



Woodlarks Camp Site Trust

Risk Assessment Process 2015



1.	Foreword	3
	What's new for 2015	3
2.	Risk Assessment Process for Trust Activities	4
3.	Risk Assessment Process for Camps	6
	General	6
	On-site activities	6
	Off-site activities	7
4.	Trust Form	8
5.	Camp Form	12



1. Foreword

This policy was drafted by Christine Ilesley, and converted into Woodlarks format by Sue Lewis and Malcolm Jarrett.

What's new for 2015

Mark Greenwood takes over as principal contact



2. Risk Assessment Process for Trust Activities

The Trust under the guidance of its H&S Advisor will ensure suitable and sufficient risk assessments are undertaken as required by the Management of Health and Safety at Work Regulations 1999. The Trust will follow the approach outlined in Health and Safety Executive (HSE) guide INDG163 'Five Steps to Risk Assessment'. Risk assessments will be proportionate to the levels of risk involved. The Trust's risk assessment process is as follows:

1. Risk assessments will be undertaken to identify and assess significant hazards and risks of activities carried out by volunteers/staff of the Trust and these will be reviewed as appropriate.
2. Risk assessments will be carried out by Woodlarks volunteers who have received the necessary training and who have competence in the work area/activity being assessed.
3. Risk assessments will be completed using the approved Risk Assessment templates
4. These will then be passed to the H&S Advisor for checking and comment, they will then be assigned a reference number and passed back to the risk assessor for implementation
5. Actions recommended in the risk assessment will be implemented, noted on the risk assessment form and the completed risk assessments will be signed by both the Risk Assessor(s) and the H&S Advisor.
6. Electronic copies of all Trust risk assessments will be retained by both the H&S Advisor and Woodlarks Camp Site Trust and will be present in hard copy at Woodlarks
7. Risk assessments will be either reviewed on an annual basis or when circumstances change significantly.

Risk assessments will be undertaken to ensure that the following are suitably controlled:

- Young people
- Vulnerable people
- Manual handling
- Work equipment
- Plant and machinery
- COSHH



- Noise and vibration
- Woodland management
- Cookhouse and related activities
- Swimming pool
- Maintenance
- Working at height
- Lone working
- Fire
- First Aid

This list is not comprehensive but should be seen as a guide.



3. Risk Assessment Process for Camps

In order to ensure that activities carried out at Woodlarks are undertaken as safely as is reasonably practicable, Camp leaders are required to undertake written risk assessments prior to setting up at Woodlarks. The following process should be followed.

General

1. The Trust recommends that camp leaders follow Health and Safety Executive (HSE) Guidance 'Five Steps to Risk Assessment' INDG163 this can be accessed via the HSE's website <http://www.hse.gov.uk/pubns/indg163.pdf> .
2. Camp leaders can utilise the attached risk assessment template ("Camp Form" on page 12) – if this format is not used it is important that the same level of information is included in whichever format they choose to follow.
3. Camp leaders should address the significant risks from hazards that are present during activities/tasks they will undertake whilst at Woodlarks, they should make sure that the level of detail given is proportionate to the level of risk and that controls are suitable and sufficient.
4. Camp leaders need to follow the process for risk assessment outlined in the Camp Leaders' Handbook.

On-site activities

5. Risk assessments should be undertaken for activities carried out on Woodlarks site, for example cookhouse, aerial runway, swimming pool, fire safety.
6. Completed risk assessments for on-site activities should to be sent to the Trust's H&S Advisor for comment. The H&S Advisor may seek clarification from camp leaders if a planned activity does not appear to have adequate control measures in place. He can be emailed at mark_greenwood@btinternet.com.
7. Hard copies of their risk assessments will not be retained at Woodlarks but electronic copies will be held by the H&S Advisor.



Off-site activities

8. Risk assessments should be undertaken for activities carried out off-site from Woodlarks, for example canoeing, sailing, ice-skating.
9. Risk assessments for off-site activities are not required to be sent to the H&S Advisor as these are not under Trust's control but camp leaders are advised that they should still undertake risk assessments for off-site activities.
10. The risk assessment form template that the Trust provides is useful for this purpose. However it may not be adequate for all off-site activities and the onus will be on the camp leader to ensure suitable risk assessments have been carried out for each offsite activity.



4. Trust Form

The form is on the next three pages

Woodlarks General Risk Assessment Form

Area/Activity being assessed.....

Risk Assessor..... RA No:

Date Carried Out:

Review Date.....

Hazards	Who could be harmed and how	Risk Level High Medium Low	Controls in place	Further actions necessary	Action by whom	Action by when	Date Completed

Woodlarks General Risk Assessment Form

Risk Assessment Action Summary

Action	Priority	Date action completed	Comment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Risk assessment approved by H&S Advisor

Date:...../...../.....

Signature:.....

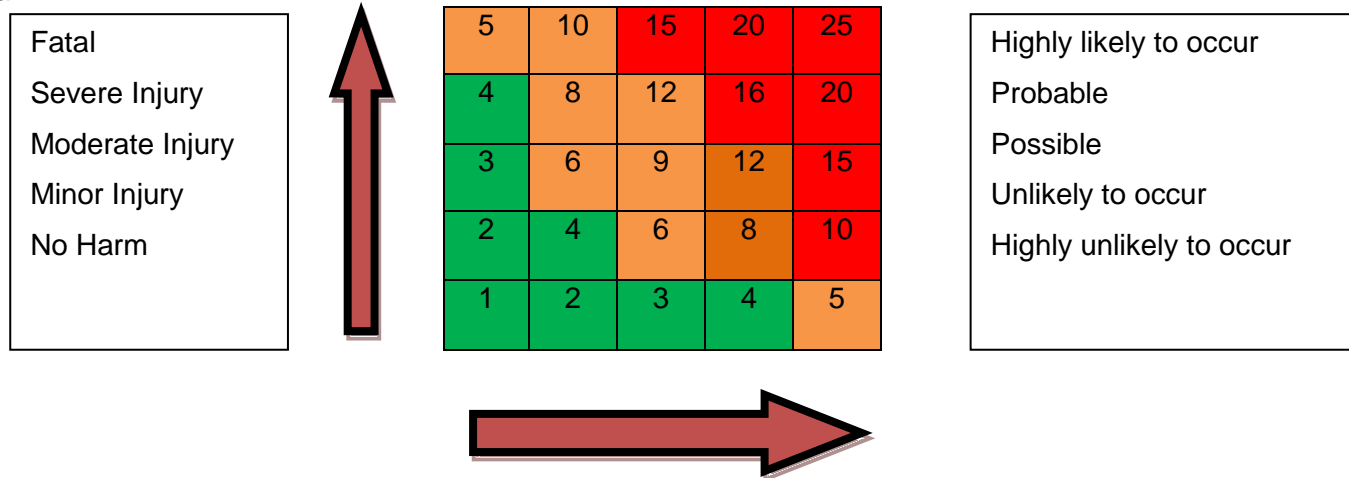
Woodlarks General Risk Assessment Form

Risk Assessment Guidance

When carrying out your risk assessment you need to consider the 5 steps to risk assessment:

- Step 1: Identify the hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks and decide on precautions
- Step 4: Record your findings & implement them
- Step 5: Review your assessment & update if necessary

Part of step 3 is working out how likely it is that the harm from the hazard will be realised, you need to consider likelihood x severity of harm.



Another way of looking at this is to consider whether the risk of harm is high, medium or low



If you think the current precautions for the hazard are good enough, no further action is necessary. When you have completed your risk assessment & decided on actions forward your risk assessment to the health and safety advisor for checking and allocation of a reference number (Woodlarks internal risk assessments) email to mark_greenwood@btinternet.com The most important part of risk assessment is deciding on appropriate precautions and making sure these are put in place.



5. Camp Form

The camp form is on the next page two pages.

Camp Risk Assessment Form

Name of camp:	Activity/Area being assessed:	Camp leader's name:
Name(s) of risk assessors 1) 2) 3)	Date risk assessment undertaken:	Time period risk assessment is valid for:

What are the hazards?	Who could be harmed and how?	What controls do you have in place?	Are further controls needed? Yes/No if yes please outline below	Date action completed

Camp Risk Assessment Form

What are the hazards?	Who could be harmed and how?	What controls do you have in place?	Are further controls needed? Yes/No if yes please outline below	Date action completed

Signature of Risk Assessor:..... Print name.....

Date:.....

Signature Camp leader: Print name

Date:.....

Send for comment to Woodlarks H&S Advisor at mark_greenwood@btinternet.com



This policy will be reviewed annually.

Signed:

Date: 22 Mar 2015

Print name: Alexine Crawford

Position held: Chairman

Implemented: March 2015
Next review: March 2017
Person responsible: Mark Greenwood