

Robin Hood Activity Centre Risk Assessment

Last Reviewed: 13/4/2023

Hazards	People effected & harm	Current controls	Further action required	Action by who	Action by when	Comments
Slips, trips & falls e.g. uneven surfaces in the camp site, slippery floors	Users of the centre and camp site may suffer injuries such as fractures or bruising if they slip or trip over objects	<p>Car park and foot paths around the site maintained to be as even as possible.</p> <p>Disabled access parking close to the entrance to the building.</p> <p>Good lighting in and around the buildings.</p> <p>Users know (through hire terms) to clean up spillages immediately and equipment provided to do this in all parts of the buildings.</p> <p>Users know (through hire terms and site induction) to ensure that camping areas and buildings are kept clean and tidy.</p> <p>Fencing maintained around areas on site where trip hazards are present, such as the wood pile and maintenance compound.</p> <p>Mats at entrances to the main building to prevent water being carried in.</p> <p>Corridors and walk ways kept free from objects.</p> <p>No trailing cables / leads.</p>	Duty warden to report faults found to the Campsite Warden.	Duty Wardens	Ongoing	
Work at height	Anyone working at height could suffer	Appropriate ladders available for the task.	No further action required			

e.g. changing light bulbs, clearing guttering, painting	injuries, possibly serious should they fall	Ladders adequately maintained. Ladders are secured away from users, who can inform the duty warden if work at height is required. Ladders inspected on an annual basis.				
Falls from height e.g. from trees, into on site equipment, down embankments	Users of the centre and camp site may suffer injuries such as fractures or bruising if they slip or trip over objects	On site equipment is secured to prevent users accessing deep spaces. Staff & volunteers are trained in accessing and working around on site equipment such as the gas tanks and sewerage tank. Fencing / hedges around banking to prevent access.	No further action required			
Vehicle movements	Pedestrians could suffer serious injury if struck by vehicles entering and driving around the site	Entrance / exit, car park and road ways clearly marked around the site. Car park close to building only used to load / unload and for disabled users. Vehicles are only allowed onto camping areas for loading / unloading or for maintenance purposes. For large events, car parking controlled by marshals wearing high visibility jackets. Car parks well lit.	No further action required			

		<p>Skips located close to gate to prevent skip lorry driving around the site.</p> <p>HGVs accessing the site for maintenance / deliveries are supervised by a warden.</p>				
<p>Hazardous substances e.g. cleaning substances</p>	<p>The cleaner and others cleaning, risk skin problems, e.g. dermatitis and eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems.</p>	<p>Mops, brushes and gloves provided. Cleaning products suitably labelled. Wardens trained to use products safely, e.g. follow instructions on label, dilute properly and never transfer to an unmarked container. Cleaning products stored securely. Users taken through cleaning products that is available for them and their use at the site induction.</p>	<p>No further action required</p>			
<p>Electricity</p>	<p>Users and staff/volunteers risk electric shocks or burns from faulty equipment or installation. Staff/volunteers risk electric shocks from contact with overhead powerlines (just off site).</p>	<p>Fixed installations correctly installed by a qualified electrician. All repairs by a qualified electrician. Portable equipment checked for visual signs of damage before use. Portable equipment appliance tested every 12 months. Users informed (through booking terms) that they are responsible for all equipment used on site. Volunteers trained when felling trees / pruning about the location of overhead powerlines and exclusion zones.</p>	<p>No further action required</p>			

		Any excavation works to be planned with a cable detection tool used to locate underground services.				
Stored equipment	Users, staff and volunteers could be injured by falling objects	Store tables, chairs, pots, pans and other equipment on allocated racking/shelving. Camp site equipment and maintenance equipment stored in secure stores on racking.	No further action required			
Manual handling	Users, staff and volunteers may suffer back pain if they try to lift objects that are too heavy or awkward	Heavy items such as tables and chairs are stored on moveable racking. Wheelbarrows are provided for staff / volunteer to use when moving materials / equipment around the camp site.	No further action required			
Fire	If trapped users, staff and volunteers could suffer fatal injuries from smoke inhalation / burns	See Fire Risk Assessment	Review on an annual basis	ADC	Annually	
Contact with falling trees and branches	Employees, volunteers and users can suffer fatalities and serious injuries if injured by a falling branch or tree	Trees inspected on a regular basis. Employee's/Volunteers trained in small tree felling techniques. Employee's/Volunteers trained in use of pole saw and its SSOW. Use of chain saws only by qualified employees/volunteers/contractors.	No Further action required			
Legionella	Users, employees or volunteers could	Showers to be run on regular intervals.	No further action required			

	contract legionella by inhaling water droplets from showers.	Toilet block water system drained down during winter period. Shower heads cleared of lime scale on a regular basis.				
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