



# **Woodlarks Camp Site Trust**

## **Risk Assessment Process**

**2020**

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# 1 Foreword

This policy was updated for 2020 by Sarah Lane and Malcolm Jarrett

## 1.1 What's new for 2020

The Trust no longer requires Risk Assessments formulated by individual camps for on-site activities to be submitted to the Trust for approval. As we are unfamiliar with camps' requirements, we are unable to assess camps' Risk Assessments.

## 2 Risk Assessment Process for Trust Activities

The Trust under the guidance of its H&S Advisor, Bob Jones, 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:

- 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.
- 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.
- Risk assessments will be completed using the approved **Trust** Risk Assessment templates.
- 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 author ~~risk-assessor~~ for implementation.
- 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.
- 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. Sarah will give the printed copy to the working party or volunteer as appropriate.
- 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 act 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.

### 3.1 General

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> .

Camp leaders can utilise the [Trust's risk assessment template](#). If this format is not used it is important that the same level of information is included in whichever format they choose to follow.

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.

Camp leaders need to follow the process for risk assessment outlined in the Camp Leaders' Handbook.

### 3.2 On-site activities

Risk assessments must be undertaken for activities carried out on Woodlarks site, for example cookhouse, aerial runway, swimming pool, fire safety. The [Risk Assessments page](#) of the Trust's website has some sample Risk Assessments. If you use these assessments you must ensure they are adapted to the specific needs of your camp.

### 3.3 Off-site activities

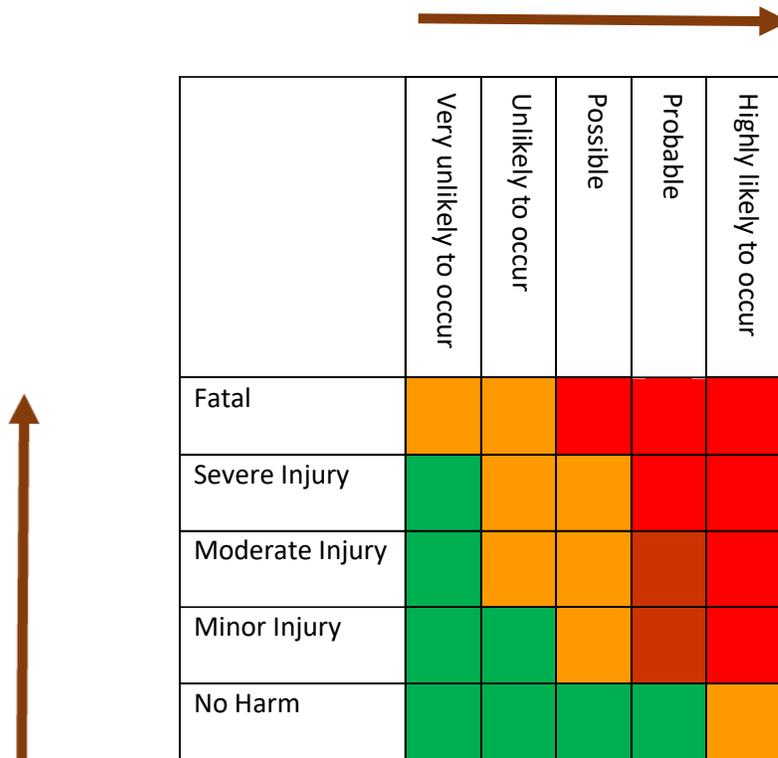
Risk assessments should be undertaken for activities carried out off-site from Woodlarks, for example canoeing, sailing, ice-skating.

# 4 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 versus severity of harm.



	Very unlikely to occur	Unlikely to occur	Possible	Probable	Highly likely to occur
Fatal	Orange	Yellow	Red	Red	Red
Severe Injury	Green	Orange	Yellow	Red	Red
Moderate Injury	Green	Orange	Yellow	Brown	Red
Minor Injury	Green	Green	Yellow	Brown	Red
No Harm	Green	Green	Green	Green	Orange

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



## 5 Completed Trust Assessments

If you have completed a risk assessment on behalf of the Trust (rather than a specific camp) forward your risk assessment to [secretary@woodlarks.org.uk](mailto:secretary@woodlarks.org.uk). It will then be passed to the health and safety advisor for checking and allocation of a reference number. The most important part of risk assessment is deciding on appropriate precautions and making sure these are put in place.

This policy will be reviewed after three years.

Signed:

Date: 05 March 2020

Print name: Grahame Done Position held: Chairman

Implemented: March 2020

Review date: March 2023

Person responsible: Mark Greenwood