

# General Site Risk Assessment

Activity, building and fire risk assessments are covered separately to this risk assessment.

Event specific risk assessments will be made available and to be read in conjunction with this risk assessment.

Name of activity, event, and location	General Site Risk Assessment- Hertfordshire Scout Activity Centres (site)	Date of risk assessment	October 2024	Name of person doing this risk assessment	Doug Stack ACM HCSC Reviewed by: Katy Pearce EM HCSC
		Date of next review	October 2025		

Hazard - what could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
Groups failure to manage portable catering equipment and gas cylinders.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>Group leaders must ensure that all gas appliances are checked and tested by a competent person prior to arrival and use on site.</li> <li>Cylinders must be stored in a safe and secure area and changed away from all tentage and sources of ignition by a competent person.</li> <li>Gas cylinders must be turned off at the main valve when not in use.</li> <li>Only those trained may ignite and use the gas equipment.</li> <li>Appropriate firefighting equipment must be in place.</li> </ul>	Medium
Groups failure to manage portable generators, fuel and equipment.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>Group leaders must ensure that all electrical equipment is checked and tested by a competent person prior to arrival and use on site.</li> <li>Diesel generators should be used.</li> <li>Generators must be refuelled turned off and away from all tentage and sources of ignition by a competent person.</li> <li>Any fuel must be stored away from the generator and any sources of ignition.</li> <li>Generators must be turned off at 22.00 unless agreed otherwise with the Centre Management Team.</li> <li>Appropriate firefighting equipment must be in place.</li> </ul>	Medium
Groups failure to manage camp fires.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>Group leaders must ensure all fires are placed in either a fire pit/altar fire off the ground or designated fire areas. Ground fires are not permitted.</li> <li>Appropriate firefighting equipment must be in place. A fire blanket/fire bucket in vicinity of fire so that it is accessible but not a trip hazard is the minimum.</li> <li>Young people must always be supervised while any fire is lit.</li> <li>Ensure that the area around the fire is kept clear of wood, tools, cooking equipment.</li> <li>Ensure that all fires are fully out and no glowing embers at end of day/activity.</li> <li>Use water if necessary to extinguish remaining embers.</li> </ul>	Medium

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			<ul style="list-style-type: none"> <li>Do not overly build fire up towards the end of the evening to allow it to burn out naturally as much as possible.</li> <li>Ensure that everyone has correct footwear around campfires at all times.</li> <li>Ensure that everyone is aware of the likelihood of there being splinters.</li> <li>Do not build the fire up beyond the capacity of the defined fire pit/altar fire.</li> <li>Only natural wood may be burnt. Pallets/fencing are strictly prohibited due to nails/treatments etc.</li> <li>Keep a watch for sparks exiting the fire.</li> <li>Sit at safe distance from fire. If necessary, move to another area away from fire to avoid direction of wind/smoke.</li> </ul>	
Pedestrian impact from a vehicle.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>Vehicle routes are visually obvious in high traffic areas.</li> <li>Key meeting areas are closed to vehicles.</li> <li>Drivers asked to observe speed limits and drive with care and awareness of pedestrians.</li> <li>Drivers to reverse into a parking space wherever possible.</li> <li>Young people must be briefed to be aware of vehicles when moving/crossing on tracks/roads by their Group leaders.</li> <li>Traffic marshals in place during peak periods.</li> <li>Traffic calming in place where possible including signage.</li> <li>Pedestrian routes or barriers in place where possible for segregation of pedestrians and vehicles.</li> </ul>	Medium
Lost person.	Visitors, Staff	Medium	<ul style="list-style-type: none"> <li>Group leaders must brief their group what to do if they become lost/separated from others in their group.</li> <li>Group leaders to carry out a site tour/induction so everyone knows where key areas are i.e own campsite/building/reception.</li> <li>Everyone should have a "buddy" so when leaving their campsite, someone knows where they are or goes with them.</li> <li>Those at risk must be "made known" to Centre Management Team if deemed necessary in your risk assessment.</li> <li>Consider wearing group colours/neckers to aid identification.</li> </ul>	Low
Gas Leak from bulk storage or gas supply.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>LPG and natural gas installations are professionally installed and inspected by appropriately trained persons.</li> <li>A Major Incident Plan exists to manage fire or similar events on centre.</li> <li>Fuel deliveries monitored by provider using their safe system of work.</li> <li>Impact barriers in place as required.</li> <li>ECV – Emergency Control Valves are marked at each building.</li> </ul>	Low

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Serious first aid incident requiring additional support.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>A Duty Manager with First Aid training will always be available on call.</li> <li>An Automated External Defibrillator is available and recorded with the emergency services.</li> <li>The Major Incident Plan identifies key support to assist emergency and medical services located adjacent to the defibrillator.</li> </ul>	Medium
Safeguarding incident.	Visitors	Medium	<ul style="list-style-type: none"> <li>All visiting adults responsible for young people on centre, are responsible for the wellbeing, behaviour and supervision of their young people.</li> <li>All Hertfordshire Scouts staff and volunteers have completed Safeguarding training and DBS checks.</li> <li>Duty Managers have more detailed Safeguarding awareness and are able to liaise with The Scout Associations central safeguarding team for support.</li> </ul>	Medium
Fallen trees or damage to tree branches/limbs.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>The sites are zoned into high, medium and low risk areas. An arboreal survey is completed on a regular basis by a trained person to identify at risk trees, and a management plan is in place for these.</li> <li>After extreme weather or other exceptional circumstances, trees are subject to additional observation to identify obvious developing hazards by a trained person.</li> <li>All site users are asked to be vigilant of trees and report hazards. Group leaders organising camping trips must include hazards of site selection in their risk assessment and training to participants.</li> <li>Due to summer branch drop or wind damage, tents must be pitched outside of the drip line of any tree at any time.</li> <li>If winds are predicted to be over 29mph for the duration of your camp, the woods will be closed, and camping will only be permitted in open space away from the fall area of a tree. This will be communicated on arrival by staff and signage.</li> </ul>	Medium
Hazardous plants or vegetation.	Visitors, Staff	Medium	<ul style="list-style-type: none"> <li>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>Information about known species held, 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>A Duty Manager will always be available on call or when reception is closed.</li> <li>All buildings are lockable and guests are given keys/codes to secure buildings.</li> <li>Equipment is stored and secured when not in use.</li> <li>Extra security is in place when a higher risk of trespass is evident or perceived.</li> <li>All staff, volunteers and visitors are asked to be vigilant for unauthorised people, and either challenge or report concerns.</li> </ul>	Medium

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			<ul style="list-style-type: none"> <li>Camping guests are asked to ensure valuables are kept secure and not left in tents.</li> <li>Charging lockers are provided for electronics, or groups can lock items in their own vehicles.</li> <li>Where there are public foot paths across site, signage exists asking users to stay on the path.</li> <li>CCTV monitors and records main entrance and exit where possible.</li> <li>The Major Incident Plan identifies key actions to be taken which is located adjacent to the defibrillator.</li> </ul>	
Gas appliances.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>All gas appliances are subject to a yearly inspection by an appropriately qualified Gas Safe engineer and recorded.</li> <li>CO2 monitors are in place throughout the buildings, checked monthly and recorded.</li> <li>Staff are trained to identify electrical hazards, report and how to turn off supply.</li> </ul>	Low
Electrical fault or damage to electrical systems on site.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>All fixed electrical systems are inspected every 5 years by approved/licenced contractors and regular overview checks made.</li> <li>Portable electrical equipment owned by the site is tested on a regular basis.</li> <li>Staff are trained to identify electrical hazards, report and how to turn off supply.</li> </ul>	Low
Water contamination.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>Legionella risk assessment and management plan is in place for the site which includes monthly flushing, and temperature checks for services and recorded.</li> <li>3 monthly cleaning schedule is in place for shower heads and tap outlets and recorded.</li> <li>Where suspected contamination to water-based facilities has taken place, they will be closed immediately until tested by approved contractors and deemed safe.</li> </ul>	Low
Exposure to Asbestos.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>An asbestos management plan is in place for the site. 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>Every building has a Fire Risk Assessment which details fire hazards and specified means of escape and fire actions.</li> <li>Groups are briefed on check in of the buildings fire plan and equipment. This information is repeated at fire points within the building.</li> <li>Group leaders must ensure that a fire drill is completed on everyone's arrival and form completed.</li> <li>All residential buildings are fitted with a fire alarm system with sensors, sounders and panic buttons.</li> <li>All buildings are fitted with signage, emergency lighting and portable fire extinguishers.</li> </ul>	Low

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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 areas) are not managed. Group leaders are responsible for the young people in their charge and must explain to them what they can and can't go/do.</li> <li>Additional risk assessment for Lochearnhead platform is in place and must be used and communicated by group leaders.</li> </ul>	Low
Drowning in open Water.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>Group leaders must brief everyone in their group not to enter any water course unless taking part in an activity and a personal flotation device is worn.</li> <li>Manmade water holding structures (e.g. tanks) are secured from unauthorised access.</li> <li>Significant natural water features (pools, ponds, loch) are provided with public rescue equipment, and warning signage. All have shallow areas where a casualty can egress safely.</li> <li>During cold weather, water may have turned to ice and therefore group leaders must ensure their groups do not stand on frozen water courses (pools, ponds, loch).</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> <li>Prior to use, operatives inspect, check and record equipment and plant.</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 – supervising adults must brief their groups – for instance not to enter bodies of water and not to climb trees, rocks or similar features.</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

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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. Group Leaders must ensure everyone in their group is aware of these areas.</li> </ul>	Medium
Inclement weather.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>Centre Management Team/Lead Instructors check weather at start of day and monitor throughout.</li> <li>Activity sessions must be stopped if wind speeds exceed 24mph, dependant on location. The site team will advise guests on action they should take and may rearrange planned programmes to facilitate safety.</li> <li>Activity sessions must be stopped immediately in thunder and lightning and wait for 30 minutes after end of a storm, before re commencing. The site team will advise guests on action they should take and may rearrange planned programmes to facilitate safety.</li> <li>Activity sessions to be cancelled in extreme hot or cold temperatures. The site team 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> <li>If winds are predicted to be over 29mph for the duration of your camp, the woods will be closed and camping will only be permitted in open space away from the fall area of a tree. This will be communicated on arrival by staff and/or signage.</li> </ul>	Low
Confined spaces.	Visitors	High	<ul style="list-style-type: none"> <li>All confined spaces are secured from unauthorised access.</li> <li>Where confined spaces are an activity (tunnels etc) close supervision is required at all times. The activity is only used using a safe system of work which includes risk assessments, operating procedures, training, supervision and monitoring.</li> </ul>	Low
Manual handling injury to customers.	Visitors	Medium	<ul style="list-style-type: none"> <li>Group Leaders are responsible for the safety of their group while completing self-led activities – including loading or unloading equipment, collecting firewood etc.</li> <li>Trolleys or other manual handling aids may be available from site staff on request to move equipment such as camping equipment, altar fires etc.</li> </ul>	Low

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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
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> <li>Groups are responsible for their own first aid. Groups must have someone adequately trained and have a suitable first aid kit.</li> <li>Additional first aid kit and defibrillator are available at reception/activity and key staff on duty to offer further support if required.</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 from the training provided and recorded.</li> <li>Groups are responsible for their own first aid. Groups must have someone adequately trained and have a suitable first aid kit. Additional first aid kit and defibrillator are available at reception/activity and key staff on duty to offer further support if required.</li> </ul>	Low
Waste.	Visitors, Staff	Medium	<ul style="list-style-type: none"> <li>Regular collections to ensure waste does not build up above storage capacity by licensed waste contractor.</li> <li>Area regularly checked and tidied to ensure it is free from trip hazards.</li> <li>Any over-flowing waste put into temporary storage bins and waste company contacted to arrange urgent collection.</li> <li>All waste to be placed in bags and put in bin where it is sorted at source and recycled.</li> <li>Large bins provided which do not require any interaction with the waste once placed into the bins.</li> <li>Staff trained to wear PPE (latex gloves, provided) when handling waste.</li> <li>All bins have solid lids, and any over-flowing waste cleaned up as soon as it is reported, to prevent vermin being attracted.</li> <li>Only waste permitted can be placed in bins. No commercial, gas cylinders or waste oil is allowed.</li> </ul>	Low
Ground conditions.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>Group leaders to brief everyone on the dangers of slips, trips and falls in the environment.</li> <li>Suitable footwear to be worn for the appropriate activity/location.</li> <li>Torches or additional lighting used as appropriate.</li> <li>Signs in place at key points or risks identified i.e. guy lines, tree roots etc</li> </ul>	Low

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Lone visitors or lone workers.	Visitors, Staff	High	<ul style="list-style-type: none"> <li>If anyone visits any unoccupied HCSC sites, local arrangements shall be made to ensure that a safe system of work operates.</li> </ul>	Low
Contractors.	Contractors, Visitors, Staff	High	<ul style="list-style-type: none"> <li>Contractors must sign in at reception or call prior to arrival for unmanned sites.</li> <li>Contractors must agree to always abide by HCSC Contractors Code of Practise.</li> <li>Contractors must comply to any request given by a member of staff for safety or safeguarding purposes.</li> <li>Contractors must always be identifiable.</li> </ul>	Low

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

Phasels Wood Activity Centre, Off A41, Kings Langley. <a href="#">Centre map</a>	The site has a mixture of meadow and woodland set in 95 acres. The site boundary is well defined with fences or hedges. There is a bridleway open to all traffic (BOAT) which runs along the outside of the western boundary. Groups should be aware of vehicle movements on the roads from the main entrance to the accommodation areas and camping fields. The entrance off Rucklers Lane (postal address and postcode) is closed for access so Main entrance off A41 must be used by everyone. Nearest A&E: Watford, Urgent Care: Hemel Hempstead.
Tolmers Activity Centre, Cuffley. EN64JS. <a href="#">Centre map</a>	The site has a mixture of meadow and woodland set in 100 acres. There is a large pond which should be considered out of bounds if not on instructed activities. The site boundary is well defined with fences or hedges. There is a public right of way which runs along the outside of the western boundary. Groups should be aware of vehicle movements on the roads from the main entrance to the accommodation areas and camping fields. Nearest A&E: Barnet, Urgent Care: Chase Farm.
Well End Activity Centre, Borehamwood. WD65PR. <a href="#">Centre Map</a>	The site has a mixture of meadow and woodland set in 9 acres. 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 pond which has a fence surrounding it. Nearest A&E: Barnet. Groups may be required to use the self check in/out system in place.
Harmergreen Activity Centre, AL60UL. <a href="#">Centre Map</a>	The site is woodland with some open glades set in 45 acres. The entrance road is a shared entrance with other users. The site boundary is well defined with fencing, but there are paths that cross through and around the property. Nearest A&E: Lister. Please note there are no activities on site. There is no electric or gas present on site.
Lochearnhead Scout Station. FK198NR. <a href="#">Centre Map</a>	The site is tree lined with space for camping around the old track bed set in 5.5 acres and while the site boundary is marked this is not always clear. There is the right to roam across the property although a diversion to encourage use of the core path is clearly marked. There is a gully of water coming off the hills that's faster on wet days, as well as boulders which can be slippery when wet or icy. Ticks may be present in ferns or similar vegetation. Nearest A&E: Forth Valley Royal. Urgent Care: Stirling. Please note there are no activities on site. Groups are required to use the self check in/out system in place.

**Note: This risk assessment is intended only as a guide to help you complete your own risk assessment document.**

**Please ensure you create your own risk assessment for your planned use of our facilities.**