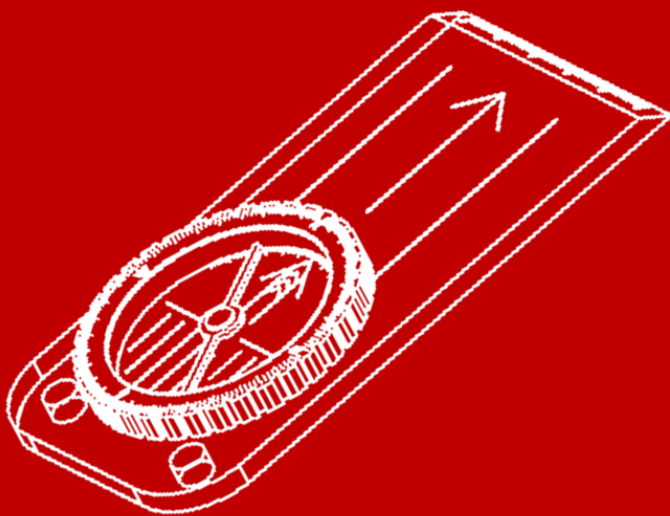


# Scout Adventures

**General site risk assessment  
& Guidance on responsibilities for  
visiting groups.**



# Scout Adventures







## General site risk assessment and guidance on responsibilities for visiting groups







In this document you'll find the general risk assessment for Scout Adventures sites, it describes hazards and controls common across our centres and is intended to give you an overview of the processes we use to manage risks on our centres. Please read it carefully while planning your visit.

### Joint responsibility for safety

As the person organising your visit you have a legal duty of care to your group members to ensure that the risks to their health and safety are as low as reasonably practicable. Scout Adventures also have a duty of care to you and your group, it is important to understand who is responsible for which aspects of safety while you plan your visit.

	Scout Adventures will...	The Visiting Group will...
	We will manage the facilities and infrastructure of the site – including buildings, activities and the built environment. You can see a summary of these risks and controls later in this document.	You must risk assess the whole of your trip, including travel arrangements, and supervision at all times when young people are not under our instruction. (e.g. free time or your own programme)
	We will manage your group's safety during any instructed activities you take part in. You can see our activity risk assessments on our <a href="#">website</a> .	During instructed activities you are responsible for the group's behaviour. A responsible adult must accompany each group of young people.
	If you hire self-led equipment we will make sure this is in safe working order, and provide you with guidance on how the equipment should be used. We will provide an induction for any self-led activities which use our activity bases.	If using self-led activities (your own or equipment hired from the centre) then you need to complete your own risk assessment for the activity. In some cases you will need to provide proof that the activity will be led by a competent adult.
	If you book catering we will provide safe food, considering allergens and dietary needs. If you hire a kitchen we will ensure this is safe to use.	If you are self-catering you must complete your own risk assessment, considering allergens, food hazards, and any general kitchen hazards.
	We will make reasonable adaptations to facilitate participation by guests with additional needs, and risk assess any adaptations to instructed activities.	You must inform us of any guests with additional needs (e.g. medical or accessibility), and share any details we need to make suitable adaptations.
	We will support you in an emergency such as a first aid incident, and ensure you can always reach a Duty Manager.	You need to have a suitably qualified first aider present, and make your own emergency contact arrangements.

### Factors you should consider when writing your risk assessment

	The natural world has inherent risks which cannot and should not be removed. Where a natural hazard and its consequences are obvious to all we deliberately take little action to eliminate or isolate it. Outside of instructed activity sessions it is your responsibility to provide reasonable instruction and supervision to manage this risk to young people.
	You should reasonably expect the possibility of minor harm while taking part in instructed activities, or during your own self led activity. For instance small cuts and grazes while shelter building, or capsizing a canoe and falling in the water are both to be expected.
	Risk assessment is a process not a just a document – you need to communicate the controls of your risk assessment to your group, including other supervising adults. You should always brief group members on any rules or information they must follow for their own safety.
	We have a range of resources to help <a href="#">plan a residential</a> and <a href="#">manage groups outdoors</a> on our <a href="#">website</a> .

# General Site Risk Assessment – Scout Adventures Centres.

This document describes hazards and controls common to across Scout Adventures centres. This risk assessment excludes adventurous activities and only includes hazards which may affect visiting customers – it does not cover hazards specific to workers.



Visiting groups complete their own suitable and sufficient risk assessment to control and mitigate hazards from their visit. You should be particularly aware of hazards with a Medium residual risk rating which require you to be aware and alert to how this hazard should be controlled during your visit.

## Severity Factor & Residual Risk Descriptors

Level	Severity Description	Residual Risk Description
Low	Minor injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood to minimal levels.
Medium	Injury would require the participant to stop an activity or task medical treatment is beyond the skills of a basic first aider.	Control measures have reduced severity and/or likelihood to an adequate level but hazard still requires dynamic risk assessment and conscious consideration.
High	Injury would require expert medical attention and/or be fatal.	Control measures haven't reduced severity or likelihood to an acceptable level.

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Pedestrian impact from a vehicle.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>o Vehicle routes are visually obvious in high traffic areas.</li> <li>o Key meeting areas are closed to vehicles.</li> <li>o Drivers asked to observe speed limits and drive with care and awareness of pedestrians.</li> <li>o Young people should be briefed to be aware of vehicles when moving on tracks/roads.</li> </ul>	Medium
LPG Leak from bulk storage.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>o LPG installations are professionally installed and inspected by the supplier.</li> <li>o A Major Incident Plan exists to manage fire or similar events on centre.</li> </ul>	Low
Serious first aid incident requiring additional support	Visitors, Staff	High	<ul style="list-style-type: none"> <li>o A Duty Manager with First Aid at Work training will always be available on call.</li> <li>o An Automated External Defibrillator is available and recorded with the emergency services.</li> <li>o The Major Incident Plan identifies key support to assist emergency and medical services.</li> </ul>	Medium
Safeguarding incident on centre	Visitors	Medium	<ul style="list-style-type: none"> <li>o All visiting adults responsible for young people on centre are responsible for the wellbeing, behaviour and supervision of their young people.</li> <li>o All Scout Adventures staff have completed Safeguarding training and DBS checks.</li> <li>o Duty Managers have more detailed Safeguarding Training and are able to liaise with The Scout Associations central safeguarding team for support.</li> </ul>	Medium

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Fallen trees or damage to tree branches/limbs.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>o The site is zoned into High, and low risk areas, an arboreal survey is completed on regular basis by a competent person to identify high hazard trees, and a management plan is in place for these areas. Low risk areas are managed as natural woodland.</li> <li>o After extreme weather or other exceptional circumstances trees in high and medium risk areas are subject to additional informal observation to identify obvious developing hazards.</li> <li>o All site users are asked to be vigilant of and report hazards. Groups leading camping should include hazards of site selection in their risk assessment and training to participants.</li> </ul>	Medium
Hazardous plants or vegetation (e.g. Giant Hogweed)	Visitors, Staff	Medium	<ul style="list-style-type: none"> <li>o The site is monitored for obvious invasive species and a management plan drawn up on a case by case basis including isolation or removal of hazardous species if appropriate.</li> <li>o Information about known species is displayed in customer areas, and staff/volunteers have access to information to help identification.</li> </ul>	Low
Trespass or unauthorised people on site.	Visitors, Staff	Medium	<ul style="list-style-type: none"> <li>o All buildings are lockable and guests are given keys to secure buildings.</li> <li>o Critical services, equipment and stored are secured when not in use.</li> <li>o External security services are used when a higher risk of trespass is evident or perceived.</li> <li>o All staff, volunteers and visitors are asked to be vigilant for unauthorised people, and either challenge or report concerns.</li> <li>o Camping guests are asked to ensure valuables are kept secure and not left in tents.</li> <li>o Charging lockers are provided for electronics, or groups can lock items in their own vehicles.</li> <li>o Where there are public foot paths across site signage exists asking user to stay on the path.</li> </ul>	Medium
Electrical fault or damage to electrical systems on site	Visitors, Staff	High	<ul style="list-style-type: none"> <li>o All fixed electrical systems are inspected by a competent person on a regular basis in line with the relevant management arrangements.</li> <li>o Portable electrical equipment owned by the centre is tested on a regular basis.</li> <li>o Staff and volunteers are trained to identify electrical hazards.</li> </ul>	Low
Water contamination	Visitors, Staff	High	<ul style="list-style-type: none"> <li>o A full L8 risk assessment and management plan is in place for the site which includes flushing, and temperature checks for services.</li> </ul>	Low
Exposure to Asbestos	Visitors, Staff	High	<ul style="list-style-type: none"> <li>o An asbestos management plan is in place for the centre. Any asbestos present is managed in accordance with HSE guidance.</li> </ul>	Low
Building Fire	Visitors, Staff	High	<ul style="list-style-type: none"> <li>o Every building has a Fire Risk assessment which details fire hazards and specified means of escape and fire actions.</li> <li>o Groups are briefed on the buildings fire plan upon arrival and this information is repeated at fire points within the building.</li> <li>o Package groups complete a fire drill on arrival, all groups are advised to do so also.</li> </ul>	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Falls from Height	Visitors, Staff	High	<ul style="list-style-type: none"> <li>Any artificial structure providing access to height is secured from unauthorised access.</li> <li>Staff and volunteers are trained in safe working at height and provided with necessary controls and PPE when this is required.</li> <li>Natural features (e.g. trees, rocky crags) are not managed except where there is an increased risk of unauthorised use, where signage warns of the hazard.</li> </ul>	Low
Drowning in open Water	Visitors, Staff	High	<ul style="list-style-type: none"> <li>Manmade water holding structures (e.g. tanks) are secured from unauthorised access.</li> <li>Significant natural water features (pools, ponds, lakes) are provided with public rescue equipment, and warning signage. All have shallow areas where a casualty can egress safely.</li> </ul>	Medium
Work equipment and plant	Visitors, Staff	High	<ul style="list-style-type: none"> <li>All work equipment is inspected before use and on a regular basis dependent on its level of risk as determined by PUWER.</li> <li>High risk equipment which presents a high risk of injury if used incorrectly or by untrained users is secured or made inoperable when not in use.</li> </ul>	Low
Natural Topography of the site	Visitors, Staff	High	<ul style="list-style-type: none"> <li>Group leaders are asked to provide appropriate supervision and instruction to groups at all times when not on instructed activities.</li> <li>Natural hazards which are clear and obvious to all do not have additional physical controls – adults must brief their groups – for instance not to enter bodies of water, and not to climb on rocks, crags or similar features without appropriate supervision.</li> <li>Where a natural hazard is not obvious, or where there is an access point (e.g. a jetty) we provide warning signage, and if appropriate barriers such as fencing or defensive planting.</li> </ul>	Medium
Hazardous areas (e.g. work yards)	Visitors, Staff	High	<ul style="list-style-type: none"> <li>Areas of the site which contain additional work hazards (e.g. maintenance yards, storage areas) are fenced and have clear signage warning against unauthorised access.</li> <li>The site map details areas which are “out of bounds” for guests and visitors.</li> </ul>	Medium
Inclement weather	Visitors, Staff	High	<ul style="list-style-type: none"> <li>The site has an inclement weather plan which considers the risk posed by extreme weather (e.g. wind, snow, heat, thunder and lightning). The duty manager will advise guests on action they should take, and may rearrange planned programmes to facilitate safety.</li> <li>Groups should consider weather forecasts ahead of arrival, and make arrangements to protect their group from any extreme weather. Groups needing assistance or support should contact the duty manager who will be able to arrange emergency shelter from extreme weather.</li> </ul>	Low
Confined spaces	Visitors	High	<ul style="list-style-type: none"> <li>All confined spaces are secured from unauthorised access.</li> </ul>	Low
Manual handling injury to customers.	Visitors	Medium	<ul style="list-style-type: none"> <li>Customers are responsible for the safety of their group while completing self-led activities – including loading or unloading equipment, collecting firewood.</li> <li>Trolleys or other manual handling aids are available from site staff on request.</li> </ul>	Low
Vermin (e.g. Rats) spreading zoonosis	Visitors, Staff	Medium	<ul style="list-style-type: none"> <li>Centre staff are vigilant for signs of vermin in and around buildings.</li> <li>Professional pest contractors are used to control vermin where necessary.</li> </ul>	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Injury during an instructed activity	Participants	High	<ul style="list-style-type: none"> <li>All instructed activities are completed using a safe system of work which includes risk assessments, operating procedures, training, supervision and monitoring.</li> </ul>	Low
Participants are injured during a self-led activity	Participants	High	<ul style="list-style-type: none"> <li>Groups completing self-led activities (including those hired from the centre) are clearly advised that they are responsible for managing the risks of the activity.</li> <li>Hired activity equipment is supplied with good practice instructions, details of emergency support, and where it requires an indication of competency qualifications/permits are verified and an induction is completed with the hirer.</li> </ul>	Medium

### Key information you should consider when risk assessing your visit to our sites

<b>Broadstone Warren</b> RH18 5JS <a href="#">Site Map</a>	Broadstone Warren is a very large open woodland site. There are various public rights of way across the property, and while the site boundary is marked this is not always clear if you are not paying attention, or in poor weather or light levels. There is a large pond and various streams crossed by bridges for roads and paths. Ticks may be present in ferns or similar vegetation.
<b>Gilwell Park</b> E4 7QW <a href="#">Site Map</a>	Gilwell Park is a large open site mainly consisting of fields but with some woodland areas. The site boundary is well defined with fencing, but there is a public right of way which crosses through the middle of the property. There is a large pond which should be considered out of bounds if not on instructed activities. The site also encompasses Scouts UK Headquarters and associated car parking. Groups should be aware of vehicle movements on the roads from the main entrance to the accommodation areas.
<b>Great Tower</b> LA23 3PQ <a href="#">Site Map</a>	Great Tower is a very large open woodland site with rocky crags. On the west side of site there are public rights of way across the property, but there are also numerous access points around the site boundary. The site boundaries are defined by fences or walls but are not always clear if you are not looking for them, or in poor weather or light levels. There are various ponds and marshy areas, as well as boulders and crags which can be slippery when wet or icy. Ticks may be present in ferns or similar vegetation.
<b>Hawkhurst</b> NE48 1QZ <a href="#">Site Map</a>	Hawkhurst is a large densely forested coniferous woodland site. The site is on a peninsular into Kielder reservoir and is surrounded by deep and cold water on three sides, and a road with boundary wall on the west side. There are various ponds which have warning fences surrounding them. In high winds it is known for trees which appear otherwise healthy to be fall. There is limited mobile phone reception and the site is remote from hospitals, shops or other services. Ticks may be present in ferns or similar vegetation.
<b>Youlbury</b> OX1 5HD <a href="#">Site Map</a>	Youlbury is a large site mixing open woodland, fields and clearings. The site boundary is well defined with fences or hedges. There is a public right of way which runs along the outside of the eastern boundary, there are four vehicle access points along this road. There is one significant pond which is fenced. At the Northern end of site (downhill) there is limited mobile phone reception.