


<b>Hautbois Activity Centre Risk Assessment</b>			
<b>Reedcutters' Village Risk Assessment</b>			
Assessment Code: RA-RCV20	SOP Code: N/A	Lesson Plan Code: N/A	
Review Date: December 2020	Assessor: Fiona Hunter	Tech Advisor: Fiona Hunter	

**Description:** the Reedcutters' Village at Hautbois contains 6 cabins and one marquee with an onsite capacity for 48 sleeping. The area is equipped with a dryshelter with gas cooking equipment, water and electricity. Campers Showers are located to the rear of the House and by the Main Car Park. Toilet blocks are located adjacent to each campsite. The Reedcutters' Village is located on Badger Campsite and is surrounded by a tree line with a small ditch South of the campsite.

SR= Severity Rating; 5 (Catastrophic) 4 (Major) 3 (Moderate) 2 (Minor) 1 (None)

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

RR= Risk Rating; **A (Acceptable Risk)** **RR (Residual Risk remains despite controls- 'occupational hazard')** **U (Unacceptable Risk, action to be taken immediately)**

Significant Hazard	Who Might be Harmed and How	Existing Controls	Severity	Likelihood	Risk Rating
Intruders	Staff and guests Safeguarding, theft and injury.	Staff wear uniform to identify themselves at all times All visitors given wrist bands to indicate that they are officially on site All contractors to sign in and then be given official visitor lanyards Unidentified people on site are challenged by Hautbois staff members Guests warned to be vigilant and raise the alarm if concerned 'Private Property' signs in place Intruder alarms located throughout the house, with guests briefed on their use in an emergency. Photo board in entrance hall of staff members who may be on site Visitors sign-in book in office to be used for all guests All visitors to report to reception	3	1	A
Camping Toilets/ Showers at House West, House East, back of house and at Limepits	Staff and guests Slips and trips Burns from or ingestion of toxic cleaning substances Risk of Legionella infection from unused showers	Ensure floors are kept clean and dry Guests asked to report any issues Cleaning materials kept in a locked area when not in use Staff are trained on correct usage of cleaning materials Legionella Normal Operating Procedure in place - showers run weekly when not in frequent use - shower heads descaled/replaced - records kept	2	2	A
Campfire/Altar Fires	Staff and guests Anyone may get burnt, to varying degrees of severity	Leaders are briefed on safe use Altar fires are used only in the designated areas Campfires are to be lit only in designated areas Fire buckets to be kept ready to use on each campsite First aid is available either from group leaders or Hautbois staff Good manual handling techniques to be used when moving altar fires	4	1	A
Firewood/Wood piles	Staff and guests Cuts and abrasions Strains and sprains	Correcting cutting techniques and equipment to be used when cutting up wood including PPE if appropriate to equipment used All staff using cutting equipment to be trained in correct usage Doors to be open when equipment in use to allow adequate ventilation All appliances tested annually Manual handling training for all staff	3	1	A

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		Groups advised not to carry too much at once			
Gas appliances in the dryshelter	Guests Burns Inhalation of fumes	Equipment inspected annually by gas safe contractor Regular checks on dry shelters to ensure maintenance standards Group leaders briefed on the use of appliances.	4	1	A
Trees	Staff and guests Bruises, fractures and head injuries Slips, trips and falls	Trees are subject to regular annual inspection by arboriculture specialist and then monitored on weekly site walks Regular maintenance of wooded areas carried out	3	2	RR
Water	Staff and guests Slips, trips and falls Asphyxiation from drowning	On site water is kept at shallow levels. Banks are low and shelved. Jetties have been erected to assist exit and entry into water craft. All guests are warned of the risk and advised to use caution near water All staff and guests wear buoyancy aids and helmets as a control measure when involved in water activities	5	1	RR
Roads and rights of ways used by motor vehicles	Staff and guests Potential for injury from moving vehicles including death, fractures and bleeding	Designated crossing to Limepits at the brow of the hill with good visibility in either direction Gates giving access to the road at pedestrian crossing points are kept closed to avoid guests running out unaware of traffic ahead Warning notices are displayed on gates Warning triangles for children located on public road Leaders are advised to accompany groups crossing the road to ensure safe crossing techniques are used The main drive is shielded from the pathway by fencing Hedges and pathways maintained Estate vehicles used only by qualified staff 5mph speed limit in place and clearly signed Any other vehicles being used on site are advised to use caution, put on hazard lights and drive slowly	5	2	RR
Chemical Hazard	Staff and guests Burns or inhalation of chemicals	Chemicals are only used by qualified staff No chemicals are left unattended When not in use, chemicals are locked away Recommendations from product data sheets in place	4	1	A
Falling masonry or roof tiles	Staff and guests Bruises, fractures and head injuries	Regular maintenance inspections are carried out Areas under repair are suitably protected and a hazard zone cordoned off	3	2	RR
Unmanned activities/unattended activity equipment	Guests Bruises, fractures and head injuries	Warning signs are erected on all activities Protective fences in place to protect activities All unsupervised activity equipment is locked away securely	3	1	A

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	Slips, trips and falls	Warnings are given in safety briefings about unauthorised usage			
Machinery	Staff and guests Cuts, amputations, crushing injuries, fractures	Machinery is used by qualified staff only Machinery is switched off and made safe when not in use Machinery is kept locked away when not in use	3	2	RR
Reedcutters' Cabins - Bunk Beds	Users falling out of bunks or slipping and colliding with bunk. Injuries could be fractures or severe bruising	Rails placed on bunk beds to avoid rolling. Bunks checked by staff regularly	2	2	A
Reedcutters' Cabins - Windows	Users running around cabins running into windows.	Window size limited to minimise projection from cabin wall. Clients briefed and told about safe areas to run	2	2	A
Marquee - ground rails	Users tripping over the rail -grazes, small fractures.	Ground rails removed around door ways Clients briefed	2	2	A
Fire	If trapped, staff or guests could suffer fatal injuries from smoke inhalations / burns.	No Smoking in or around the marquee or cabins. Fire extinguisher kept in dry shelter All cabins fitted with sealed unit smoke alarms No altar fires to be used in or close to cabins or marquee.	5	1	A

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