



# Spotley Wood Campsite Risk Assessment

All users of Spotley Wood Campsite should use this Risk Assessment as a reference point but must produce their own based on, but not limited to, the individuals and numbers within their Group using the site, the building, outdoor area, activities and any equipment they might use (either brought to the site from the Group or equipment used from Spotley).

<b>Date Completed</b>	29 <sup>th</sup> October 2025	<b>Review Date</b>	29 <sup>th</sup> October 2026	<b>Person completing</b>	Martin Hammond
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Significant Hazards	People at Risk	Action Required	Further Controls / Information	Action By
GENERAL				
Car Park Area	YP / L / C / P	<ul style="list-style-type: none"><li>– Speed limit of 5MPH on access road from A428 and in car park area</li><li>– Adult supervision of parking and ensuring cars park safely</li><li>– No YP allowed in Car Park unsupervised</li></ul>	Supervision of parking area	All
Woodland Area	YP / L / C / P	<ul style="list-style-type: none"><li>– The site is located in natural woodland with many hazards such as uneven ground, undergrowth, trees, exposed roots and slippery areas.</li><li>– Groups are to produce their own Risk Assessment when using the site</li></ul>	Trees are subject to a survey when all deadwood and possible hazards are removed. They are checked on a yearly basis but cannot be definitive	All
Toilets	YP / L / C / P	<ul style="list-style-type: none"><li>– Toilets must be cleaned on a regular basis particularly reflecting usage</li></ul>	Notice on taps "Water not for drinking"	Warden



First Aid	YP / L / C / P	<ul style="list-style-type: none"> <li>– Each Group will have at least one adult with the Scouts First Response Certificate / external First Aid Qualification</li> <li>– First aid kit is supplied. Contents to be checked on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>– Ensure contents of the kits are regularly checked and maintained.</li> <li>– Groups usually bring their own first aid kits</li> </ul>	Warden
Scalds from Hot Water	YP / L / C / P	<ul style="list-style-type: none"> <li>– Ensure hot water temperature in toilets and kitchen is at a maximum of 50°C</li> </ul>	Due to long run of pipework, unlikely to be a problem	Warden
Legionella	YP / L / C / P	<ul style="list-style-type: none"> <li>– Little aerosol created. Low risk</li> </ul>	Mains cold water only. Cold water tank not used	
Asbestos Material	YP / L / C / P	<ul style="list-style-type: none"> <li>– Check area for asbestos material</li> </ul>	<ul style="list-style-type: none"> <li>– The roof of the toilet is corrugated asbestos sheeting but is stable and no likely contact is usually possible</li> <li>– Examine yearly for condition</li> <li>– Display warning signs for asbestos and roof use</li> <li>– Roof cleaned and sealed 2022</li> </ul>	Warden
Carbon Monoxide Poisoning / Risk of Explosion	YP / L / C / P	<ul style="list-style-type: none"> <li>– Cooker in kitchen to be checked on an annual basis for leaks</li> <li>– Failsafe valves installed to automatically shut gas off</li> </ul>	<ul style="list-style-type: none"> <li>– Carbon monoxide detector fitted if overnight sleepovers are undertaken</li> <li>– Large, ventilated area so any build up of CO or gas unlikely.</li> <li>– Yearly safety check completed</li> </ul>	Warden
<b>BUILDING &amp; CONTAINER</b>				
Kitchen Area <i>This location presents significant hazards in terms of use of equipment and hygiene</i>	YP / L / C / P	<ul style="list-style-type: none"> <li>– Due to location of building the presence of mice is common and therefore all surfaces and utensils should be thoroughly washed and disinfected before use</li> </ul>	<ul style="list-style-type: none"> <li>– The use of the kitchen by young persons should only be permitted under the supervision of an adult</li> <li>– Display food handling poster</li> </ul>	All



YP = Young People, L = Leaders, C = Contractors, P = Public



		<ul style="list-style-type: none"> <li>– When mopping floor, display “Slippery Floor” warning sign</li> </ul>		<p>All</p> <p>All</p>
Slips, Trips & Falls in the area around the building (outside)	YP / L / C / P	<ul style="list-style-type: none"> <li>– Area around the building, including the car park, to be kept clear of tripping hazards as much as possible – this is a woodland site and as such, many natural hazards exist</li> </ul>	<ul style="list-style-type: none"> <li>– Consider wet conditions</li> <li>– Review for tripping hazards, including tree roots</li> </ul>	<p>All</p> <p>Warden</p>
<b>FIRE &amp; GAS</b>				
Risk of Fire	YP / L / C / P	<ul style="list-style-type: none"> <li>– No smoking on site</li> <li>– No naked flame (e.g. candles) unless strictly supervised by adult leader</li> <li>– Use must cease 30 minutes before vacating site</li> <li>– Wood burner (located on non-combustible hearth) to be allowed to burn out 30 minutes before leaving building</li> <li>– All electrical appliances to be turned off before vacating building and mains switch turned off</li> <li>– All combustible materials to be kept away from fire and gas cooker</li> </ul>		
Injury from Fire - Obstructed Fire Escape Routes and Exits	YP / L / C / P	<ul style="list-style-type: none"> <li>– Ensure that Fire Exits are not obstructed</li> <li>– All Fire Exit doors should be capable of being opened whilst the building is occupied</li> <li>– Fire Exit signs displayed over doors</li> </ul>	<ul style="list-style-type: none"> <li>– Ensure that tables and chairs do not block Fire Exits</li> <li>– Exit doors are at each end of the building</li> <li>– Make sure both exit doors are unlocked when building in use</li> </ul>	<p>ALL</p>
Injury from Fire – Failure of firefighting equipment	YP / L / C / P	<ul style="list-style-type: none"> <li>– Ensure that fire extinguishers are inspected at least every 12 months by a competent person and marked accordingly</li> </ul>	<ul style="list-style-type: none"> <li>– Ensure fire extinguishers are checked annually</li> </ul>	<p>Warden</p>



## ELECTRICITY

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FALLS				
Falls from height	YP / L / C	<ul style="list-style-type: none"> <li>– Tasks requiring the use of ladders not to be undertaken alone</li> <li>– Ladder to kit loft must be secured or footed when being used</li> <li>– Ladders must be footed when changing lights</li> </ul>	<ul style="list-style-type: none"> <li>– Adults to supervise any activities above ground</li> </ul>	All
Falls through glass	YP / L / C / P	<ul style="list-style-type: none"> <li>– Windows not fitted with safety glass but are positioned so that they are intrinsically safe</li> <li>– Boisterous games not permitted inside the building</li> </ul>	<ul style="list-style-type: none"> <li>– Replace damaged glass in windows as necessary</li> </ul>	Warden
Falls from roof	C / L	<ul style="list-style-type: none"> <li>– No one to gain access to the roof without authority of the Warden. This includes the Pioneering store</li> </ul>	–	All
FALLING OBJECTS				
Objects falling from top of loft storage area	YP / L / C / P	<ul style="list-style-type: none"> <li>– Objects not to be stored near to the edge of the storage area</li> <li>– Block off door into hall when working in loft store</li> </ul>	<ul style="list-style-type: none"> <li>– Area above cupboards now partitioned off</li> </ul>	Warden
Lighting tubes dislodged from light fittings / smashed when playing games	YP / L	<ul style="list-style-type: none"> <li>– Boisterous games not permitted in hut</li> </ul>	<ul style="list-style-type: none"> <li>– Display rules</li> </ul>	Warden & Leaders
Stored tables and chairs	YP / L / C / P	<ul style="list-style-type: none"> <li>– Chairs stacked so centre of gravity faces towards wall</li> <li>– Leaders to check storage of these items before use of hut and when storing after use</li> <li>– Be aware of trapped fingers when assembling or collapsing tables</li> </ul>	<ul style="list-style-type: none"> <li>– Check state of chairs and ensure general safe use</li> <li>– Care in use and report any loose legs</li> </ul>	Warden  Leaders Leaders



Ladders stored in hut	YP / L / C / P	<ul style="list-style-type: none"> <li>– Ensure security of ladders when placing above beams</li> </ul>	<ul style="list-style-type: none"> <li>– Ladders to be stored so as at least equal amount on each beam.</li> <li>– Ladders checked annually and every site visit</li> </ul>	<p>All</p> <p>Warden</p>
<b>CHEMICALS &amp; HAZARDOUS MATERIALS</b>				
Bleach	YP / L / C / P	<ul style="list-style-type: none"> <li>– Bleach must not be stored on site</li> <li>– If use is essential then must only be used by an adult</li> <li>– Must not be mixed with other toilet cleaners</li> </ul>	<ul style="list-style-type: none"> <li>– Review use of bleach.</li> <li>– Due to nature of site, bleach is used to disinfect all surfaces as needed</li> </ul>	Leaders
Cleaning materials	YP / L / C / P	<ul style="list-style-type: none"> <li>– Ensure that all cleaning materials in the kitchen are kept in secure location</li> </ul>	<ul style="list-style-type: none"> <li>– All large containers of cleaning chemicals kept in locked metal cupboard with access by service team only</li> </ul>	Leaders
Pioneering Equipment	YP / L	<ul style="list-style-type: none"> <li>– Pioneering poles and pulleys checked on a regular basis</li> <li>– Care when removing and returning poles to storage frame</li> </ul>	<ul style="list-style-type: none"> <li>– Due to nature of use, all equipment should be inspected by leaders before use</li> <li>– Notice to alert users</li> </ul>	<p>Leaders</p> <p>Warden</p>
<b>SERVICE TEAM</b>				
<p>Maintenance</p> <p><i>When maintenance work is to be undertaken then additional risk assessments must be completed</i></p>	YP / L / C	<ul style="list-style-type: none"> <li>– Maintenance work to be conducted by competent adults or under their close supervision</li> </ul>	<ul style="list-style-type: none"> <li>– Any person working on their own should have a mobile phone on their person at all times</li> </ul>	Warden
Use of electric power tools	YP / L / C / P	<ul style="list-style-type: none"> <li>– To be used only by adults or under strict adult supervision.</li> <li>– RCD sockets to be used wherever possible</li> </ul>	<ul style="list-style-type: none"> <li>– Check condition of all tools and cables</li> <li>– Do not use in wet conditions</li> </ul>	<p>Warden</p> <p>All</p>