

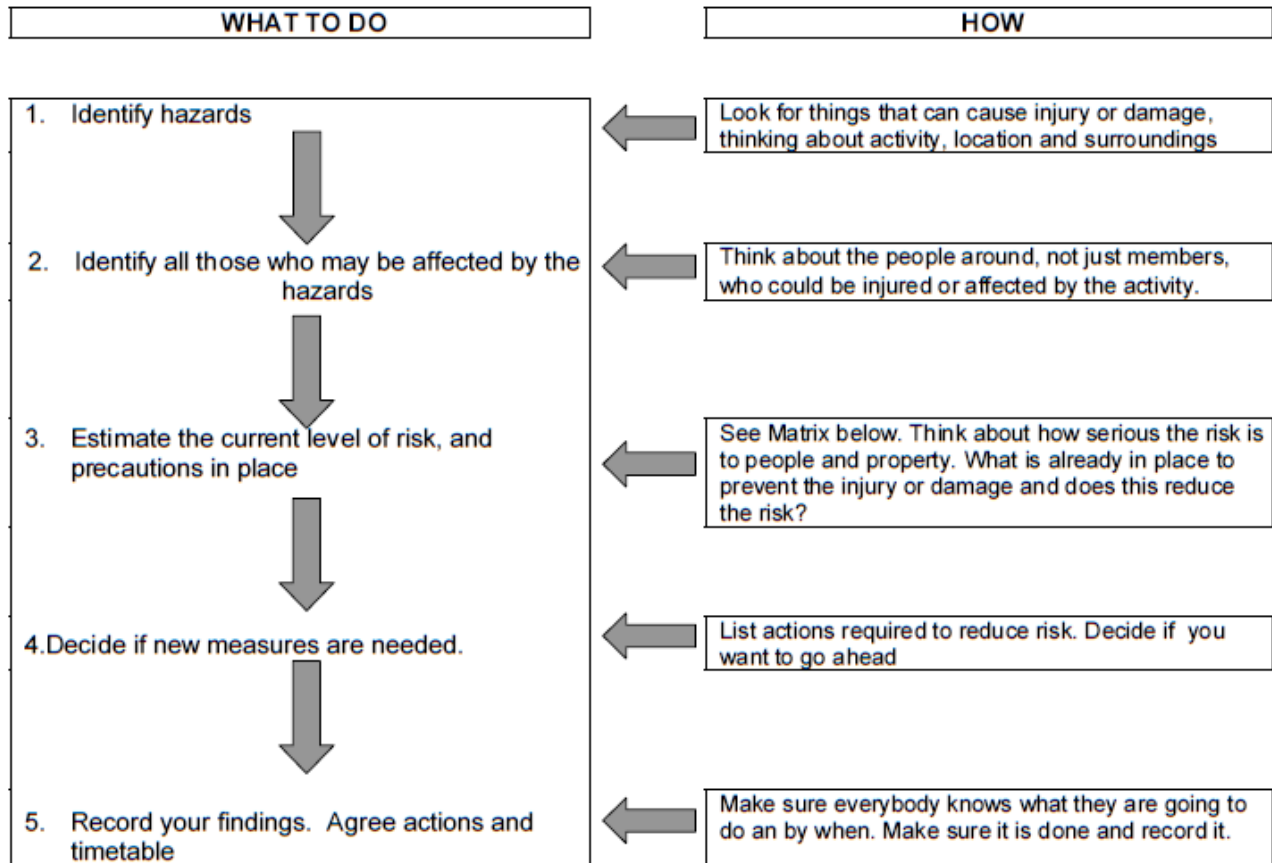
Risk Assessment Form - Pettypool Sites

| 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 of equipment and notices, 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 of equipment and 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 | Site users | Site cylinders kept in locked cage | L | Site users to be responsible for their own cylinders brought onto site | Visual check by Pettypool team | Ongoing |
| 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. | Extinguishers serviced August 2023. Fire RA for buildings completed Aug 2023. | Next service due Aug 2024 Review and update Aug 2024 |
| Electricity faults | Site users | Qualified electricians used for all repairs | L | Regular visual checks Full inspection every 5yrs | Lodge - electrical inspection Aug 2023 Lookout - building completed 2020 | Lodge inspection due 2028 Lookout inspection due 2025 |
| 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 severe weather by Pettypool team. | 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