

Risk Assessment ~ Chigwell Row

Location/activity (brief description): Chigwell Row Camp Site Activity: Campsite General	Date of Risk Assessment: Jan 2020	Review date: Jan 2021	Compiled by: YS & TH
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Hazards <i>What could cause harm or damage?</i>	Who or what is at risk of being affected and how?	What are you already doing? <i>How have you reduced the risk already?</i>	Likelihood of Risk Occurring Score:1-5	Severity of Risk Score 1-5	=Level of risk Likelihood x severity	Are further controls necessary? <i>What else needs to happen to reduce the risk to an acceptable level?</i>	Action by: name & date
Fire	All	<p>Campsite protected by a central fire sounder located at wardens office.</p> <p>Cooking and Camp Fires only allowed in designated areas. No unaccompanied fires other than campfire areas.</p> <p>Yearly extinguisher service contract extinguisher in field</p>	2	4	8	<p>Fire warning notices displayed in every building, and included in site handbooks, specifying actions to take in event of fire.</p> <p>Fire extinguishers subject to monthly check to ensure in good order</p> <p>All buildings have clearly marked and accessible fire exits.</p>	Chigwell Row site staff: Ongoing

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		huts Sand and Water Buckets available for use					
Electrical	All	Electrical survey complete to current safety regs Visitors encouraged to report faults immediately Portable appliances tested regularly	1	4	4		Chigwell Row site staff: Ongoing
Gas	All	Visitors encouraged to report faults immediately. Visitors responsible for own calor gas appliances Gas Bottles Stored in locked vented cage when not in	1	4	4		Chigwell Row site staff: Ongoing

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		use Calor Gas Tank Fenced and out of site. Warning notes supplied on tank					
Water	All	Mains drinking water supplied throughout. Risk of life threatening flood very minimal as location at top of hill Water taps run prior to camps and holidays. Shower and toilet areas cleaned regularly. Wet floor signs available.	1	4	4	Water pipes subject to regular maintenance throughout year. No areas of deep water present in campsite - zorbing pool fenced off when set up. Brook shallow and inaccessible.	Chigwell Row site staff: Ongoing

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Risk of Intruder	Site users	<p>Campsite gate shut at night and monitored 24 hour by CCTV.</p> <p>All visitors asked to report anyone they do not recognise to the warden /staff on duty immediately.</p> <p>Staff on call 24 hours.</p>	1	4	4	<p>Unknown adults onsite challenged by Chigwell Row staff</p> <p>All building locked and secured - keys only handed to adult leaders/visitors</p>	Chigwell Row site staff: Ongoing
Slips trips and falls etc	All	<p>Sites checked regularly for pot holes.</p> <p>Grass kept cut in camping areas.</p> <p>Visitors reminded to report any divots etc in the ground.</p> <p>Karts provided to</p>	1	3	3	<p>Visitors reminded to take extra care in adverse weather.</p> <p>Pathways maintained to high standard.</p>	Chigwell Row site staff: Ongoing

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		carry heavy loads					
Person hit by vehicle driving on site	All	<p>Group Leaders Vehicles only permitted to drive with wardens permission (daylight hours only)</p> <p>5mph speed limit on all areas of site.</p> <p>Parents drop off in car park.</p> <p>Site vehicles only used in daylight where possible unless in emergency.</p>	2	4	8	<p>Chigwell Row staff control flow of traffic during busy/peak times.</p> <p>Parent vehicles not permitted on site beyond car park.</p> <p>Activities/accommodation situated away from car park and can be accessed without the need to traverse vehicle access points.</p>	Chigwell Row site staff: Ongoing

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Waste	All	General Waste and Recycling Bins stored on edge of car park area. Emptied weekly and cleaned regularly Personal Hygiene bins supplied and contract emptied monthly or sooner if required. No rubbish to be burned on site.	2	2	4		Chigwell Row site staff: Ongoing
Activity Areas	All	Activity areas fenced and equipment locked away when not in use. Warning signs as applicable visibly present during the activity.	2	2	4		Chigwell Row site staff: Ongoing

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Maintenance Work	All	All routine maintenance work to be carried out while groups not on site if possible. Staff to be vigilant if people are on site.	1	3	3	If unplanned/emergency maintenance works are required, areas roped off and warning signs placed where applicable. Groups on site are made aware if works are taking place	Chigwell Row site staff: Ongoing
Wildlife - Animal and insect	All	Perimeter fencing maintained to high standard Wildlife relocated if encroaching on activity/accommodation areas. Venomous insect nests (wasps etc) destroyed is in close proximity to used areas.	2	2	4		Chigwell Row site staff: Ongoing

Risk assessment checked by member of Risk Group	Date	Signed
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Risk Assessment scoring ~

A scoring system has been used to determine level of risk. A score (1-5) has been given for the **likelihood/frequency** of the exposure to risk and a score [1-5] to the **severity/consequence** of the outcome. By multiplying the two scores, a score can then be calculated to determine the “level” of risk, which can inform decisions as to whether any further actions are required to reduce the risk.

E.g. Likelihood/frequency of exposure to risk [2] x Severity/Consequences of outcome [2] =

4

Likelihood	Severity /Consequences				
	1 None	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 - Rare	1	2	3	4	5
2- Unlikely	2	4	6	8	10
3 - Possible	3	6	9	12	15

4 - Likely	4	8	12	16	20
5 - Almost Certain	5	10	15	20	25

Green - Risk well managed
 Amber - Further controls should be put in place
 Red - This activity should NOT take place until risk is significantly reduced