Bradley Wood Activity Centre

Bunkhouses and Pods 2026 - Risk Assessment 039

Document History			
Written / Revised By	**Date**	**Notes**	**Review Date**
Amy Parry	March 2024	Reviewed, revised to incorporate new layout including changes to SOPs	March 2025
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
Thomas Johnston/David Gill	October 2026	Reviewed and revised	October 2027

Hazard & Associated Risk	**Persons at Risk**			**Control Measures**	**Additional Precautions**	**Probability**	**Impact**	**Score**	**Risk**
	Young	**Staff**	**Visitors**						
Uneven Ground – Resulting in trips / slips / falls	P	P	p	- All floor coverings are well maintained, and faults are reported -No trailing cables - Any steps in / out of the building are well maintained		1	2	2	Minor
COSHH Substances – Not stored correctly / poisoning	P	P		- All items are locked in a secure cupboard within the building - Regular checks carried out to ensure that non-compliant / misplaced liquids are removed - Only accessed by key personal		1	3	3	Minor
Carbon Monoxide – Poisoning	p	p		- Alarms in place in all buildings and serviced twice a year. - Gas appliances are serviced regularly by competent contractors - Carbon monoxide detectors are checked regularly		1	3	3	Minor
Fire – Burns / Smoke Inhalation	p	p		- All buildings are equipped with smoke detectors and fire alarm systems and are fitted with appropriate fire extinguishers - Fire alarm systems are checked regularly and serviced twice a year. Extinguishers checked weekly, serviced annually. - Emergency exit routes are kept clear		1	3	3	Minor
Asbestos – Asbestos related illnesses	p	p	p	- Asbestos survey carried out, there is no Asbestos in accessible areas.		1	3	3	Minor

Rodent Infestation – Carrying diseases	P	P		- Traps in place where required, placed and maintained by competent person, regular building inspections carried out - Rubbish put in appropriate bins, to reduce access to food waste		2	2	4	Moderate
Lack of Cleanliness – Resulting in illness, or littering onsite	P	P		- Cleaners used to keep buildings up to standard - Inspections carried out post-use.		1	2	2	Minor
Gas – Leaks	P	P		- LPG gas in place across the site, filled and maintained tanks by gas company - All gas works carried out by competent persons - regular maintenance and testing schedule in place - Automatic cut offs in place for gas cookers.		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 - Site staff 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 - Site staff know where the fuse box is and how to safely turn the electricity off in an emergency		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		1	2	2	Minor

Insufficient Lighting in an Emergency - Resulting in accidents / injury	p	p		- Building is fitted with emergency lighting which is tested annually by a competent person in addition to ongoing checks by BW team		1	3	3	Minor
Water / Hot Water - Legionella	p	p		- Legionella prevention regime in place as well as annual testing - See separate Legionella risk assessment		1	3	3	Minor
Evacuation – Not knowing what to do	p	p		- Evacuation details displayed on around each building - Leader should familiarise with location of meeting point	- Follow 'severe weather' procedure in the site's *Emergency and Disaster Recovery Plan* if required	1	2	2	Minor
Freezing Temperatures – Freezing Pipes	p	p		- During peak winter, buildings are heated on winter setting and pipes are regularly flushed to reduce risk, external / exposed pipes are lagged		2	1	2	Minor
Temperature of Building – Not being warm enough	p	p		- Thermostatic / adjustable controls in place in all buildings		2	1	2	Minor
Boiler – Not working correctly	p	p		- Boilers are serviced annually and maintained by competent persons with relevant qualifications		1	2	2	Minor
Oven – Not working correctly	p	p		- Gas ovens are serviced annually and maintained by competent persons with relevant qualifications - Hoods and extraction are serviced / cleaned annually		1	2	2	Minor
Oven use – Using without	p	p		- No unauthorised persons should use the kitchen - Fire blanket in kitchen		2	1	2	Minor

permission / know how									
Food Preparation - illness / food poisoning	p	p		- Building is equipped to a high standard with adequate food preparation items - Building user is responsible for food hygiene precautions		1	2	2	Minor
Maintenance - Knowledge of safety hazards	p	p		- Building is inspected monthly, and fault logging is conducted by the cleaning team also - Items requiring attention are completed swiftly and an annual refresh programme is in place for BW run buildings		1	2	2	Minor
Contractors – Not having appropriate qualifications or insurance	p	p		- Only those with relevant and appropriate qualifications will be allowed to carry out work onsite - RAMS and PLI will be requested from all contractors - Contactors must wear an 'Approved Contractor' badge, which must be visible		1	2	2	Minor
Access / Egress to the Building – Access to emergency exits	p	p		- Clear emergency exit signage in place on all emergency exit routes - All entrances and exits must be always kept clear		1	2	2	Minor
First Aid – Lack of Provision	p	p	P	- It is the responsibility of users to provide first aid equipment and expertise - There is a de-fib located in the Jubilee Centre, under the Nepal Shelter and on the container outside Bradley Lodge	-There are more First Aid Kits located in Nepal reception & activity areas	1	3	3	Minor
Enforcement of Capacities – Risk of Overcrowding	p	p		- Building is sold on the expectation that capacity will be adhered to - this is the responsibility of the user / booker to enforce and will be monitored by the staff team		1	3	3	Minor

Disabled Access / Egress – Access into and around building	p	p		- Adjustments / measures are put in place where disabled access is required		1	2	2	Minor
Tables and chairs – Damage to items	p	p		- Young people are supervised when tables in use or being stored away		2	1	2	Minor
Power Cut – Insufficient lighting in emergencies	p	p		- Emergency lights in place in, and checked weekly		1	2	2	Minor
Airflow – air quality / mold growth	p	p		-Buildings are aired when not in use		1	2	2	Minor
Security - Lack of Provision	p	p		- Live-in warden, regular site walk arounds and inspections -Site staff onsite/on call. - On duty staff number can be found in the window of Nepal Reception		1	2	2	Minor
Sleep Mats - slips, trips (Jack Boocock, Bradley lodge)	p	p		- Stacked neatly when not in use - Clear path to fire exit when in use overnight		2	2	4	Moderate
Bunk Rooms – Slips, trips	p	p		- Store bags under the bed to reduce trip hazards - No jumping on the beds - Top bunks fitted with guard rails		1	3	3	Minor
Pods - Slips, trips	p	p		- Porch area kept clear - Store bags under the bed to reduce trip hazards - No jumping on the beds - Top bunks fitted with guard rails - Smoke detector fitted - Window can be used as an emergency exit		1	3	3	Minor

Cars – Collisions with vehicles	p	p	p	- Anyone wanting to drive onto site must get permission from site reception before bringing the car through the bottom gate. - Leaders can drive cars down to drop off kit, and then cars must be returned to the car park (unless specifically stated by Duty Warden) -All tracks must remain accessible at all times - Groups should be told to check roads and carparks before crossing - Gates are positioned on key roadways and are used to control traffic onsite - There is a speed limit onsite of 10mph, shown with signs along the main track		1	3	3	Minor
Secure Medication	p	p	p	Secure lock box is provided in the building	Code available from site staff	1	2	2	Minor
Kitchen knifes	P	p	p	Secure lock box is provided in the building	Code available from site staff	1	2	2	Minor