

WOKING DISTRICT SCOUTS BIRCHMERE CAMPSITE RISK ASSESSMENT



This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Woking District Scouts – Birchmere Campsite
Richard Mackie - Chairperson
Duncan Flack - Warden

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Richard Mackie (Chairperson)	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Duncan Flack (Warden)	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Richard Mackie (Chairperson) Duncan Flack (Warden) All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Richard Mackie (Chairperson)	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. (You can find help with your fire risk assessment at www.communities.gov.uk/firesafety .)
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Duncan Flack (Warden)	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances. (See www.coshh-essentials.org.uk .)

Woking District Scouts

District HQ, Westfield Avenue, Woking, GU22 9PG

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President: David Robinson MBE, TD, DL

Registered Charity Number 308528

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Health and safety law poster is displayed:	This needs to be displayed in the DRT Hut.		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923	Warden's Hut		
Signed: (Chairperson)	Richard Mackie	Date:	November 2015
Subject to review, monitoring and revision by:	Andy Dolan	Every:	12 months or sooner if work activity changes

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What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping. All areas well lit. No trailing leads or cables. Staff keeps work areas clear.		All to monitor		
Dual Carriageway Slip Road	All visitors	All users should be informed of risk importance of early signalling. Children are to stay in vehicles until at site,		Camp / Activity Leader		
Track to site and parking area	All visitors	Young people are not to be allowed access to track and woods during arrival and departure. Speed advisory signs (10mph) placed on exit from Birchmere Campsite.		Camp / Activity Leader. Warden		
Cattle	All visitors	All visitors to ensure that gates are locked at all times when not in use,		All		
M25 & A3 footbridge	Young people	Young people should not be unsupervised in this area.		All		

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Surrounding woodland	All Visitors	Camp / Activity Leader to complete their own Risk Assessment. Young people should never use these areas alone – minimum of pairs. A prior agreed signal for the end of the activity should be used. Young people should be informed of the boundaries. The activity should not be run close to roads.		Camp / Activity Leader		
Site Access	All Visitors	The campsite is bordered by a four foot fence on all sites apart from the bottom end which is bounded by a ditch. The woods including the campfire circle are not part of the campsite and should only be used under supervision. Gates should be kept closed at all times. Exterior lights on the main gate, outside the toilets and the hut must be kept on after dark. Fluorescent warning poles posted along the ditches. Flood lights on gate to car park (between toilets and DRT Hut).		Camp / Activity Leader. Warden		

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Equipment store and surrounding area	All visitors	Strictly out of bounds to all by authorised persons. It is out of bounds to young people; over 14s may access this area under supervision. Must be kept locked at all times. No naked flames. Temporary metal barriers fencing off the area.	Area to be permanently fenced off with visible warning signs.	All		
Tractor Store		Strictly out of bounds to all by authorised persons. Must be kept locked at all times. No naked flames.	Area to be permanently fenced off with visible warning signs.	All		
Barbed wire	All visitors	Care to be taken. Advisement sent out with booking information.		Camp / Activity Leader		
Cleaning materials	Young people	All cleaning materials must be locked within the Wardens hut. Cleaning should be done by those aged 10 ½ upwards.	Continually monitor that cleaning materials are not left in the toilet block.	Warden		
Electric Shock	All visitors	Electrics and appliances are checked annually. The main power switch in the wardens hut should only be operated by a responsible adult, the wardens hut should be kept locked at all times, with the Camp / Activity Leader should be the key holder.	Electric sockets to have child-proof plug protectors when not in use. Outside electrics cupboard, needs to have a padlock and warning sign.			

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Equipment trolleys		Handling instruction provided and supervised by Camp / Activity Leader	Swap out for lighter trolleys.	Camp / Activity Leader		
Hot Water (Toilets)	All visitors	Care should be taken.	Install 'hot waters warning signage.	Camp / Activity Leader		
Hut Fire	All visitors	Fire extinguishers and fire blankets are annually checked (last check 2 nd November 2015		Warden		
Hut Kitchen	All visitors	Camp / Activity Leader to ensure only adults use this area.		Camp / Activity Leader		
Hut Steps	All visitors	Care to be taken. White paint marks the step edges. Adequate warning signage	Paint needs fresh coat.	Camp / Activity Leader. Warden		
Mole hills	All visitors	Care to be taken		Camp / Activity Leader		
Oil barrels / BBQs / Pioneering poles	All visitors	To be only used under adult supervision. Individual Risk Assessment to be carried out by Camp / Activity Leader regarding the use for a fire base and cooking food,	Equipment should be fenced off.	Camp / Activity Leader, Warden		
Rubbish	All visitors	Must be removed at the end of each camp / activity		Camp / Activity Leader		

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Site fires	All visitors	Tents must be pitched at least two meters apart. The fire assembly point must be made known to all visitors.	Clarify assembly point with fire procedure signage.	Camp / Activity Leader, warden		
Toilet hygiene	All Visitors	Must be cleaned at the end of each camp and left in a hygienic state for the next visitor.	Install 'wash your hands' signage. Provide soap dispensers	Camp / Activity Leader		
Water tap contamination	All visitors	The water taps should only be used for collecting water and not for washing food or utensils.	Signage to make clear water tap is for drinking water only, for all outside water taps.	Camp / Activity Leader, warden		
Water valve cover	All visitors	Must be replaced securely after access and monitored when open		Warden		
Wood pile	All visitors	Warning signs displayed, correct sturdy footwear to be worn at all times. Care should be taken. Out of bounds to young people below the age of 10 ½.	Secondary woodpile needs to be properly fenced off.	Camp / Activity Leader,		
Wooded area at the base of the campsite	All visitors	Camp / Activity Leader to complete their own Risk Assessment. Young people should never use these areas alone – minimum of pairs. A prior agreed signal for the end of the activity should be used. Young people should be informed of the boundaries. The activity should not be run close to roads.		Camp / Activity Leader		

Assessment review date: November 2015.