



# FRYLANDS WOOD SCOUT OUTDOOR CENTRE

## Generic Site Risk Assessment

### Introduction

At Frylands Wood, we make Health & Safety our priority to ensure visitors, members of the public, contractors, staff & volunteers have a safe experience at our Centre. In any environment, especially in a woodland environment offering adventurous activities, accidents will always occur, so we strive to do what is “reasonably practicable” to be as safe as possible.

The Health & Safety at Work Act provides the legal framework for prevention & consequences of accidents. The Act is put into practice by various other legal requirements, recommended best practices & methods, mainly overseen by the Health & Safety Executive. One of the fundamental principles of H&S is a Risk Assessment. A good risk assessment should look at the process that is being done & in line with any legal requirements or guidelines, identify any risk, identify ways in which the risk can be avoided completely and/or put measures in place to reduce the likelihood of the risk happening and/or provide equipment to reduce the severity of possible injury. It is also crucial to ensure the information in the risk assessment is passed onto the people involved in the process.

Risk assessments should not be done as a paperwork exercise & then gather dust on a shelf; they should be evolving documents that change when methods change and/or as lessons are learnt from incidents. At Frylands Wood, we have both an accident form & a near-miss form & encourage feedback to ensure we’re aware of issues so we can improve. After any incident, immediate action might be required but the redacted accident & near-miss forms are shared with the Centre’s Management Committee. Any changes or improvements are discussed & then the risk assessments are updated as required. Our risk assessments are also updated if the activity should change in anyway such as new equipment, recommendations for governing bodies etc. We do not however review each risk assessment on an annual basis as this is not required & becomes purely a paperwork exercise.

The grid below shows the method used for rating each risk. Ideally all risks should be reduced to a trivial or tolerable level, but in some circumstances a substantial or intolerable risk could be reduced to an acceptable moderate level. Activities that give a substantial or intolerable risk after control methods have been applied, are not allowed to proceed. Not putting control measures in place can also make an activity unacceptably risky.

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

Activity: Generic Risks		Reviewed By: Barry Goswell					Updated: Apr 2023		
		Reviewed if methods change and/or after incidents, NOT reviewed annually							
Hazard	Who is at risk	Before Control Measures			Existing Control Measures	After Control Measures			
		Likelihood 1-3	Severity 1-3	Risk Rating		Likelihood 1-3	Severity 1-3	Risk Rating	
<b>Accidents and First Aid</b>									
Accidents, general	Staff & users	2	3	6	<ul style="list-style-type: none"> <li>• Safety information available on website</li> <li>• Relevant safety information sent at time of booking or referred to website</li> <li>• Day visitors &amp; contractors are given a welcome briefing</li> <li>• Residential visitors are given a welcome pack which includes rules, contingency plan etc</li> <li>• Staff &amp; volunteers have an induction &amp; relevant training</li> <li>• Any faults should be reported to the Duty Manager</li> </ul>	1	3	3	
First Aid required	Staff, users & general public	2	3	6	<ul style="list-style-type: none"> <li>• Full-time staff are trained to either First Aid at Work, Outdoor First Aid Level 3 standard or higher\equivalent</li> <li>• All volunteer Service Crew have Scout First Response training or equivalent</li> <li>• Groups are responsible for having their own First Aid kit</li> <li>• All staff on site are first aid trained and large First Aid kits are available at Reception, Providore &amp; Crew Hut</li> <li>• First aid bags taken to activity sessions or readily available close by</li> <li>• Red break off tags indicate the kit or bag hasn't been opened since it's last inspection &amp; the date is the expiry date of the earliest item to go out of date, check kit before use if tags is missing</li> <li>• First aid bags &amp; kits are check on a quarterly basis &amp; results logged</li> <li>• All Site Crew aware of site emergency plan and carry a site radio</li> </ul>	2	2	4	
Hit by vehicle	Staff, users &	2	3	6	<ul style="list-style-type: none"> <li>• 5 mph site speed limit with signs displayed</li> <li>• Barriers &amp; signs put in place to direct traffic</li> </ul>	1	3	3	

	general public				<ul style="list-style-type: none"> <li>• Designated barriered paths alongside the car park</li> <li>• Gates in place to stop traffic leaving the car park</li> <li>• Only authorised users' vehicles allowed on site</li> <li>• No users to drive on camping pitches</li> <li>• Headlights to be on when driving on site past the car park</li> <li>• Site vehicles to have flashing orange beacons where possible</li> </ul>			
<b>Slips, Trips &amp; Falls</b>								
Slip hazards	Staff, users & general public	2	2	4	<ul style="list-style-type: none"> <li>• Advise visitors to take extra care during heavy rain, ice &amp; snow when the ground is slippery</li> <li>• Wet floor signs put out during cleaning or for spillages</li> <li>• Matting or plastic walkways available in some areas or cordon off from use</li> <li>• Gritting possible but only in critical areas</li> </ul>	1	2	2
Trip hazards	Staff, users & general public	2	2	4	<ul style="list-style-type: none"> <li>• Visual checks of frequently used areas &amp; main paths on a regular basis</li> <li>• Equipment to be returned to store when not in use. Kept tidy when in use</li> <li>• Work areas cordoned off if required</li> <li>• We ask visitors to report anything potentially dangerous they see</li> </ul>	1	2	2
Falls	Staff, users & general public	2	3	6	<ul style="list-style-type: none"> <li>• Areas with potential fall risks, such as climbing tower or assault course, are fenced off with lockable gates</li> <li>• Gates kept locked when not in use</li> <li>• Visual checks of fences, gates &amp; manhole covers on a regular basis</li> </ul>	1	3	3
Sharp rocks, pieces of glass, nails and other litter	Staff, users & general public	2	2	4	<ul style="list-style-type: none"> <li>• Visual checks on a regular basis</li> <li>• Campfire areas cleared of nails</li> <li>• We ask for litter to be placed in bins. Report any litter or kindly pick up</li> </ul>	1	2	2
<b>Forest &amp; Grounds</b>								
Hit by falling branches or tree	Staff, users & general public	1	3	3	<ul style="list-style-type: none"> <li>• Full site tree checks every 6 months</li> <li>• Ongoing woodland management plan</li> <li>• Dangerous trees/branches cordoned off until dealt with</li> </ul>	1	3	3

Poisoning	Staff, users & general public	1	3	3	<ul style="list-style-type: none"> <li>• Any natural material can cause an allergic response or be poisonous</li> <li>• Latex balloons used on Archery range so severe latex allergy sufferers should be aware</li> <li>• Products containing peanut on sale in Providore so nut allergy sufferers should be aware</li> <li>• Nut allergy sufferers should be aware there are Chestnut &amp; other nut producing trees on site</li> <li>• COSHH sheets reviewed &amp; available for materials used on site</li> </ul>	1	3	3
Animal attack	Staff, users & general public	1	2	2	<ul style="list-style-type: none"> <li>• No dog policy</li> <li>• Dogs are allowed on the public footpath that runs through the site, but we request they are kept on a lead</li> <li>• There are no dangerous animals on site however any animal will defend itself if provoked or attacked. Users should be reminded this is the wildlife's home first</li> </ul>	1	2	2
Restricted areas	Staff, users & general public	2	2	4	<ul style="list-style-type: none"> <li>• Some areas of the Centre are out of bounds, such as Service Yard, Crew Hut, Tree Reasons Woodyard, Manager's house &amp; garden</li> <li>• Appropriate signage in place</li> <li>• Multiple users may be at the Centre at the same time. Users should not enter an area that is occupied by another group</li> </ul>	1	1	1
<b>Control of Substances Hazardous to Health</b>								
Chemical or corrosive burns	Staff, users & general public	1	2	2	<ul style="list-style-type: none"> <li>• Cleaning &amp; maintenance products kept in locked storage cupboards &amp; should not be left unattended when not in use</li> <li>• COSHH sheets reviewed &amp; available for materials used on site</li> </ul>	1	2	2
<b>Fire Safety</b>								
Burns from open fire	Staff & users	2	3	6	<ul style="list-style-type: none"> <li>• Ground fires are allowed so there is the potential for fire to spread</li> <li>• Users should have their own Risk Assessment for campfires &amp; cooking</li> <li>• A fire bucket of water or sand should be next to each fire</li> </ul>	1	3	3

					<ul style="list-style-type: none"> <li>• Fires should be made in existing fire pits or campfire circles.</li> <li>• Fires should not be excessive in size</li> <li>• Fires should not be left unattended &amp; put out completely when finished</li> <li>• Fire extinguishers &amp; fire blankets are available at the office &amp; campfire circle</li> </ul>			
<b>Electrical Safety</b>								
Fixed electrics	Staff & users	1	3	2	<ul style="list-style-type: none"> <li>• Site electrics are subject to statutory 5-year testing to the current standard by an external company</li> <li>• Any faults should be reported to the Duty Manager</li> <li>• External electrical sockets should be kept switched off at the fuse board where possible</li> <li>• External sockets should only be used with permission from the Duty Manager</li> </ul>	1	3	3
Portable electrical equipment	Staff & users	1	3	3	<ul style="list-style-type: none"> <li>• Site equipment is PAT tested every two years by an external company</li> <li>• Any faults should be reported to the Duty Manager</li> <li>• Equipment brought on site should be PAT tested</li> <li>• Equipment brought on site is used entirely at their own risk</li> </ul>	1	3	3
<b>Gas safety</b>								
Building gas for cookers	Staff, users & general public	1	3	3	<ul style="list-style-type: none"> <li>• Landlord gas safety checks done annually by an external company</li> <li>• Gas bottles should only be changed by site staff who have been deemed competent. Leak detection fluid used each time a bottle is changed</li> <li>• When not in use, gas bottles should be turned off via the lid of the storage cupboard &amp; the internal safety valve should be closed</li> <li>• Any faults should be reported to the Duty Manager</li> </ul>	1	3	3
Gas for sale	Staff, users & general public	1	3	3	<ul style="list-style-type: none"> <li>• Gas for sale stored in a locked building with appropriate signage separate from other buildings</li> </ul>	1	3	3
Portable gas equipment	Staff, users & general public	1	3	3	<ul style="list-style-type: none"> <li>• Equipment brought on site should be Gas Safe tested</li> <li>• Equipment brought on site is used entirely of their own risk</li> </ul>	1	3	3

<b>Hygiene</b>								
Spread of Infection	Staff & users	2	3	6	<ul style="list-style-type: none"> <li>• Toilets checked a minimum of twice daily &amp; cleaned if required.</li> <li>• Cleaned morning &amp; \or evening depending on number of visitors.</li> <li>• Visitors to report any empty toilet rolls etc &amp; anything that need to be cleaned urgently</li> <li>• Users with diarrhoea &amp; \or vomiting should be encouraged to return home to prevent spread</li> </ul>	1	3	3
Rubbish	Staff & users	2	2	4	<ul style="list-style-type: none"> <li>• Rubbish attracts rodents &amp; animals so should be kept in secure bins &amp; placed in main site bins ASAP</li> </ul>	1	2	2
<b>Food Hygiene</b>								
Storage of food	Staff & users	2	2	4	<ul style="list-style-type: none"> <li>• Fridges &amp; freezers available in accommodation blocks &amp; in the "Freezer Room" for campers &amp; day visitors</li> <li>• Fridges &amp; freezers recorded regularly when in use</li> <li>• Any faults should be reported to the Duty Manager</li> <li>• Food attracts rodents &amp; animals so should be kept in secure container</li> </ul>	1	2	2
Out of date stock	Staff, users & general public	2	2	4	<ul style="list-style-type: none"> <li>• Regular date checks done by Providore &amp; catering teams</li> </ul>	1	2	2
<b>Hazardous Buildings/Glazing</b>								
Cuts from broken windows	Staff & users	1	2	2	<ul style="list-style-type: none"> <li>• Toughened or safety glass is used where appropriate to current standard</li> <li>• Report any breakages immediately to the Duty Manager</li> </ul>	1	2	2
<b>Lighting</b>								
Reduced lighting increasing risk of accidents generally	Staff, users & general public	2	2	4	<ul style="list-style-type: none"> <li>• Permanent floodlights set up on timers or sensors around frequently used areas</li> <li>• Additional floodlights available for some activities &amp; during large events</li> <li>• Adequate lighting in all buildings</li> <li>• Any faults should be reported to the Duty Manager</li> </ul>	1	2	2
<b>Child Protection</b>								
Child Protection	Staff & users	1	3	3	<ul style="list-style-type: none"> <li>• All staff aged 18 or over are DBS cleared</li> <li>• All staff, including under 18s, work to the Scout Association safeguarding policies</li> </ul>	1	3	3

					<ul style="list-style-type: none"> <li>• Minimum of two young people with each adult (never one child with one adult)</li> <li>• Whenever possible, two adults per activity group</li> <li>• Separate toilets &amp; showers available for children &amp; adults</li> <li>• With the exception of the designated public footpath, EVERYONE on site should have a Frylands Wood wristband or Centre uniform</li> <li>• Immediately report anyone not wearing a wristband or not in uniform to a member of staff</li> <li>• If children are on site, any non-DBS cleared contractors, e.g. maintenance engineers, should be accompanied by a DBS cleared adult</li> </ul>			
<b>Personal Safety</b>								
Physical & Verbal abuse	Staff & users	1	3	3	<ul style="list-style-type: none"> <li>• Physical &amp; verbal abuse will not be tolerated</li> <li>• After a polite warning, the “abuser” will be asked to leave the activity or area</li> <li>• If necessary, after consultation with the Duty Manager, the “abuser” will be asked to leave the Centre</li> </ul>	1	3	3
Trespassing	Staff & users	1	3	3	<ul style="list-style-type: none"> <li>• With the exception of the designated public footpath, EVERYONE on site should have a Frylands Wood wristband or Centre uniform</li> <li>• Trespassing is usually unintentional as they have strayed from the public footpath that runs through the site. So, the person(s) should be asked politely to leave or return to the path</li> <li>• If they refuse to leave, call the Police on 999 or 112 immediately &amp; then inform the Duty manager</li> <li>• DO NOT attempt to remove the person or put yourself in danger</li> </ul>	1	3	3

**All the items below were considered in this checklist and weren't considered a risk at the time of the assessment:**

Plant and Machinery (only used during maintenance or projects which would be risk assessed separately)

Manual Handling (no generic risk from just being on site, risks assessed within each activity)

Display Screen Equipment (only used in Office so not a generic risk)