**Robin Hood Activity Centre Risk Assessment Last Reviewed: 13/1/2025**

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| **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 | Car park and foot paths around the site maintained to be as even as possible.  Accessible parking close to the entrance to the building.  Lighting in and around the buildings.  Users are informed (through hire terms) to clean up spillages immediately and equipment provided to do this in all parts of the buildings.  Users are informed (through hire terms and site induction) to ensure that camping areas and buildings are kept clean and tidy.  Fencing maintained around areas on site where trip hazards are present, such as the wood pile and maintenance compound.  Mats at entrances to the main building to prevent water being carried in.  Corridors and walkways kept free from objects.  No trailing cables / leads.  Duty wardens to follow guidance on adverse weather. | Duty warden to report faults found to the Campsite Warden. | Duty Wardens | Ongoing |  |
| Work at height  e.g. changing light bulbs, clearing guttering, painting | Anyone working at height could suffer injuries, possibly serious should they fall | Appropriate ladders available for the task.  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. | No further action required |  |  |  |
| 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 heights.  Staff & volunteers are trained in accessing and working around on site equipment such as the gas tanks and sewage 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.  Skips located close to gate to prevent skip lorry driving around the site.  HGVs accessing the site for maintenance / deliveries are supervised by a warden.  Grass cutting to task place at times when minimal users are on site/ away from areas in use by users. All volunteers trained in the use of mowing equipment. | No further action required |  |  |  |
| Hazardous substances  e.g. cleaning substances | 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. | 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.  Flammable liquids correctly stored within the flambé liquid store. | No further action required |  |  |  |
| Electricity | 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). | 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.  Any excavation works to be planned with a cable detection tool used to locate underground services. | No further action required |  |  |  |
| Incorrectly 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 |  |  |  |
| Faulty equipment | Users, staff and volunteers could be injured by faulty equipment | Manuals/ instructions for use of equipment provided in the welcome folder.  Users to inform duty warden of damaged/ faulty equipment.  Wardens to secure/ dispose of faulty equipment and inform the lead warden. | 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 and sack trolleys are provided for staff / volunteer to use when moving materials / equipment around the camp site.  Where required the use of trailers can be used to move materials around the 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 | 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.  Follow adverse weather guidance for extreme wind events. | No Further action required |  |  |  |
| Legionella | Users or volunteers could contract legionella by inhaling water droplets from showers. | Showers to be run on regular intervals.  Toilet block water system drained down during winter period.  Shower heads cleared of lime scale on a regular basis.  Hot water circulation pump in use within the main building. | No further action required |  |  |  |