MALLING DISTRICT SCOUT COUNCIL 

COMP WOOD CAMPSITE SEVEN MILE LANE

Risk Assessments and Observations on comp Wood Site

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| Hazard Definition | Group of people  Who are at risk | Assessment & Existing Control | Adequately Controlled |
| Turning off of Seven Mile Lane and entering the site | Pedestrians and all other road users | Extreme caution when turning into site entrance as road is used by all sorts of traffic, including H.G.V’s.  Recommend arrive from Wrotham end (A20) and turn right into site entrance. When leaving site, turn left onto Seven Mile Lane. When driving on and through the site, recommended speed limit of 10MPH |  |
| Vehicle movement & Parking | All users of the site and vehicles | Congested entrance area leading to site and car parking area.  Danger of vehicle accidents with third part or pedestrians.  Recommend all vehicle reverse into designated parking places.  For large events, parking controlled by marshals wearing high-visibility vests  Parking or driving is not permitted on grassed areas of the campsite.  Waste collection to take place at times when site not in use |  |
| Moving equipment on site | All users of the site | As no vehicle is to be used off of the site road, all equipment is to be carried physically. Users to wear suitable footwear and be aware of slips, trips and fall hazards. Manual handling requirements to be used and follow regulations. |  |
| Walking on site | All users of the site | Wear suitable footwear and watch where they are going to avoid slips, trips and hazards on uneven ground. |  |
| Fire  Campfire area | All users of the site | Campfire area. Two level seating area, needs to be managed to avoid slips, trips and falls. No running along seating levels, care need to be taken when entering campfire area from camping fields when climbing steps. Raised fire platform. No standing on raised fire platform unless instructed to be on area and to be supervised at all times. No lighting of fires without adult supervision, Fire bucket(s) readily available. At the end of your stay / visit all unused wood to be returned to the wood pile. |  |
| Fire  Camping areas | All users of the site | Fires to be only lit in approved areas and under adult supervision.  Fires will only be allowed on alter fires, (no fire pits), Have fire bucket(s) readily available.  If fire occurs and is not controllable all personnel to go to muster area and emergency service called.  Remove all unused wood to wood pile before you depart from camping area and site. |  |
| Chopping / sawing wood | Person(s) conducting the task and spectators | No live trees to be cut down. Use designated area only (by the wood pile, campfire area or cordoned off area on you camping field.  All young people to be competent and under adult supervision at all times and training given when required. Only correct and safe saws and axes to be used. Person(s) conducting the task to be at least two arm lengths from any other person.  The task person should wear suitable footwear, trousers, gloves and safety goggles.  They should only do the task in short bursts and stop if feeling tired |  |
| Cooking  Camping areas | All users of the site | Cooking facilities to be laid out in correct and safe manner.  Cooking mess tents to be erected at the correct and safe distance from sleeping tents.  Gas burners and gas bottles to be checked and in good working order, correct fire extinguishers and fire blankets to be available in  Cooking area.  Gas bottles to be kept outside of cooking area / tent in a ventilated area. Area to be kept clean, tidy and clear of rubbish.  All young persons to be supervised while in cooking area. |  |
| Site Environment | All users of the site | Flora and Fauna:- Mushrooms/fungi, berries, snakes and false widow spiders.  All adults to be vigilant at all times and be familiar with the correct actions (ie first aid procedures) to take action in the event of an incident and be familiar with accident and incident reporting procedures |  |
| Housekeeping | All users of the site | All users to be responsible for keeping site and building clean and tidy to avoid potential hazards to other users |  |
| Building:- Kitchen, Drying room | All users of the site | Electricity:- Only correct appliances and correct fittings to be used.  Appliances must be checked and approved safe for use. |  |
| Building:- Kitchen, Drying room | All users of the site | Cooking:- Only adults or young persons under supervision to be in area, cooking equipment to be checked and in good safe working condition.  Preparing food:- all personnel to use basic hygiene, washed hands,  Clean working surfaces and utensils, Young people to be supervised. |  |
|  |  | Knives and sharp utensils:- to be used by qualified personnel or persons under instruction by a qualified person under supervision.  Cooking:- Facilities to be laid out in correct and a safe manner.  Gas burners and gas bottles to be checked and in good working order, correct extinguishers and fire blanket to be available in cooking area and in working order, spare gas bottles to be kept in a safe area outside of building and stored away from cooking area.  Area to be kept clean and clear of rubbish.  All young persons to be supervised while in building cooking area  First aid kit and groups accident book to be kept in area  Fumes:- area to be kept ventilated at all times when cooking or drying of clothes / equipment is in progress  All areas of building to be kept clean and clear of rubbish |  |
| Security:- Personal Property | All users of the site | All individuals to be responsible for their own property  The District cannot take responsibility for any loss or damage while on site |  |
| Security:- Persons | All users of the site | All persons to stay within the boundary of the site (marked with yellow painted posts). |  |

**Location:- Comp Wood Completed By :- Ken Sharp Reviewed:- 30.01.2021**