

Butchers Coppice Risk Assessment Document

the Centenary Hut

FIRE

In the event of a fire you should raise the alarm, get out, stay out and call the fire brigade.
Please ensure all of your group are aware of the fire evacuation procedures.
The fire assembly point for the whole site is at the flagpole in the centre of the field.
Only use fire fighting equipment to aid your escape - do not attempt to extinguish the fire.

FIRST AID

Each group is responsible for making their own first aid arrangements - appointing someone to co-ordinate first aid and holding an appropriate first aid kit.
A first aid kit is available in the site office during office hours and site instructors usually carry activity first aid kits.
All incidents which specifically relate to the campsite must be reported to site staff at the earliest opportunity.

GENERAL HEALTH & SAFETY INFORMATION

Please familiarise yourself with the content of our information leaflet 'essential information during your stay', which is available from the site office.
Ensure your group are aware of the 'rules for kids' and 'rules for adults', which can be found in this leaflet.
Any person found to be in contravention of site rules or causing a nuisance or danger to other visitors will be asked to leave immediately.

OUR POLICY

Our Child Protection Policy, Equal Opportunities Policy and Health & Safety Policy can be downloaded from our website.

KEY TO RISK RATINGS

IMPACT: 1 - LOW/MINOR, 2 - MEDIUM, 3 - HIGH/EXTREME
LIKELIHOOD: 1 - UNLIKELY TO HAPPEN, 2 - COULD HAPPEN, 3 - LIKELY TO HAPPEN

RISK:

1-2	LOW
3-5	MEDIUM
6-9	HIGH

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RISK ASSESSMENT REFERENCE:

RA/Ind/CH

MOST RECENT REVIEW:

21-Dec-19

PREPARED/REVIEWED BY:

Darren Gilbert, Site Manager

ACTIVITY	HAZARD WHO IS AFFECTED	CONTROL MEASURES	RISK AFTER CONTROL MEASURES IMPACT x LIKELIHOOD = RISK	MONITORED BY
ACCESS AND EGRESS	SLIPS, TRIPS, FALLS, OBSTRUCTED DOORWAYS OR WALKWAYS all persons entering or using the premises	all groups and other visitors inducted in the use of the premises and all appropriate signage in place throughout the premises	1 x 1 = 1 LOW RISK	instructors and site staff
FIRE SAFETY	HOT SURFACES, ELECTRICAL EQUIPMENT, GAS SUPPLY, SOURCES OF IGNITION, SOURCES OF FUEL, SMOKING all persons entering or using the premises	all groups and other visitors inducted in the use of the premises - adequate fire precautions in place - group leaders supervising young people - sources of ignition removed - no smoking policy in place - fuel and other sources of combustion strictly controlled	1 x 1 = 1 LOW RISK	instructors and site staff
ELECTRICAL SAFETY	USE OF ELECTRICAL EQUIPMENT OR TOOLS, MOBILE PHONES CHARGERS, RADIO EQUIPMENT, TELEVISIONS, LAPTOPS/NOTEBOOKS all persons entering or using the premises	all equipment should be checked prior to use and well maintained (PAT would be desirable but not essential) - all circuits protected by ACD and RCD - additional RCD should be used if appropriate to risk	2 x 1 = 2 LOW RISK	instructors and site staff
EXTERNAL AREAS	SLIPS, TRIPS, FALLS, OBSTRUCTED DOORWAYS OR WALKWAYS all persons entering or using the premises	all groups and other visitors inducted in the use of the premises and all appropriate signage in place throughout the premises	1 x 1 = 1 LOW RISK	instructors and site staff