



Risk Assessment: General site use

Event/Activity (brief description): Northern Heights Site - General site risk assessment					Date: 09/01/2023	
Hazards <i>What could cause harm or damage?</i>	Who or what is at risk of being affected and how?	What are you already doing? <i>How have you reduced the risk already?</i>	Likelihood of Risk Occurring (L / M / H)	Severity of Risk (L / M / H)	Are further controls necessary? <i>What else needs to happen to reduce the risk to an acceptable level?</i>	Action by: name & date
Access, security and vehicles						
Members of public gaining access illegally.	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> Fencing along perimeter with access gates closed except at times when clients are arriving and departing. Signs on southern boundary fence warning people not to trespass. Lodge gate closed and signed as 'private'. 	L	L	-	Warden, Site users
Vehicles on site	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> Gates kept closed to discourage unnecessary traffic. Group leaders allowed to park in top carpark. Warden to inform group leader of responsibilities whilst driving on site (ie: be aware of their chn and also chn who may be visiting from other groups. Parent drop-offs to occur in main carpark. Deliveries made when clients are not on site where possible. Access road between 2 gates has a 10mph sign and users are required to open and close all gates behind them. 	L	H		Warden, Site users

Risk of injury from cars entering site	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors, parents of visiting children	<ul style="list-style-type: none"> • Speed bump • Speed bump signage • Speed limit signage in car park 	L	H		Warden
Contractors on site	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Contractors to adhere to their own H&S requirements. • Contractors informed when clients are on site. • Clients informed when contractors are on site. 	L	M		Warden
Fire						
Camp fire +camping fire places + bbq - danger of catching fire	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Group leader to supervise fire. • Water available • Appropriate firewood made available in wood stores. • Fire to be extinguished at end of session. Water cans topped up by firepit or group alerted to where they can access water cans and fill as needed. • See NH Schools Firepit Policy with reference to school groups. 	L	H		Warden, site users
In case of fire	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Evacuation point for EH and FS is the flagpole. • Evacuation point for Blackthorn is the main car park. 	L	H		All site users
Smoking policy	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Smoking points: top car park for EH & FS. By BT store for BT. • Designated refuse point for cigarette butts found at these smoking points. 	L	M		All site users
Water						
Pond area - risk of drowning	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Chn are informed of the dangers in the pond area. • Chn are always supervised by an adult leader in the pond area. • Top pond is fenced off from access. 	L	H		Group leaders

		<ul style="list-style-type: none"> • Life-saving shepherd's crock installed by lower pond on both sides. • Group leaders informed when pond is frozen so precautions can be taken to avoid children walking on the ice. • Hygiene - hand sanitizer available to those borrowing pond dipping resource box. • Fletchers Field is accessed via one of 3 gates at the north end. Each gate has a sign stating that all children must be accompanied by an adult before entering. • Children pond dipping should be monitored by leaders to ensure crowding at the water's edge does not result in children falling into the water. 				
Tripping/falling off bridges on site	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Bridges have anti slip grips OR • Bridges have hand rail 	M	L		Warden
Weather						
Sunburn	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • In the warm weather months children are encouraged to bring lotion. • Children are kept predominantly in the shade during hot weather. • Children wear sun hats and caps. 	L	L		Group leaders
Dehydration	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Access to water on site. • Group leaders responsible for keeping children hydrated. 	L	L		Group leaders
Being struck by lightning.	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	It is advised that woodland sessions should not take place when there is an electric storm in progress.	L	H		Group leaders

Slipping on ground due to wet and/or mud	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Chn wear wellies or other spare footwear off the made paths. • Chn informed area may be slippery. 	M	L		Group leaders
Frost/Snow on ground causing slipperiness	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Chn warned of possible slippery ground underfoot. 	L	L		Group leaders
Cold weather	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Group leader responsible for monitoring their children in cold conditions. • Chn should wear appropriate clothing including hats and gloves. • If temperatures exceed limitations of warm clothing chn should return to the building. 	L	L		Group leaders
Specific locations or activities						
Workshop & Yard	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Workshop area signed and chained-off for restricted access. 	L	L		Warden
Fletchers Field - activity equipment requiring instructors and or briefing to be used safely	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Gates at all entrances to Fletchers Field. • Signs on gates requiring that children only access Fletchers Field when accompanied by a group leader. • Where possible equipment is locked. • Groups warned if archery range is in operation. • Archery range overshoot area gates locked during sessions. 	M	L		Warden, instructors, Group leaders
Tyre swing/ rope ladder	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Health of trees monitored. • Condition of chain, tyre, ladder, ropes and fixings monitored on a monthly basis. 	L	M		Group leaders

Flag pole and anchoring cabling	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Flagpole positioned on field away from main throughfares. • Bolts checked on a monthly basis. 	L	L		Warden
Ditch Walk	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • May be slippery, trip hazards, • Steps maintained at entry and exit points. • Blackthorn and hawthorn thorns may cause minor injury - alert chn to be mindful of where they put hands and feet. • Groups warned of head height obstacles. 	L	L		Warden, Group leaders
Pond Circular walk - falling down bank & danger of drowning	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Steep steps on NE corner of pond. Young children may need help. • Chn should be accompanied by a leader during any pond perimeter walk. 	L	H		Group leaders
Holly Walk - access to busy road and fast moving traffic.	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Bolted unless group leader requires access. • Warning of fast cars at north end and pavement on other side. 	L	M		Warden, Group leaders
100 Year Woods - slips/trips, low branches, entrance gate	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Path is clearly defined. • Group is briefed on 100 Year Woods activities prior to entry. • Woods are locked until briefing has taken place. • Supervised access. 	L	L		Warden, Group leaders
First aid and incident management						
First aid	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Group leader responsible for provision of first aid materials and provision of first aid for their group. • NH provides first aid for instructor led activities and site staff and volunteers • Any first aid required as a consequence of issues with the premises must be notified to the site contact. 	M	L		Warden, Group leaders

Fatality or serious injury	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Group Leader to hold health information for all in their group so that activities and programmes are suitable. • Procedures: • Uninjured children to be removed from vicinity with at least 1 adult. • Most appropriate adult/s to assess first aid procedures, phone 999 Or 112 for Police and Ambulance. • Site warden to be notified • Site committee to be informed following the incident 	L	H		All site users
Animals and insects						
Rubbish being left on site attracting animals to human food	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Rubbish collection procedure clearly explained to clients when on site. • Fortnightly or more regular litter picking check. • Warden to ensure no rubbish is left outside. 	L	L		Warden, Group leaders
Bee stings	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	Group leader responsible for first aid and provision of an EpiPen where appropriate.	L	L		Group leaders
Other bites and stings (including Lyme Disease caused by deer tick bites)	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	• Chn wear long sleeved tops and trousers in the woods if playing in the woods or where there is long grass.	L	M		Group leaders
Animal faeces	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	Chn to wash their hands at the end of each session in the woods and/or before consuming any food.	L	M		Group leaders
Flora and forna / environmental						
Trip/slip hazards (i.e.: roots and path edges)	Children, leaders, volunteers, site committee & trustees, warden (+ warden's	<ul style="list-style-type: none"> • There are paths in place within the woods that allow clear passage through. • Timber paths have non-slip 	M	L		Warden, Group leaders

	family)	<p>precautions in place.</p> <ul style="list-style-type: none"> • Other routes and animal trails are not maintained. • Users are reminded to be aware of where they are walking • First Aid kit in every building, checked twice a year and stocks replenished. 				
Significant dead/hanging branches still in tree canopies or falling to ground	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • After high winds a risk assessment is carried out to identify any new dangers that may have arisen. • Constant appraisal by Warden as to whether action should be taken • Recommend groups do not go near trees in high winds (if gusts of 40mph or more). 	M	M		Warden, Group leaders
Stinging nettles stings	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Group leader informed of some nettles being present in the woods. • Chn wear long sleeved tops and trousers in the woods if venturing off the laid paths. 	M	L		Warden, Group leaders
Fauna - animals show aggression to protect themselves, family and home.	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> • Chn are educated that they share the space with animals. • Chn encouraged to respect animals and not cause damage to nests/burrows/dens etc. 	L	L		Group leader
Hogweed and other potentially dangerous plants	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> • Warden or other authorised person to monitor extent of growth and spread. • Spray killing schedule implemented where necessary. 	L	M		Warden

Risk Assessment Completed By:	Alison Nugent - Site committee Chair	Date completed:	09/01/2023
Risk Assessment Approved By:	Northern Heights Site Committee - 9/1/23	Risk Assessment due for Review:	09/01/2024

