

**Title:** Generic Site Risk Assessment

**Date of Assessment:** 2<sup>nd</sup> July 2020

**Risk Assessor:** Susan Newton



Eaton Vale Scout and Guide Activity Centre is a 13.5 acre site located on the outskirts of Norwich. We have facilities for camping, indoor accommodation alongside a range of water and land based activities.

**Hazard: Fire damaged building**

**Control measures**

1. Building will be sectioned off and guests are not to cross barriers markers
2. Groups will be advised of any contract work that is taking place that may mean barrier markers need to be opened to allow access to the building.
3. Only approved contractors are to enter the building.

**Hazard: Slips, Trips and Falls.**

**Control measures**

4. Users responsible for the safety of group members for the duration of their stay and supervise them as appropriate.
5. Centre will maintain the site to reduce trip hazards in line with the type of site (outdoors with hills and grass)
6. Wet floor signs will be used across the site as appropriate

**Hazard: Fire**

**Control measures**

1. All users advised of Fire Procedure for site upon arrival
2. Suitable fire detection and prevention installed throughout the site.
3. No open fire allowed onsite. Alter fires available for guest use
4. Campfire circle and area provided for guest use, users requested to ensure that fire is fully out before leaving area.

**Hazard: River Yare**

**Control measures**

1. All group leaders advised that the River Yare runs along the bottom of the site.
2. Life Rings provided at waters edge.
3. Buoyance aids provided for all guests taking part in water activities.

**Hazard: Vehicular movement on site**

**Control measures**

1.

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1. Entrance to car park clearly marked and speed limits enforced.
2. During large events car parking is marshalled.
3. Deliveries accepted in car park only unless escorted around site
4. Loading and unload of site for campers takes place outside of peak hours and hazards lights are placed on when moving around site.
5. Gate to campsite is kept locked during peak use hours.
6. When centre or contractor uses site vehicles (such as the tractor) they will be used in areas away from groups and not during peak hours.

<b>Hazard: Weather Conditions.</b>
<b>Control measures</b>
1. Uses responsible for ensuring that group members dress for the weather.
2. Centre team closely monitor weather conditions and amend activities in response to any adverse weather conditions.
3. In poor weather site team closely monitor site the ensure trees and marquees are secure.

<b>Hazard: Falling Trees or branches</b>
<b>Control measures</b>
1. Tree Survey carried out by qualified arboriculturalist
2. Centre surveys trees on a regular basis and takes any remedial action required.

<b>Hazard: Legionnaires Disease</b>
<b>Control measures</b>
1. Legionnaires Risk Assessment carried out. Ongoing monitoring takes place

<b>Hazard: Unattended Activity Areas</b>
<b>Control measures</b>
1. All group leaders advised that activity areas are not to be entered unless with an instructor.
2. Where possible activity areas are cordoned off.
3. All unsupervised activity equipment is locked away securely when not in use.

<b>Hazard: Centred unmanned at time of emergency</b>
<b>Control measures</b>
1. Duty mobile number shared with all guests and displayed on the main doors and in all welcome packs. Guest advised to make multiple calls and to be aware that staff member could be driving or engaged in other personal task when the first call is made
2. If staff member has missed a call on the duty mobile, they will call back immediately upon seeing the missed call.

3. Spare key for gate at the bottom of the car park is kept in a break box by the gate should the main gate fail.

**Hazard: Intruder onsite**

**Control measures**

1. All staff challenge unknown people onsite.
2. Main gate locked when centre staff are not onsite.
3. All visitors/contractors that are working onsite unaccompanied are provided with a visitors lanyard on arrival.
4. Group leaders encouraged to remain vigilant and report any concerns to centre staff or the police immediately.
5. Uses of spaces that are able to be locked are shown how and/or provided with keys on arrival.

**This risk assessment should be read and used in conjunction with other centre specific site and activity risk assessments.**