



Pettypool Site Risk Assessment

Hazard	Who is affected?	What controls are in place?	Risk Level	Are further controls necessary?	Action by and date	Review by and Date
Vehicles entering and leaving the site, colliding with site users	All participants and Leaders	One way system in place from Lodge carpark. Entrance and exit to site controlled by personnel nominated by leader of the activity.	M	Large events (over 30 participants) 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 secretary to notify users of responsibilities.	Ongoing
Aerial Runway <ul style="list-style-type: none"> Falling off equipment Use without adult supervision 	Site Users	Notices giving rules for the use of equipment	L	Activity equipment must be supervised by an adult when in use. Equipment inspected annually by independent professional.	Visual check of equipment and notices in place, weekly by Pettypool maintenance team.	Annual Wickstead Inspection
Activity Areas <ul style="list-style-type: none"> Falling off equipment Use without adult supervision 	Site Users	Notices giving rules for the 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 and concerns and tape off any area that become damaged until repairs can be made.	Visual check of equipment and notices in place, weekly by Pettypool maintenance team.	Annual Wickstead Inspection
Machinery, tools, hazardous chemicals used by maintenance team. Risk of harm due to incorrect use.	Site Users	All maintenance equipment should be locked in secure garage when site not in use.	L	Site users to notify Pettypool staff if any maintenance equipment had been left out in error.	Maintenance equipment to be locked away or secured.	Weekly check by Pettypool maintenance team.
Gas Cylinders	Site Users	Site cylinders kept in locked cage.	L	Site users responsible for their own cylinders brought onto site	Visual checks by Pettypool team. Cylinders changed by independent personnel.	Ongoing

Fire	Site Users	All buildings have appropriate fire extinguishers. The Lookout, Willow View and The Lodge have electric fire systems. Fire water buckets on site. Evacuation notices in each building.	L	Inspection annually, alarm serviced by external supplier every 6 months. All fire extinguishers serviced annually. Fire Risk assessment completed for each building.	Extinguishers serviced annually. Fire alarm serviced annually. Fire Risk assessments reviewed annually	Ongoing
Electrical Faults	Site Users	Qualified electricians used for all repairs.	L	Regular visual checks, PAT testing and full fixed wiring inspection every 5 years	Suitably qualified and experienced (SQUEP) External independent contractors used	Ongoing
Trees, branches falling	Site Users	Regular woodland visual inspection by Pettypool maintenance 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 Wardens Cabin.	Regular maintenance by qualified tree surgeon. Annual spring review inspection and following sever weather by maintenance team.	Ongoing