



## Risk Assessment: General site use

Event/Activity (brief description): Northern Heights Site - General site risk assessment					Date: 01/04/2026	
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
<b>Access, security and vehicles</b>						
Members of public gaining access illegally.	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> <li>Fencing along perimeter with access gates closed except at times when clients are arriving and departing.</li> <li>Signs on southern boundary fence warning people not to trespass.</li> <li>Lodge gate closed and signed as 'private'.</li> </ul>	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"> <li>Gates kept closed to discourage unnecessary traffic.</li> <li>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).</li> <li>Parent drop-offs to occur in main carpark.</li> <li>Deliveries made when clients are not on site where possible.</li> <li>Access road between 2 gates has a 10mph sign and users are required to open and close all gates behind them.</li> </ul>	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"> <li>• Speed bump</li> <li>• Speed bump signage</li> <li>• Speed limit signage in car park</li> </ul>	L	H		Warden
Contractors on site	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> <li>• Contractors to adhere to their own H&amp;S requirements.</li> <li>• Contractors informed when clients are on site.</li> <li>• Clients informed when contractors are on site.</li> </ul>	L	M		Warden
<b>Fire</b>						
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"> <li>• Group leader to supervise fire.</li> <li>• Water available</li> <li>• Appropriate firewood made available in wood stores.</li> <li>• 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.</li> <li>• See NH Schools Firepit Policy with reference to school groups.</li> </ul>	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"> <li>• Evacuation point for EH and FS is the flagpole.</li> <li>• Evacuation point for Blackthorn is the main car park.</li> </ul>	L	H		All site users
Smoking policy	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> <li>• Smoking points: top car park for EH &amp; FS. By BT store for BT.</li> <li>• Designated refuse point for cigarette butts found at these smoking points.</li> </ul>	L	M		All site users
<b>Water</b>						
Pond area - risk of drowning	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> <li>• Chn are informed of the dangers in the pond area.</li> <li>• Chn are always supervised by an adult leader in the pond area.</li> <li>• Top pond is fenced off from access.</li> </ul>	L	H		Group leaders

		<ul style="list-style-type: none"> <li>• Life-saving shepherds crock installed by lower pond on both sides.</li> <li>• Group leaders informed when pond is frozen so precautions can be taken to avoid chn walking on the ice.</li> <li>• Hygiene - hand sanitizer available to those borrowing pond dipping resource box.</li> <li>• 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.</li> <li>• Chn pond dipping should be monitored by leaders to ensure crowding at the water's edge does not result in children falling into the water.</li> </ul>				
Tripping/falling off bridges on site	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> <li>• Bridges have anti slip grips</li> <li>OR</li> <li>• Bridges have hand rail</li> </ul>	M	L		Warden
<b>Weather</b>						
Sunburn	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> <li>• In the warm weather months chn are encouraged to bring lotion.</li> <li>• Chn are kept predominantly in the shade during hot weather.</li> <li>• Chn wear sun hats and caps.</li> </ul>	L	L		Group leaders
Dehydration	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> <li>• Access to water on site.</li> <li>• Group leaders responsible for keeping chn hydrated.</li> </ul>	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"> <li>• Chn wear wellies or other spare footwear off the made paths.</li> <li>• Chn informed area may be slippery.</li> </ul>	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"> <li>• Chn warned of possible slippery ground underfoot.</li> </ul>	L	L		Group leaders
Cold weather	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family)	<ul style="list-style-type: none"> <li>• Group leader responsible for monitoring their children in cold conditions.</li> <li>• Chn should wear appropriate clothing including hats and gloves.</li> <li>• If temperatures exceed limitations of warm clothing chn should return to the building.</li> </ul>	L	L		Group leaders
<b>Specific locations or activities</b>						
Workshop & Yard	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> <li>• Workshop area signed and chained-off for restricted access.</li> </ul>	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"> <li>• Gates at all entrances to Fletchers Field.</li> <li>• Signs on gates requiring that children only access Fletchers Field when accompanied by a group leader.</li> <li>• Where possible equipment is locked.</li> <li>• Groups warned if archery range is in operation.</li> <li>• Archery range overshoot area gates locked during sessions.</li> </ul>	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"> <li>• Health of trees monitored.</li> <li>• Condition of chain, tyre, ladder, ropes and fixings monitored on a monthly basis.</li> </ul>	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"> <li>• Flagpole positioned on field away from main thoroughfares.</li> <li>• Bolts checked on a monthly basis.</li> </ul>	L	L		Warden
Ditch Walk	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> <li>• May be slippery, trip hazards,</li> <li>• Steps maintained at entry and exit points.</li> <li>• Blackthorn and hawthorn thorns may cause minor injury - alert chn to be mindful of where they put hands and feet.</li> <li>• Groups warned of head height obstacles.</li> </ul>	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"> <li>• Steep steps on NE corner of pond. Young children may need help.</li> <li>• Chn should be accompanied by a leader during any pond perimeter walk.</li> </ul>	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"> <li>• Bolted unless group leader requires access.</li> <li>• Warning of fast cars at north end and pavement on other side.</li> </ul>	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"> <li>• Path is clearly defined.</li> <li>• Group is briefed on 100 Year Woods activities prior to entry.</li> <li>• Woods are locked until briefing has taken place.</li> <li>• Supervised access.</li> </ul>	L	L		Warden, Group leaders
<b>First aid and incident management</b>						
First aid	Children, leaders, volunteers, site committee & trustees, warden (+ warden's family), contractors	<ul style="list-style-type: none"> <li>• Group leader responsible for provision of first aid materials and provision of first aid for their group.</li> <li>• NH provides first aid for instructor led activities and site staff and volunteers</li> <li>• Any first aid required as a consequence of issues with the premises must be notified to the site contact.</li> </ul>	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"> <li>• Group Leader to hold health information for all in their group so that activities and programmes are suitable.</li> <li>• Procedures:</li> <li>• Uninjured children to be removed from vicinity with at least 1 adult.</li> <li>• Most appropriate adult/s to assess first aid procedures, phone 999 Or 112 for Police and Ambulance.</li> <li>• Site warden to be notified</li> <li>• Site committee to be informed following the incident</li> </ul>	L	H		All site users
<b>Animals and insects</b>						
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"> <li>• Rubbish collection procedure clearly explained to clients when on site.</li> <li>• Fortnightly or more regular litter picking check.</li> <li>• Warden to ensure no rubbish is left outside.</li> </ul>	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)	<ul style="list-style-type: none"> <li>• Chn wear long sleeved tops and trousers in the woods if playing in the woods or where there is long grass.</li> </ul>	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
<b>Flora and forna / environmental</b>						
Trip/slip hazards (i.e.: roots and path edges)	Children, leaders, volunteers, site committee & trustees, warden (+ warden's	<ul style="list-style-type: none"> <li>• There are paths in place within the woods that allow clear passage through.</li> <li>• Timber paths have non-slip</li> </ul>	M	L		Warden, Group leaders

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

<b>Risk Assessment Completed By:</b>	Jess Kelly - Site committee Chair	<b>Date completed:</b>	16/03/2026
<b>Risk Assessment Approved By:</b>	Northern Heights Site Committee - 23/3/26	<b>Risk Assessment due for Review:</b>	01/04/2027

