such as food related activities. Toilets, taps and door handles cleaned on routine basis. Main hall to remain clear of all items unless in use for an activity. Chairs and tables to be stored in store rooms. Separate cleaning materials such as mops etc to be used in different rooms to reduce risk of cross contamination. Any damage or defect within the building to be reported to the committee as soon as practical	
Windows/glass	Any building user	Ensure no hard ball games played externally adjacent to the windows. Avoid playing games in building that involve throwing objects, or ensure use of soft, light projectiles only.	Consider installing shatter proof film to all windows

Cleaning Chemicals	Any building user	Low hazard cleaning supplies to be purchased where available/appropriate. All cleaning supplies (excluding washing up liquid) are to be kept locked away within the cleaning cupboard when not in use and be clearly labelled. Users will ensure to read hazard details on containers and wear appropriate PPE for chemical. Anything not considered to be a standard household cleaner will have a chemical safety data sheet in cleaning cupboard.	
Legionella	Any building user	Hot water should be stored and distributed at suitable temperature. All outlets should be used regularly . Water should be flushed through all taps after a few weeks of no use such as the summer break	
Electricity	Any building user	All plugs to be switched off when not in use. All mains equipment to be regularly inspected and PAT tested annually. Fixed electrical installation to be periodically tested. Electrical work will be undertaken by suitably qualified contractor. All young people to be supervised when using electrical equipment.	
Hot water	Any building user	Temperature of hot water not to exceed the level required for legionella control. Warning signs fitted if deemed appropriate .	
Kitchen - Hot Surfaces and Kettles	Any building user	Young People to only enter kitchen when under supervision from adults and be closely supervised if using equipment. Microwaves/Cooker/Kettles to be left switched off at plug when not in use. Kettles to be kept away from edge when in use and care taken when pouring	
Kitchen - sharp knives	Any building user	Young People to only enter kitchen when under supervision from adults and be closely supervised if using equipment. Knives to be stored in drawers when not in use. When stored tips of knives should point towards the wall. When washing up care taken, Knives to be dried immediately and returned to drawer	
Gas leak risk	Any building user	Equipment professionally installed and maintained. Kitchen gas appliances isolation valve in kitchen plus isolating valve in external locker near main entrance. Two extraction hoods over stove area with warning notice for both to be in use when gas hobs or ovens in use. Ensure Leaders are familiar with the use of all appliances.	

Fire and smoke	Any building user	Refer to separate Fire Risk Assessment for detail. In summary, ensure good house keeping, keep fire exits clear, remove combustible materials, ensure all equipment and systems are correctly tested and maintained. Ensure all building users are familiar with the evacuation plan. Leaders of residential groups are responsible to ensure their Young People adhere to these requirements	
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<b>Toilet block and mobile showers</b>			
<b>Hazard</b>	<b>Who is at risk</b>	<b>Controls in place/mitigation</b>	<b>Notes</b>
Slips, trips and falls. Poor house keeping	Any building user	Liquid spillages and "walked in water" are to be cleaned immediately and users in the vicinity warned of a residual risk. Ensure warning signage in place. Floors to be kept clear of obstructions. Waste to be emptied regularly. Duty Wardens to regularly inspect. Toilets, wash basin, taps and door handles cleaned on routine basis. Separate cleaning materials such as mops etc to be used in different rooms to reduce risk of cross contamination. Any damage or defect within the building to be reported to the committee as soon as practical	
Cleaning Chemicals	Any building user	Low hazard cleaning supplies to be purchased where available/appropriate. All cleaning supplies are to be kept locked away within the cleaning cupboard when not in use and be clearly labelled. Users will ensure to read hazard details on containers and wear appropriate PPE for chemical. Anything not considered to be a standard household cleaner will have a chemical safety data sheet in cleaning cupboard.	
Legionella	Any building user	Hot water should be stored and distributed at suitable temperature. All outlets should be used regularly . Water should be flushed through all taps after a few weeks of no use such as the summer break	
Electricity	Any building user	All mains equipment to be regularly inspected. Fixed electrical installation to be periodically tested. Electrical work will be undertaken by suitably qualified contractor.	
Hot water	Any building user	Temperature of hot water not to exceed the level required for legionella control. Warning signs fitted if deemed appropriate .	

Burst pipes	Any building user	Ensure water systems are isolated and drained down during extended periods of closure/during winter. Insulate exposed pipe work where possible
Fire and smoke	Any building user	Refer to separate Fire Risk Assessment for detail. In summary, ensure good house keeping, keep fire exits clear, remove combustible materials, ensure all equipment and systems are correctly tested and maintained. Ensure all building users are familiar with the evacuation plan. Leaders of residential groups are responsible to ensure their Young People adhere to these requirements

<b>Shop, Wardens Office, Workshop</b>			
<b>Hazard</b>	<b>Who is at risk</b>	<b>Controls in place/mitigation</b>	<b>Notes</b>
Slips, trips and falls. Poor house keeping	Campsite staff/Any building user	Liquid spillages and "walked in water" are to be cleaned immediately and users in the vicinity warned of a residual risk. Ensure warning signage in place. Floors to be kept clear of obstructions. Waste to be emptied regularly. Any damage or defect within the building to be reported to the committee as soon as practical	
Electricity	Campsite staff/Any building user	All plugs to be switched off when not in use. All mains equipment to be regularly inspected and PAT tested annually. Fixed electrical installation to be periodically tested. Electrical work will be undertaken by suitably qualified contractor. All young people to be supervised when using electrical equipment.	
Plant and equipment	Campsite staff/Any building user	All items to be correctly secured and safely stored. Vehicles to be locked, hand brake applied and keys removed. Plant to be physically secured to prevent unintended moving. External storage area to be kept tidy. Ensure only correctly trained staff use plant and equipment. Keep workshop locked unless in use by staff	
Tools	Campsite staff/Any building user	All items to be correctly secured and safely stored. Ensure only correctly trained staff use tools. Keep workshop locked unless in use by staff	

Materials and stock	Campsite staff/Any building user	No heavy or bulky items to be stored on top shelf of racking. Floor to be kept clear of obstructions and boxes to be stored on shelving units when not in use. If a heavier item is required the load should be assessed and appropriate number of people used to carry.	
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<b>Climbing tower and enclosure</b>			
<b>Hazard</b>	<b>Who is at risk</b>	<b>Controls in place/mitigation</b>	<b>Notes</b>
Those directly involved, underneath or close by	Those directly involved, underneath or close by	Climbing is a fully supervised activity as detailed in POR which strictly applied. Climbing structure and climbing points are routinely inspected and main structure independently checked annually.	
Unauthorised entry into Climbing Tower enclosure	Those who enter may then go on to climb the tower walls without appropriate equipment and supervision	Enclosure surrounded by secure perimeter fence with locked entrance gate	
Unauthorised entry into Climbing Tower structure	Those who enter may subsequently use climbing facilities without supervision	Entrance to tower secured by sturdy door kept locked when tower not in use	
Fire/arson risk to wooden structure	Those inside or adjacent	Ensure availability of fire bucket or extinguisher in close proximity	

<b>Campfire circle</b>			
<b>Hazard</b>	<b>Who is at risk</b>	<b>Controls in place/mitigation</b>	<b>Notes</b>
Injury/burns at Campfire Circle	Campfire participants	Fixed seating provided remote from the fire area. Campfire events to be supervised and ensure that fire controlled and kept to acceptable size. Fire buckets and water point at campfire circle	
Risk of personal injury through splinter or nail contact when sorting through firewood bins or clambering over wood.	Site users collecting firewood or 'playing' in this area.	Firewood provisionally sorted before placement in storage bins to remove larger nails or non suitable material. Notice posted warning of nails in wood risk. Wood collecting to be supervised with younger persons not allowed to climb over wood piles or play games on or nearby.	

Risk of personal injury from Maintenance Fire	Site users in vicinity	Maintenance fire area only to be used by Maintenance Crew and fires usually only lit outside normal camping times. When lit maintenance fires supervised by Maintenance crew.	
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<b>Gas storage - main tank/bottles to Alpine hut</b>			
Hazard	Who is at risk	Controls in place/mitigation	Notes
Gas leak/fire risk from external LPG bottles store (behind Alpine Hut) and main campsite LPG storage tank.	Nearby site or Hall users.	LPG bottle store sighted in locked wire mesh cage against external Alpine Hut wall with no closed walls or roof so as to allow free ventilation. No ignition sources in vicinity. Warning notice posted. Main site LPG tank (which supplies Kitchens) stored above ground remote from Hall in secure fenced area with padlocked gate.	

<b>Shooting and archery ranges</b>			
Hazard	Who is at risk	Controls in place/mitigation	Notes
Structural failure of structure or danger caused by activities	Those close by or in the vicinity	Structure routinely inspected for robustness. Netting side screens fitted for use during archery. Warning flagpole in area to hoist warning flag whilst activity underway. Archery and Shooting Activity strictly controlled by POR	

<b>Approach road and Car park</b>			
Hazard	Who is at risk	Controls in place/mitigation	Notes
Motoring accident on the campsite approach road, site parking areas or on general site. Possible increased risk during large attendance events e.g. Large Group camp or Family Camp	Site users, pedestrians on approach road, vehicle occupants.	Speed limit and 'Children Playing' signs posted on approach road and a 5mph limit required on site. Road is gravelled with 'sleeping policemen' in place. Traffic management in place (e.g. using supervision with walky-talkies) during large attendance events. Motor traffic not allowed on main campsite once site drop off complete. Defined parking areas provided for vehicles. Ensure 1 way system in car park during large event	
Slips, trips and falls	Site users	Car park is mix of grass and gravelled area. Surfaces uneven, and can be slippery when wet	

<b>Genral areas, woods, camping field</b>
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Hazard	Who is at risk	Controls in place/mitigation	Notes
Slips, trips and falls around the campsite.	All site users	The campsite buildings and grounds are inspected and maintained on a weekly basis by the maintenance crew to help maintain a safe activity/play environment throughout. The camping and activity areas are in general on flat/even or gently sloping ground with regular grass cutting and tree pruning to remove potential hazards.	
Injured persons requiring further attention	Those injured or needing additional medical assistance.	First Aid kit available by Kitchen door at Main Hall. Defibrillator unit on external wall of Wardens Office with pads for both adults and small children. Unit is semi automatic and intended for use by those with no previous training. Unit is self checking and identifies when maintenance is needed. Instructions posted in Wardens Office detailing how to instruct emergency services to find campsite. Warden/Campsite team emergency contact telephone numbers in Wardens Office	
Injury through contact with perimeter fencing/boundary walls	Site users inadvertently running into fences/walls.	All users advised of out of bounds areas and need to keep off of all fences and walls. Campsite maintenance staff carry out regular inspections of fences and walls. Any damage or defect within the perimeter fencing and walls to be reported to the committee as soon as practical	
Branches and trees falling	All site users	Tree management plan in place. Campsite maintenance staff carry out regular inspections of trees and woods	
Unauthorised/Illicit use of campsite by non approved users.	Unauthorised site users.	Site is bounded by fencing and walls with padlocked main gate when not in use. All site usage is pre-booked and 'approved' via Campsite Booking Secretary. Site usage limited to members of the Scouting Association and selected organisations e.g. D of E groups.	Public footpath through part of the campsite, adjacent to the campfire circle
Routine campsite ground works or tree works causing a hazard whilst in progress.	Site users in vicinity.	Site maintenance usually carried out away from or when young persons not present. Where/when necessary site works are taped off to prevent unauthorised access.	
Injury/burns at local alter fires on individual campsites.	Those using/adjacent to local site alter fires.	Location of individual alter fires restricted. Individual alter fires activities/fires to be supervised. Safer altar fires available for campers to use. Campsite maintenance staff carry out regular inspections of alter fires. Alter fires permitted in the main camping field only, except the campfire circle or the slabbed area outside of the Alpine hut	

Discharge of grey water/waste onto campsite grounds causing environmental damage and health risk	Wild life, the environment, site users.	Discharge of grey water or any other organic or inorganic products onto the grounds strictly prohibited. Digging/use of wet pits not permitted. Campsite rules permit only grey/waste water that has been pre-filtered above ground (e.g. run through straw filled bags/sieved) to be run off into the campsite grounds at safe locations e.g. site or field edge. Main drainage system disposal point available for use	
Groups own chemical toilets	Environment	Blue chemical toilet fluid only permitted on site. Disposal point available	
Disposal of rubbish and waste to prevent health hazard.	All site users.	Rubbish/waste skips provided by main gate and regularly emptied. Burning of camp rubbish or waste discouraged. Burying rubbish and waste at site forbidden. Toilet block sewage/black water disposal via underground septic tank.	
Risk of Freshwater/Drinking water contamination	All site users	All fresh water at site is drinkable and supplied via mains system and distributed to outlets around site. Separate water hygiene risk assessment in place	

**Jungle trail, bouldering wall, black hole, play forts (Adventure Equipment)**

Hazard	Who is at risk	Controls in place/mitigation	Notes
Personal injury whilst climbing on/over/through 'assault course'/adventure style activity equipment.	Those using the Adventure structures and equipment	Campsite rules require any use of the Adventure Equipment to be under supervision (notice posted). Campsite maintenance staff carry out regular inspections of activity equipment and repair, remove or isolate if defects found. Adventure Trail structures and layout purpose designed for intended use by young people. Bouldering wall and Black Hole area secured and entrance gate padlocked when not in use. Jungle Trail fenced area but not secure. The use of these activities is to be governed by groups own risk assessments as these are leader led activities	

Suggested improvements to this Risk Assessment are always welcome. Please contact the Warden or Booking Secretary or forward your comments by email to