



## Venue (Outdoor) Risk Assessment – Hertfordshire Guide Centre

**Description:** Hertfordshire Guide Centre is located in the village of Cotttered. It offers indoor accommodation, a campsite, pond, and campfire circle. It is suitable for meetings, trainings, sleepovers, camps, pond dipping sessions and campfires. It can also be used for Duke of Edinburgh expeditions.

**Intended outcomes:** Enjoyment, community, performing, and fun.

**Leaders are responsible for reviewing and amending the risk assessment with considerations for their unit.** It is recommended that this be completed during a site visit and subsequently shared with the leadership Team. Individual risk assessments are available for each activity.

Hazards  What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing?  How have you reduced the risk already?	Likelihood of Risk Occurring (L / M / H)	Severity of Risk (L / M / H)	Are further controls necessary?  What else needs to happen to reduce the risk to an acceptable level?	Action by: name & date
			After control measures			
<b>Car Park:</b> <ul style="list-style-type: none"><li>Vehicle colliding with a person</li></ul>	All participants	<ul style="list-style-type: none"><li>Supervision of children by parents/carers and leaders</li><li>Movement activated lighting</li></ul>	L	M	<ul style="list-style-type: none"><li>Signs can be used to direct traffic flow.</li><li>Hi-vis for those working in the area.</li><li>Pre-arrival instructions circulated to parents/carers.</li></ul>	Leaders
<b>Car Park:</b> <ul style="list-style-type: none"><li>Trip hazard – uneven surface</li></ul>	All participants	<ul style="list-style-type: none"><li>Movement activated lighting</li><li>Contracted gardeners instructed to remove moss on a regular basis.</li></ul>	L	L	<ul style="list-style-type: none"><li>During periods of icy weather, salt to be spread.</li><li>Leaders to complete post-arrival dynamic risk assessment and remove hazards as required.</li></ul>	Leaders
<b>Play equipment:</b> <ul style="list-style-type: none"><li>Falling from equipment</li></ul>	All participants	<ul style="list-style-type: none"><li>To be used in conjunction with the Trim Trail risk assessment.</li><li>Supervision by leaders/adults</li></ul>	L	L	<ul style="list-style-type: none"><li>Adult to be present at all times.</li><li>Dynamic risk assessment to be completed beforehand.</li></ul>	Leaders

<b>Pond:</b> <ul style="list-style-type: none"><li>Drowning</li></ul>	All participants	<ul style="list-style-type: none"><li>Area is fenced off and has a padlocked gate.</li><li>Life buoy on site.</li><li>Clear signs showing deep water.</li></ul>	L	M	<ul style="list-style-type: none"><li>Children to be advised of limits.</li></ul>	Leaders
<b>Boundary security:</b> <ul style="list-style-type: none"><li>Missing children</li></ul>	Children	<ul style="list-style-type: none"><li>Keep gates shut.</li><li>Complete individual risk assessments for those at risk of fleeing.</li></ul>	L	L		Leader
<b>Area - natural environment:</b> <ul style="list-style-type: none"><li>Slips, trips and falls</li></ul>	All participants	<ul style="list-style-type: none"><li>Suitable footwear to be worn.</li><li>Assistance to those who require mobility aids.</li><li>Movement activated lighting.</li><li>Leader supervision.</li><li>Care to be taken when setting up camp – consider holes made by animals.</li></ul>	L	L		Leaders
<b>Trees</b> <ul style="list-style-type: none"><li>Falls from height</li><li>Falling branches</li></ul>	Children	<ul style="list-style-type: none"><li>All children to be advised not to climb trees.</li><li>No rope swings, or other items should be tied to trees.</li><li>Users to report any obvious damage to trees.</li><li>Trees to be inspected regularly.</li></ul>	L	L	<ul style="list-style-type: none"><li>Leaders to complete their own risk assessment upon arrival.</li><li>Report any damage to the site wardens promptly.</li></ul>	
<b>Caretaker's yard</b>	All participants	<ul style="list-style-type: none"><li>Adult supervision, restricting child access to the area.</li></ul>	L	L		Leaders
<b>Campfire</b> <ul style="list-style-type: none"><li>Burns, splinters, cuts</li></ul>	All participants	<ul style="list-style-type: none"><li>Adult supervision, restricting child access to the area.</li><li>See activity specific risk assessment.</li></ul>	L	L		Leaders
<b>Electricity Substation</b> <ul style="list-style-type: none"><li>Electrocution</li></ul>	All participants	<ul style="list-style-type: none"><li>Area is restricted by fence to all.</li><li>Clear signs showing risk of electrocution.</li></ul>	L	L	<ul style="list-style-type: none"><li>Children to be advised of limits upon arrival.</li></ul>	Leaders
<b>Gas tank compound</b> <ul style="list-style-type: none"><li>Fall into 1m deep pit</li></ul>	Those with access	<ul style="list-style-type: none"><li>Fence and padlock restricting access.</li><li>Access by authorized persons only in conjunction with their own risk assessment</li></ul>	L	L		Leaders

<b>Toilet block</b> <ul style="list-style-type: none"><li>Access to hazardous cleaning chemicals</li></ul>	All participants	<ul style="list-style-type: none"><li>Cleaning products to be kept in a locked cupboard.</li><li>Access to the cupboard to be managed by leaders on site.</li><li>COSHH certificates and/or data sheets to be kept in the cleaning cupboard with cleaning products.</li></ul>	L	M	<ul style="list-style-type: none"><li>Leaders to be aware of emergency procedures should chemicals/cleaning products be ingested or cause irritation.</li><li>Leaders to manage access to the cleaning cupboard</li></ul>	Leaders
<b>Toilet block</b> <ul style="list-style-type: none"><li>Slips and falls</li></ul>	All participants	<ul style="list-style-type: none"><li>Floor to be mopped regularly to reduce the risk of standing water.</li></ul>	L	L		Leaders
<b>Toilet block</b> <ul style="list-style-type: none"><li>Skin irritation from soap products</li></ul>	All participants	<ul style="list-style-type: none"><li>Leaders to be aware of those with known skin conditions.</li><li>Data sheets for soap products to be kept in the cleaning cupboard.</li><li>Own products to be provided if allergies/sensitivities are known</li></ul>	L	L		Leaders and parents
<b>Storage area behind the toilet block</b> <ul style="list-style-type: none"><li>Accidental injury</li></ul>	All participants	<ul style="list-style-type: none"><li>Access restricted by wooden fencing.</li></ul>	L	L		Leaders
<b>Camp store</b> <ul style="list-style-type: none"><li>Electrical fire/electrocution</li></ul>	Leaders and site staff.	<ul style="list-style-type: none"><li>All electrical items to be PAT tested regularly.</li><li>Visiting leaders to report any issues with the electrical equipment.</li></ul>	L	L		Leaders and site staff
<b>Camp store</b> <ul style="list-style-type: none"><li>Falling items from shelves</li></ul>	All participants	<ul style="list-style-type: none"><li>Heavy items to be stored on lower shelves.</li><li>Avoid stacking multiple items on top of each other.</li></ul>	L	L		Leaders and site staff
<b>Camp shelter</b> <ul style="list-style-type: none"><li>Slips, trips and falls</li></ul>	All participants	<ul style="list-style-type: none"><li>Ensure that the entrance is free from obstacles.</li><li>Ensure that the mat is lying flat at all times.</li><li>Mop the floor to remove residual water and reduce the risk of slipping.</li></ul>	L	L		All participants

<b>Big games storage</b>	All participants	<ul style="list-style-type: none"> <li>• Access restricted with combination lock.</li> <li>• Heavy items are labelled and should be carried by two people.</li> <li>• Leaders to supervise use of big games.</li> <li>• Big games to be returned to storage as per the picture on the door.</li> </ul>	L	L	<ul style="list-style-type: none"> <li>• Leaders to complete their own unit specific risk assessment.</li> <li>• Soft archery has it's own risk assessment which should be referred to.</li> </ul>	All participants.
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