Bradley Wood Activity Centre
General Site 2026 - Risk Assessment 038

Document History			
Written / Revised By	**Date**	**Notes**	**Review Date**
Jo Davies-Robertson	April 2023	/	-
Amy Parry	March 2024	Reviewed, revised to incorporate new layout including changes to SOPs	March 2025
Alice Chapman/Dave Gill	March 2025	Reviewed and revised	March 2026
Alice Chapman	March 2026	Reviewed and revised to incorporate new layout, updated locations of site AEDs	March 2027

Hazard & Associated Risk	**Persons at Risk**			**Control Measures**	**Additional Precautions**	**Probability**	**Impact**	**Score**	**Risk**
	Young	Staff	Visitors						
Perimeter of site - Participants leaving site	P	P		- Site perimeters are checked regularly for gaps or damage to the fence, and faults recorded and fixed if found - Leaders and groups will be briefed on boundaries when they arrive - Leaders are responsible for the safety of their own young people - Signage in place on the motorway boundary		1	3	3	Minor
Security of site/ Unwanted visitors – Safeguarding concerns	P	P	p	- Gates are positioned on key roadways and are used to control traffic onsite - Duty person always onsite alongside overnight stays and any issues can be reported to be escalated by the camp staff team - Private property signs in place along the public footpath		1	3	3	Minor
Motorway – Boundary fence integrity broken	p	p		- Boundary fence between site and the Motorway is maintained by National Highways - Signage in place along the boundary - Integrity of boundary checked regularly		1	3	3	Minor
First Aid – Lack of Provision	P	P	p	- Volunteers are first aid trained - First aid kits are positioned in key areas on site and checked regularly - It is the responsibility of users to provide first aid equipment and expertise for their groups	-There are more First Aid Kits located in Nepal reception & activity areas	2	2	4	Moderate

				- There is a de-fib located in the Jubilee Centre, under the Nepal Shelter and on the container outside Bradley Lodge					
Safeguarding Incident – Knowledge of procedures	p	p		- All Scout & Youth Leaders should be trained in safeguarding as part of their mandatory training - Bradley Wood will follow procedures set out in Scouting POR		2	3	6	Moderate
Site Emergency - Procedures not sufficient	p	p		- Site has an emergency/disaster plan which includes procedures for all types of scenarios	-The *Emergency and Disaster Recovery Plan* is in the RA folders in the Jubilee Centre office & Nepal Reception	2	3	6	Moderate
Natural Disaster or Other Disaster Onsite - Procedures not sufficient	P	P	p	-Disaster/emergency plan available which includes procedures to be followed in such instances	-The *Emergency and Disaster Recovery Plan* is in the RA folders in the Jubilee Centre office & Nepal Reception	2	2	4	Moderate
Fire Onsite (uncontrolled) – Burns / Smoke Inhalation / Damage to site	P	P	p	- Disaster/emergency plan available which includes procedures to be followed in such instances - All buildings are non-smoking areas - Fires are only to be placed on dedicated alter fire bases or designated hard standing areas - Bradley Wood will ban open fires if there is a period of prolonged dry weather - All buildings are equipped with smoke detectors and fire alarm system fitted along with appropriate fire extinguishers - Fire systems and fire extinguishers checked annually, by qualified personnel	-The *Emergency and Disaster Recovery Plan* is in the RA folders in the Jubilee Centre office & Nepal Reception	2	2	4	Moderate
Use of Fires - Burns / Smoke	p	p		- Fires are only to be lit on designated hard standing areas or on alter fire which are available onsite		2	2	4	Moderate

Inhalation / Damage to site				- Fire buckets should be nearby when a fire is in use - Size controlled carefully and briefing in place -There should be an adult supervising the fire whenever it is lit / hot -All fires must be extinguished before the adult leaves the area - Bradley Wood will ban open fires if there is a period of prolonged dry weather -There					
Uneven Ground – Resulting in trips / slips	p	p	p	- If the site is uneven, every effort is made to back fill holes or uneven ground on the main road and pathways -People should wear appropriate footwear for the terrain		2	3	6	Moderate
Cars / Vehicle Movement - Collisions with vehicles	p	p	p	- Speed limit (10mph) in place across the site - Speed bumps and gates in place to prohibit / slow vehicle movement - Car parking and traffic stewards are placed during peak traffic periods for large events etc		1	3	3	Minor
Food Preparation - Illness / food poisoning	p	p		- Food preparation is only done when supervised by those with appropriate experience. - All kitchens equipped to a high standard with adequate food preparation items -Equipment are regularly cleaned and deep cleaned annually - Building user is responsible for food hygiene precautions and any relevant qualifications		2	3	6	Moderate
Unsafe Trees - Resulting in injuries or damage	p	p	p	- Tree management plan in place which includes 2 yearly external inspections and reports - Regular site walk arounds to check for damaged trees - Areas will be barriered off if unsafe trees are present		2	3	6	Moderate

Steep Drops / Gulleys -Falls resulting in injuries	p	p		- Steep drops and gulleys are clearly signed and if necessary, fenced off to prohibit access by young people - Participants warned of the need to be aware of dangers		2	3	6	Moderate
Septic Tanks – Only accessed by authorised individuals	p	p		- Septic tanks are fenced, and the covers are secured		1	3	3	Minor
Gas – Leaks	p	p		- LPG gas in place across the site, filled and maintained by gas company - Gas tanks are fenced, and the covers are secured - Inspections, service, and test carried out by Gas Safe registered engineer annually - Duty Wardens know where main isolation taps are and how to turn supply off in an emergency	- A copy of the site *Emergency and Disaster Recovery Plan* is available in Nepal reception & Jubilee Centre Office.	1	3	3	Minor
Water / Hot Water - Legionella	p	p		- Annual water risk assessment and legionella testing completed in buildings with standing water tanks - See separate risk assessment		1	3	3	Minor
Access to out of bounds areas i.e. compounds, activity areas	p	p		- Where possible out of bounds areas remain locked when not in use with limited access to keys. If not, they have warning signs on the perimeter. - Out of bounds areas clearly signed		1	3	3	Minor
Activity Provision – Lack of Expertise / Qualifications	p	p		- Activities are only provided by Trained / Qualified site staff (voluntary or paid) or leaders who hold the relevant qualifications, permits and training. - See individual activity risk assessments and standard operating procedures		1	3	3	Minor

Overnight Stays – Overcrowding / Overnight provision	p	p		- Leaders are responsible for overnight stays with young people - Buildings are regularly checked and risk assessments are in place for each accommodation building - Capacity of buildings must not be exceeded – booking conditions apply to all bookings -On duty staff will be contactable at any point during the overnight stay, and their location/contact details will be visible from the Nepal reception window.		2	3	6	Moderate
Contractors – Not having appropriate qualifications or insurance	p	p	p	- Only contractors with the relevant qualifications will be employed to work onsite - Contractors must sign in, provide PLI proof and a RAMS for any work to be carried out onsite - Permit to work scheme in place Contactors must wear an 'Approved Contractor' badge, which must be visible		1	2	2	Minor
Staff / Volunteers Training – Lack of provision / knowledge of training		p		- Staff/volunteer skills and training matrix in place - Staff (whether voluntary or paid) must only carry out tasks in which they are trained / qualified / signed off to carry out		1	2	2	Minor
COSHH Substances – Not stored correctly / poisoning		p		- COSHH cupboards in place across the site for cleaning materials, flammable's etc - Regular checks carried out to ensure that non-compliant / misplaced liquids are removed - Only accessed by key personal		2	3	6	Moderate
Asbestos – Asbestos related illnesses	p	p	p	- Asbestos survey carried out, there is no Asbestos in accessible areas.		1	3	3	Minor

Electric (Main board / fixed wiring) - Electric Shock / Fires	p	p	p	- 2-year fixed wiring testing regime in place, carried out by competent persons - Duty Wardens know where the fuse box is and how to safely turn the electricity off in an emergency - Clear access to the distribution box - Qualified electrician does safety checks on building electrics		1	3	3	Minor
Electric (Portable appliances) - Electric Shock / Fires	p	p	p	- Annual PAT testing regime in place - Staff to take any defective equipment out of use - Duty Wardens know where the fuse box is and how to safely turn the electricity off in an emergency		1	3	3	Minor
CCTV - Misuse of site CCTV and CCTV recordings	p	p	p	- By following the measures for both Unauthorised and Authorised access to site, the risks of the misuse of CCTV systems becomes minimised - Only staff with reason to monitor site CCTV to do so, limited people have access to the recording		1	3	3	Minor
Insufficient Lighting - Resulting in accidents / injury	p	p	p	- Good quality lighting provided throughout the buildings - Checks are carried out to make sure lights are operating and replaced by an electrician when necessary - Flood lighting in external areas where required - Buildings are fitted with emergency lighting which is tested annually by a competent person in addition to ongoing checks by BW team		1	3	3	Minor