



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).

Significant Hazards	People at Risk	Action Required	Further Controls / Information	Action By
GENERAL				
Car Park Area	YP/L/C/P	 Speed limit of 5MPH on access road from A428 and in car park area Adult supervision of parking and ensuring cars park safely No YP allowed in Car Park unsupervised 	Supervision of parking area	All
Woodland Area	YP/L/C/P	 The site is located in natural woodland with many hazards such as uneven ground, undergrowth, trees, exposed roots and slippery areas. Groups are to produce their own Risk Assessment when using the site 	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	 Toilets must be cleaned on a regular basis particularly reflecting usage 	Notice on taps "Water not for drinking"	Warden





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First Aid	YP/L/C/P	 Each Group will have at least one adult with the Scouts First Response Certificate / external First Aid Qualification First aid kit is supplied. Contents to be checked on a regular basis 	 Ensure contents of the kits are regularly checked and maintained. Groups usually bring their own first aid kits 	Warden
Scalds from Hot Water	YP/L/C/P	– Ensure hot water temperature in toilets and kitchen is at a maximum of 50°C	Due to long run of pipework, unlikely to be a problem	Warden
Legionella	YP/L/C/P	– Little aerosol created. Low risk	Mains cold water only. Cold water tank not used	
Asbestos Material	YP/L/C/P	– Check area for asbestos material	 The roof of the toilet is corrugated asbestos sheeting but is stable and no likely contact is usually possible Examine yearly for condition Display warning signs for asbestos and roof use Roof cleaned and sealed 2022 	Warden
Carbon Monoxide Poisoning / Risk of Explosion	YP/L/C/P	 Cooker in kitchen to be checked on an annual basis for leaks Failsafe valves installed to automatically shut gas off 	 Carbon monoxide detector fitted if overnight sleepovers are undertaken Large, ventilated area so any build up of CO or gas unlikely. Yearly safety check completed 	Warden
BUILDING & CONTAINER				
Kitchen Area This location presents significant hazards in terms of use of equipment and hygiene	YP/L/C/P	 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 	 The use of the kitchen by young persons should only be permitted under the supervision of an adult Display food handling poster 	All





		 Ensure that the location is kept clean and any food handling / preparation is in accordance with the displayed notice Separate food preparation boards supplied and maintained in good order Sharp and pointed kitchen implements not stored in knife draw Broken glass and crockery to be wrapped and immediately removed from premises 	 Is all unwrapped / unwanted food removed from the premises? Remove all rubbish when leaving Examine state of cupboard under the sink on a regular basis Mains taps labelled "Drinking water" 		
Kit Cupboards These locations present significant hazards in terms of tripping hazards, falling objects and manual handling	YP/L	 These locations must be kept tidy Particular attention must be paid to the potential for falling objects and to the manual handling implications of where items are stored If it is essential to store flammable liquids (e.g. paraffin, meths etc.) these should be stored in metal cupboard 	 Consider implications of manual handling Flammable liquids stored in metal cupboard in external container 	Leaders	
Flammable Store The contents of this location present significant risks	YP/L/C	 This location must be kept tidy Particular attention must be paid to the manual handling implications of where items are stored Gas cylinders to be stored securely All items stored should be kept to a minimum 	 No smoking signs to be displayed Lawnmowers and petrol are kept in container store Cylinder store labelled "flammable gas" 	Warden	
SLIPS, TRIPS & FALLS					
Slips, Trips & Falls within the building	YP/L/C/P	 No uneven floor or surfaces change in levels Extension leads only used for temporary supply and removed immediately after use All spills to be wiped up immediately, especially in the kitchen area 	– Check on a regular basis	Warden Leaders	





		When mopping floor, display "Slippery Floor" warning sign		All All
Slips, Trips & Falls in the area around the building (outside)	YP/L/C/P	 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 	 Consider wet conditions Review for tripping hazards, including tree roots 	All Warden
FIRE & GAS				
Risk of Fire	YP/L/C/P	 No smoking on site No naked flame (e.g. candles) unless strictly supervised by adult leader Use must cease 30 minutes before vacating site Wood burner (located on non-combustible hearth) to be allowed to burn out 30 minutes before leaving building All electrical appliances to be turned off before vacating building and mains switch turned off All combustible materials to be kept away from fire and gas cooker 		
Injury from Fire - Obstructed Fire Escape Routes and Exits	YP/L/C/P	 Ensure that Fire Exits are not obstructed All Fire Exit doors should be capable of being opened whilst the building is occupied Fire Exit signs displayed over doors 	 Ensure that tables and chairs do not block Fire Exits Exit doors are at each end of the building Make sure both exit doors are unlocked when building in use 	ALL
Injury from Fire – Failure of firefighting equipment	YP/L/C/P	 Ensure that fire extinguishers are inspected at least every 12 months by a competent person and marked accordingly 	– Ensure fire extinguishers are checked annually	Warden





Unsuitable fire extinguishers	YP/L/C/P	Provide the following fire extinguishers: - 1 x fire blanket in kitchen - 2 x 2kg power extinguisher at entrance doors - 1 x CO2 extinguisher by electric panel	– Ensure fire extinguishers are checked annually	Warden
Campfire Area	YP/L/P	All campfires to be kept to the campfire circle	Keep at least 1 bucket of water near to fire to treat any minor burns	Leaders
Altar Fires and Cooking	YP/L/P	Altar fires should be assembled securely and on level ground away from dry combustible material	Must be supervised by an adult at all times.Keep at least 1 bucket of water near to each altar fire	Leaders
Gas Cooker	YP/L/P	 Ensure any YP present in the kitchen when the cooker is in use are supervised Gas cylinders are kept outside the building in a locked, ventilated cabinet Gas failsafe hose attached to cooker 	- If not using the cooker, YP are to stay on the other side of the counter to the cooker	Leaders
ELECTRICITY				
Electric shock from faulty wire	YP/L/C/P	 Annual visual checks of wiring. Records / marking to be operated 	 PAT testing carried out on portable appliances yearly 	Warden
Electric shock from faulty electrical equipment	YP/L/C/P	 30mA mains trip device fitted to all sockets that are likely to be used for handheld electrical appliances Functioning to be checked on annual basis A visual inspection to be completed yearly of the seals on the microwave oven to ensure that they remain in good order Power must be switched off when changing light bulbs and tubes Visual check of equipment before use 	- Check functioning of mains trip breakers as part of a 5 yearly electrical safety check	Warden





FALLS				
Falls from height	YP/L/C	 Tasks requiring the use of ladders not to be undertaken alone Ladder to kit loft must be secured or footed when being used Ladders must be footed when changing lights 	- Adults to supervise any activities above ground	All
Falls through glass	YP/L/C/P	 Windows not fitted with safety glass but are positioned so that they are intrinsically safe Boisterous games not permitted inside the building 	Replace damaged glass in windows as necessary	Warden
Falls from roof	C/L	 No one to gain access to the roof without authority of the Warden. This includes the Pioneering store 	_	All
FALLING OBJECTS				
Objects falling from top of loft storage area	YP/L/C/P	Objects not to be stored near to the edge of the storage areaBlock off door into hall when working in loft store	 Area above cupboards now partitioned off 	Warden
Lighting tubes dislodged from light fittings / smashed when playing games	YP/L	– Boisterous games not permitted in hut	– Display rules	Warden & Leaders
Stored tables and chairs	YP/L/C/P	 Chairs stacked so centre of gravity faces towards wall Leaders to check storage of these items before use of hut and when storing after use Be aware of trapped fingers when assembling or collapsing tables 	 Check state of chairs and ensure general safe use Care in use and report any loose legs 	Warden Leaders Leaders





Ladders stored in hut	YP/L/C/P	– Ensure security of ladders when placing above beams	Ladders to be stored so as at least equal amount on each beam.Ladders checked annually and every site visit	All Warden
CHEMICALS & HAZARDOUS MAT	ERIALS			
Bleach	YP/L/C/P	 Bleach must not be stored on site If use is essential then must only be used by an adult Must not be mixed with other toilet cleaners 	Review use of bleach.Due to nature of site, bleach is used to disinfect all surfaces as needed	Leaders
Cleaning materials	YP/L/C/P	- Ensure that all cleaning materials in the kitchen are kept in secure location	 All large containers of cleaning chemicals kept in locked metal cupboard with access by service team only 	Leaders
Pioneering Equipment	YP/L	 Pioneering poles and pulleys checked on a regular basis Care when removing and returning poles to storage frame 	 Due to nature of use, all equipment should be inspected by leaders before use Notice to alert users 	Leaders Warden
SERVICE TEAM				
Maintenance When maintenance work is to be undertaken then additional risk assessments must be completed	YP/L/C	- Maintenance work to be conducted by competent adults or under their close supervision	 Any person working on their own should have a mobile phone on their person at all times 	Warden
Use of electric power tools	YP/L/C/P	To be used only by adults or under strict adult supervision.RCD sockets to be used wherever possible	Check condition of all tools and cablesDo not use in wet conditions	Warden All