

RISK ASSESSMENT for

TAW BOTTOM, DEVON GUIDES CAMPSITE, SOUTH TAWTON EX20 2LP

<p>This assessment records hazards identified by the management committee and the controls put in place by them. Taw Bottom is a woodland site and we aim to provide an environment as natural as possible, using materials which are in keeping with that provision. We aim to manage the level of risk so that users are not exposed to unacceptable risks.</p> <p>The committee cannot be held responsible for the behaviour of young people around the site. All camp leaders should carry out their own risk assessments of the site and for their own activities. There are separate risk assessments for Fire Safety and the Fitness Trail.</p>				Date			
				Assessors' names			
<p>Who is involved: All users of the site: young people and adults</p>				Assessors' signatures			
Hazard		Current risk			Current controls		Extra controls that could be put in place
		H	M	L			
<p>Carpark and on-site tracks: movement of vehicles speed of vehicles</p>				X	Speed signs		
<p>Drainage ditches: risk of injury from falling in, especially where there is no vegetative barrier</p>				X	<ul style="list-style-type: none"> - around camping areas, fencing to deter people from moving too close to ditches. - ditches are checked twice yearly and cleared of excess vegetation. - in woodland areas, there are no fences: people need to take responsibility for their own safety 		
<p>Fencing: if children climb on the fences a fall could cause injury. In places it is slightly lower than the <i>recommended</i> minimum height of 1 metre.</p>				X	<p>In the Taw Bottom booklet and the Play Policy notice in the shelters, leaders are reminded to give firm guidelines to those in their care to act responsibly.</p>		<p>Allow vegetation to grow up between the fence and the ditch to act as a further deterrent.</p>
<p>Bridges over the ditches: can become slippery when wet there are no rails so people could slip off</p>				X X	<ul style="list-style-type: none"> - Chicken wire is secured to the bridges and this is checked twice yearly for safety. - The structure of the bridges is checked for wear & tear, and also the banks - twice yearly. - There are no rails as they might encourage climbing & swinging, creating a hazard. There are alternative routes (level tracks) to the areas accessed by the bridges. 		

<p>Bank around the Longhouse: a fall from the steep drop in places could cause injury</p>			X	Fencing in place to create a barrier although it is slightly lower than the <i>recommended</i> minimum height of 1 metre.	
<p>Campfire Circle - hazards especially during darkness:</p> <p>risk of injury from unstable seating</p> <p>risk of injury from untidy ground area</p> <p>risk of injury from surrounding vegetation</p>			X X X	<p>Check the stability and condition of the benches regularly.</p> <p>Ensure the fire area is well-defined with a circle of small tree trunks. Encourage campers to keep the area tidy.</p> <p>Remove encroaching and overhanging vegetation.</p>	
<p>Quiet Area and River Taw: The Quiet Area is fenced off from the rest of the site with its own separate gated entrance.</p> <p>steep path down from gate can be slippery</p> <p>risk of injuries from falling in river risk of drowning</p> <p>seating - could become unstable</p>			X X X	<p>The path has a handrail on both sides; it is swept of leaves at least twice a year.</p> <p>The Taw Bottom booklet, sent with all new bookings, gives advice re. river safety and the use of the Quiet Area.</p> <p>Check regularly.</p>	
<p>Woodland, paths and other non-camping areas:</p> <ul style="list-style-type: none"> - injury from falling/damaged trees - injury from overgrown vegetation by paths - water hazard in wet periods from boggy areas and intermittent pools - injury from slipping off the Sticklepath track down the bank to the river below 			X X X X	<p>Annual check and subsequent removal of unsafe trees.</p> <p>Regular trimming of vegetation along paths throughout season.</p> <p>We need to rely on the sense of responsibility of leaders and those in their care to avoid accidents</p> <p>Stockfencing along the length of the track - checked annually.</p>	Vegetation will re-grow to create a further barrier.
<p>Pioneering equipment: provided for the use of those camping on site with instructions on how to make the projects.</p>			X	Equipment for all the projects is regularly checked. Leaders are reminded to make their own risk assessments and ensure the supervising adult has relevant experience.	
<p>Elsan drains (near Longhouse and Beech/Hawthorn toilet block): could become blocked and overflow lids could rust and break up</p>			X X	<p>Checked regularly and kept drains clear.</p> <p>Checked regularly and replaced as necessary.</p>	

<p>Gas cylinders: these are placed outside the Trolley Store</p>			X	<p>Cylinders are all in locked cages. Fittings are checked annually by Corgi registered engineer.</p>	
<p>Gas tanks: These are situated beside the Longhouse and in front of Beech/Hawthorn toilet block</p>			X	<p>The tanks are the property of Calor and their responsibility. Pipework is underground. Leaders are advised to alert their group that care should be taken around the tanks.</p>	
<p>Equipment Store. This stores: camping equipment for hire maintenance materials and equipment petrol mower</p>			X	<p>This Store is kept locked at all times and only the warden, committee chair and regular maintenance contractor have keys. Gas appliances are checked annually by Corgi registered engineer.</p>	
<p>Wooden shelters on camping sites: wood could deteriorate or become damaged; roofing materials, including skylights, could become dislodged or broken; surrounding path - cement could break up or become slippery with algae risk of fire</p>			X X X	<p>The shelters and surrounding areas are regularly checked for damage and deterioration. Path checked regularly. No flammable materials are kept in shelters. Fire Safety notice is pinned in each shelter alerting group leaders to their responsibilities.</p>	
<p>Toilet blocks: buildings could deteriorate or become damaged plumbing and fixtures could be damaged or become faulty hot water boiler risk of fire</p>			X X X X	<p>Main structure, doors and cubicles checked regularly, also drains and gutters. All fittings and plumbing are checked regularly. Maintenance contractor can be called on at short notice. Boiler is in a separate, locked cupboard. There is a fire extinguisher for the toilet block for each site; this is detailed in the Fire Safety notice in each shelter.</p>	
<p>Longhouse and kitchen: building could deteriorate or become damaged; roof materials could become damaged or dislodged risk of fire kitchen has gas appliances - cooker, fridge</p>			X X X	<p>The main structure, roof, doors, drains, gutters, steps, outside seating area are checked regularly. See separate Fire Safety risk assessment - carried out annually. Fire Watch do annual check of fire equipment. Smoke alarm in activity room. Gas appliances and fittings are checked annually by Corgi registered engineer. There is a carbon monoxide alarm in the kitchen.</p>	

<p>kitchen has sharp knives</p> <p>service area for plumbing, boiler etc</p> <p>step between dining shelter and activity room</p> <p>path surrounding building - could become worn or slippery</p>			<p>X Knives are kept in lidded boxes.</p> <p>X The Service Area cupboard is always kept locked.</p> <p>X A yellow line is painted on the step as a warning.</p> <p>X Path checked and cleared of leaves/debris frequently.</p>	
<p>Generators:</p> <p>these are housed in their own locked sheds - one near the Longhouse toilet block, and one near the Beech/Hawthorn toilet block.</p>			<p>X The generators are serviced annually. Notices are placed in the housing sheds advising users of safety and care.</p>	
<p>Water Supply:</p> <p>Mains water is piped to the Longhouse/kitchen, to the toilet/shower blocks and to standpipes. There is a gas-heated hot water system for the kitchen and toilet/shower blocks. Potential hazard is exposure to legionella bacteria.</p>			<p>X The hot and cold water systems are drained after the camping season finishes (October) and well flushed through at the beginning (March). The systems are routinely checked and maintained. Temperature checks are made and recorded regularly. Results are kept in the Service Area.</p>	