

**Title:** Generic Site Risk Assessment

**Date of Assessment:** 2<sup>nd</sup> November 2023



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.

**Key:**

Severity Rating: 5 (Catastrophic) 4 (Major) 3 (Moderate) 2 (Minor) 1 (None)

Likelihood Rating: 5 (Almost certain) 4 (Likely) 3 (Possible) 2 (Unlikely) 1 (Insignificant)

Risk Rating:

0-5 = A (Acceptable Risk)

5-15 = RR (Residual Risk remains despite controls)

15-25 = U (Unacceptable Risk, action to be taken immediately)

<b>Hazard: Slips, Trips and Falls.</b>	Severity	Likelihood	Risk rating
<b>Control measures</b>	2	3	RR (6)
1. Users responsible for the safety of group members for the duration of their stay and supervise them as appropriate.			
2. Centre will maintain the site to reduce trip hazards in line with the type of site (outdoors with hills and grass)			
3. Wet floor signs will be used across the site as appropriate.			

<b>Hazard: Fire</b>	Severity	Likelihood	Risk rating
<b>Control measures</b>	4	2	RR (8)
1. All users advised of Fire Procedure for site upon arrival.			
2. Outside of office hours intruder alarm and fire alarm are externally monitored.			
3. Suitable fire detection and prevention installed throughout the site.			
4. Open ground fires are not allowed, and all open fire must take place in alter fire. Ashes must be suitable removed at the end of use.			
5. Campfire circle and area provided for guest use, users requested to ensure that fire is fully out before leaving area.			

<b>Hazard: River Yare</b>	Severity	Likelihood	Risk rating
<b>Control measures</b>	4	3	RR (12)
1. All group leaders advised that the River Yare runs along the bottom of the site.			
2. Life Rings provided at water's edge.			

Reviewer: Susan Newton (Centre Manager)

3. Buoyance aids provided for all guests taking part in water activities.			
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<b>Hazard: Vehicular movement on site</b>	Severity	Likelihood	Risk rating
<b>Control measures</b>	3	1	A (3)
1. Entrance to car park clearly marked and speed limits enforced.			
2. During large EVAC led events car parking is marshalled.			
3. Deliveries are 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 closed during peak use hours.			
6. When centre uses site vehicles (such as the tractor) they will be used in areas away from groups and not during peak hours.			
7. External Grounds Maintenance Company have own Risk Assessment measures for their machinery that they use around site. These are rechecked frequently and contractor engage with centre to ensure the vehicle movements happen sensible alongside centre activities.			

<b>Hazard: Weather Conditions</b>	Severity	Likelihood	Risk rating
<b>Control measures</b>	2	3	A (5)
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 to ensure trees and marquees are secure.			

<b>Hazard: Falling Trees or branches</b>	Severity	Likelihood	Risk rating
<b>Control measures</b>	4	3	RR (12)
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>	Severity	Likelihood	Risk rating
<b>Control measures</b>	3	2	RR (6)
1. Legionnaires Risk Assessment carried out. Ongoing monitoring takes place.			

<b>Hazard: Hazardous Substances</b>	Severity	Likelihood	Risk rating
<b>Control measures</b>	3	1	A (3)
1. All chemicals are locked away.			

<b>Hazard: Electricity</b>	Severity	Likelihood	Risk rating
<b>Control measures</b>	4	2	RR (8)
1. Senior members of staff know location of mains and how to turn off in an emergency.			
2. Fixed wire and portable appliance testing take place on a regular basis.			
3. Guests are responsible for the safety of any electrical equipment that they bring onsite.			

<b>Hazard: Unattended Activity Areas</b>	Severity	Likelihood	Risk rating
<b>Control measures</b>	2	2	A (4)
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 and/or put away when not in use.			

<b>Hazard: Centred unmanned at time of emergency</b>	Severity	Likelihood	Risk rating
<b>Control measures</b>	2	3	RR (6)
1. Duty mobile number shared with all overnight guests at check in. Guests advised that staff member could be driving or engaged in other personal task when the first call is made so please do phone on multiple occasions if required.			
2. If staff member has missed a call on the duty mobile, they will call back immediately.			
3. Outside of office hours alarm and fire alarm are externally monitored.			
4. Code of the gate at the bottom of the lane is the same as the top so that should this gate fail there is an alternative access and entry point.			

<b>Hazard: Intruder onsite</b>	Severity	Likelihood	Risk rating
<b>Control measures</b>	1	3	A (3)
1. All staff challenge unknown people onsite.			
2. All visitors/contractors that are working onsite unaccompanied are provided with a visitors lanyard on arrival.			
3. Group leaders encouraged to remain vigilant and report and concerns to centre staff or the police immediately.			
4. 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.**