

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 - Using Wisley Common
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,	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

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equipment and machinery, and ensure safe storage/use of substances.		defects. Staff trained in safe handling/use of substances. (See www.coshh-essentials.org.uk .)
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Health and safety law poster is displayed:	Displayed on the outdoor notice board		
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	First Aid kit is kept in the Warden's Hut (all visitors should have their own First Aid Kit), the Accident Book is located in the DRT hut.		
Signed: (Chairperson)	Richard Mackie	Date:	January 2016
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
Sips, trips, drowning	All visitors	<ul style="list-style-type: none"> • Leader experienced of walking in terrain and of leading groups. • Non-Leader led groups to be made up of four to six Participants. Participants are to be trained appropriately and ability assessed by a Leader. • The indirect supervision arranged is flexible and may become tighter or looser as the situation dictates. • Route researched and pre-walked – significant hazards (e.g. water hazards etc.) avoided or carefully assessed. • Weather forecast obtained and conditions monitored; route changed if necessary. 	<ul style="list-style-type: none"> • Inform SWT Ranger of activity on common land and request local advice on terrain and activity. 	Camp / Activity Leader		

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Getting lost	All visitors	<ul style="list-style-type: none"> • Participants have sufficient navigational skills. • Leaders remain in regular contact • Record concise Scout numbers by; the individual permission forms. • Participants must stay together, ; keep within Wisley Common and keep out of any private land. 	<ul style="list-style-type: none"> • Keep within Wisley and/or Ockham Common and keep out of private land. 	Camp / Activity Leader		
Injury, illness or emergency away from immediate help.	All visitors	<ul style="list-style-type: none"> • Participants to have First Aid knowledge • First aid kit carried by each group • Information about pre-existing medical conditions and medication carried. • Participants are briefed and have planned emergency procedures. • Communications arranged. • Overall Leader remains in touch with all groups. 		Camp / Activity Leader		

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Exposure to extreme weather – cold, wet, heat and sun.		<ul style="list-style-type: none"> • Daily weather forecast obtained, on-day conditions assessed and plans adjusted as necessary. • All participants have suitable footwear, clothing and equipment for expected conditions. • Emergency equipment carried, including group shelter. 				
Hazards (barb wire, electric fences etc.)		<ul style="list-style-type: none"> • Participants briefed not to touch or climb over fences they may have barb wire or are electrified. • Be aware of uneven ground or cut tree trunks and tree roots under growing bracken. 		Camp / Activity Leader		

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Infection and illness		<ul style="list-style-type: none"> • Do not touch or feed animals • Follow basic hygiene rules at all times. • Avoid transmission of infection from hand to mouth. • Check hand washing facilities on pre-visit. • Wash hands thoroughly before eating. • Change or clean footwear before leaving site, wash hands • Wear appropriate clothing whilst using the common regrading • Wear appropriate clothing whilst using the common regrading Lyme Disease infection. 	<ul style="list-style-type: none"> • Carry out post check for tick bites, be aware of the tick removal technique. 	Camp / Activity Leader		
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Assessment review date: January 2015.