

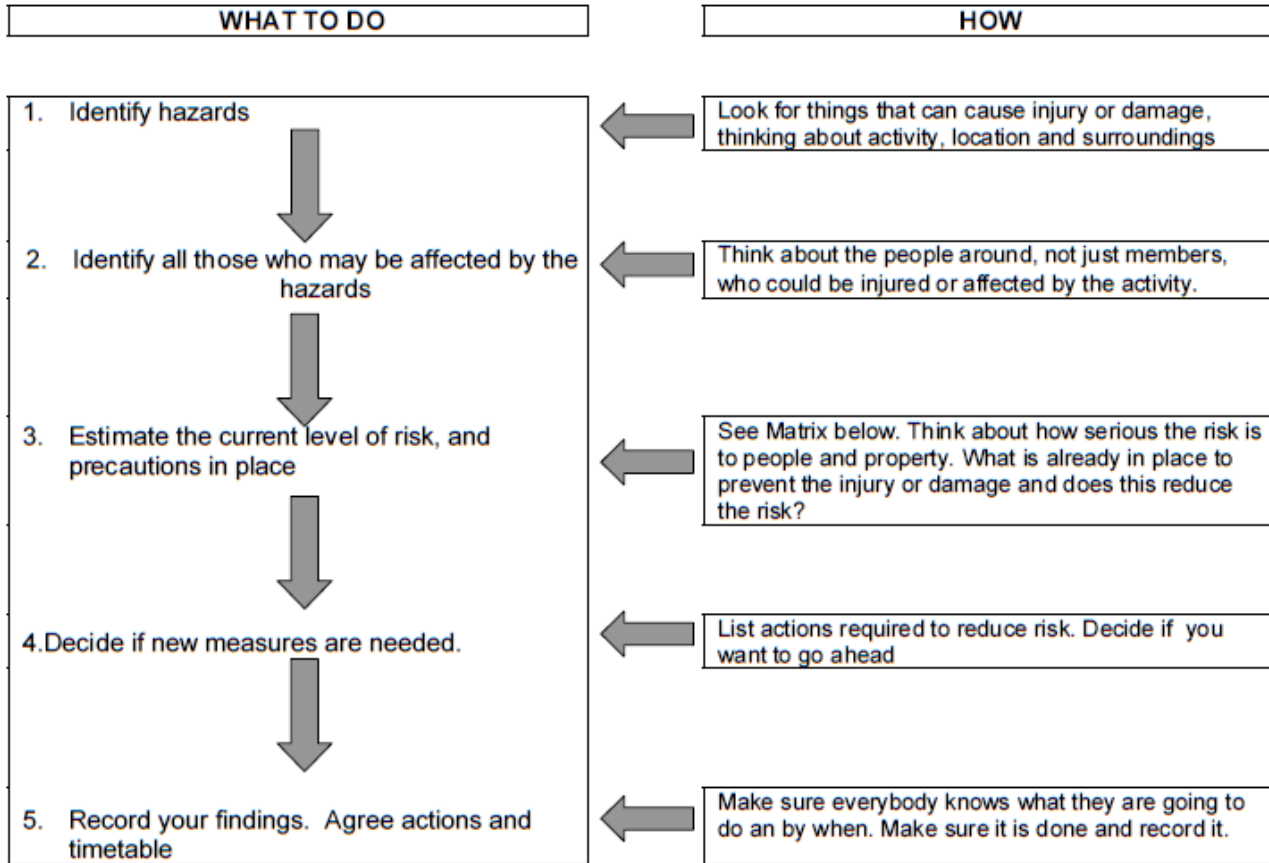
Risk Assessment Form - Pettypool Sites

Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Vehicles entering and leaving the site colliding with site users.	All participants and leaders	One way system in place from Lodge Car Park. Entrance and exit to site controlled by personnel nominated by leader of the activity.	M	Large events (over 30) must have full car parking team in place. The team will control the flow of traffic on site and down the drive at the start and end of events Reception/waiting areas must be designated away from car park	Booking sec to notify users of responsibilities	
Aerial runway <ul style="list-style-type: none"> ○ Falling off equipment ○ Use without adult supervision 	Users	Notices giving rules for use of equipment	L	Activity equipment must be supervised by adult when in use. Equipment inspected annually by independent professional	Visual check, notices, padlocks in place, weekly. Pettypool Team	Annual Wickstead Inspection
Activity areas <ul style="list-style-type: none"> ○ Falling off equipment ○ Use without adult supervision 	Users	Notices giving rules for use of equipment	L	Use of all activity equipment must be supervised by an adult Equipment inspected annually by independent professional Site users to report any concerns and tape off any areas that become damaged until repairs can be made	Visual check, notices in place, weekly. Pettypool team	Annual Wickstead Inspection.
Machinery, tools, hazardous liquids used by maintenance team. Risk of harm due to incorrect use	Site users	All maintenance equipment should be locked in secure garage when site is in use	L	Site users to notify Pettypool Staff if any maintenance equipment has been left out in error.	Maintenance equipment etc to be locked away or secured	Weekly check by Pettypool team

Gas cylinders - incorrect use	Site users	Site cylinders kept in locked cage	L	Site users to be responsible for their own cylinders brought onto site		
Fire	Site users	All buildings have appropriate fire extinguishers. The Lookout and Lodge have electric fire systems. Fire water bins on site	L	Inspection annually Alarm serviced by external supplier every 6 months All fire extinguishers serviced annually.		
Electricity faults	Site users	Qualified electricians used for all repairs	L	Regular visual checks Full inspection every 5yrs	Serviced in March 2016	Inspection due on completion of building work 2022
Trees Branches falling	Site users	Regular woodland visual inspection by Pettypool Team, extra checks following high winds Notices to advise site users not to use the woods in windy conditions Regular maintenance and checks by professional tree surgeon	L	Site users to notify Pettypool staff if they find trees needing attention Unsafe areas may be taped off by site users. Warning tape available in Warden's Hut	Regular maintenance by qualified tree surgeon. Annual Spring review. Inspection following sever weather.	Ongoing



RISK MANAGEMENT



RISK ASSESSMENT MATRIX

Severity \ Likelihood	Slight Harm superficial injuries, minor cuts and bruises	Harmful minor fractures, ill health leading to minor disability	Extremely Harmful multiple injuries, major fractures, fatalities
UNLIKELY Rarely happens	LOW	LOW	MEDIUM
LIKELY Often happens	LOW	MEDIUM	HIGH
VERY LIKELY Nearly always happens	MEDIUM	HIGH	HIGH

Helpful websites www.Girlguiding.org.uk

www.hse.gov.uk