

## Risk Assessment

Location	Wakefield North & South Division Campsite, Stocksmoor Road, Midgley WF4 4JF
Date	24/5/21
Review	24/5/22

### Overview of the campsite

The campsite is a greenfield site set on the edge of the Wakefield Metropolitan District. Situated approximately 5 miles from Wakefield, the campsite is in a nature conservation area (Stocksmoor) and situated well for visiting the Yorkshire Sculpture Park, Bretton County Park, Kirklees Light Railway, the National Coal Mining Museum and Pugneys Water Park.

- The camp site is approached from Stocksmoor Road (B6117). It has good access from either direction with car parking for four/five cars at the entrance to the site access road.
- The site is entered via a wooden five bar gate (there is also a smaller side gate). The catches are difficult to use but the gate swings open freely when pushed, it is propped open by a “brick” to stop it swinging back.
- There is then a concrete road leading to another parking area for further four/five cars. The road then leads to the main camp area. At the end of the road there is also parking for two/three cars. **Please note:** This access road is also used by agricultural vehicles
- The site consists of a large open green space with one large wooden hut and two smaller wood huts. There is also another wooden building which is the toilet wash block.

The site is not wheelchair friendly

### **Associated Risk Assessments**

Recommendations for site users are contained within the “Controls” section. These are not a replacement for:

1. Users own risk assessment covering all activities taking place on / off site during its use
2. Users own risk assessment covering specifically any walking activities or use of public footpaths adjacent to/outside of the campsite. It is advisable that you check with the Walking Adviser(s) regarding the correct level for the area.

Nature of Hazard	Hazard	Worst Outcome	Groups at risk	Contributory Factors	Control Measures
Cars manoeuvring at the site access	Being struck by moving vehicle	<ul style="list-style-type: none"> <li>• Serious injury</li> <li>• Death</li> </ul>	Site users Public	<ul style="list-style-type: none"> <li>• Limited space for manoeuvring</li> </ul>	<ul style="list-style-type: none"> <li>• Adult:Child ratio as per the Guiding Manual</li> </ul> <p>Recommendations for site users:</p> <ul style="list-style-type: none"> <li>• No non-staff vehicles allowed onto access road beyond the five bar gate</li> <li>• For large events contact the local police and follow any advice regarding road safety</li> <li>• Hi-vis to identify marshals/leaders</li> <li>• Review large-scale arrival and departure - guidelines available on website (Booking &amp; Availability &gt; Downloads)</li> </ul>
Uneven & slippery walking surfaces  (General)	Tripping, slipping and falling	<ul style="list-style-type: none"> <li>• Serious injury</li> <li>• Death</li> </ul>	Site users	<ul style="list-style-type: none"> <li>• Encroaching vegetation</li> <li>• Weather conditions</li> <li>• Excess water</li> </ul>	<ul style="list-style-type: none"> <li>• Site users to be made aware of the access road conditions</li> <li>• Removal of contributory factors (mud &amp; algae) before use where possible</li> <li>• Adequate lighting along walkways &amp; near building access</li> <li>• Use of non-slip matting</li> <li>• No trailing cables</li> <li>• Improved storage</li> </ul> <p>Recommendations for site users:</p> <ul style="list-style-type: none"> <li>• Highlight any issues at check out</li> </ul>
Vehicle movements on access roadway	Being struck by moving vehicle	<ul style="list-style-type: none"> <li>• Serious injury</li> <li>• Death</li> </ul>	Site users	<ul style="list-style-type: none"> <li>• Inattention of site users</li> <li>• Reversing vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Driver awareness</li> <li>• Apply a 5mph speed limit</li> </ul> <p>Recommendations for site users:</p> <ul style="list-style-type: none"> <li>• No non-staff vehicles allowed onto access road beyond the five bar gate</li> </ul> <ul style="list-style-type: none"> <li>• Farmer has access to his field through the camp field. This is seasonal in the winter and at harvest. This has not yet impacted any camps however no tents to be erected at the right hand side of the field where the tracks are evident. Farmer will check for any site users prior to accessing the</li> </ul>

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					field
Uneven surfaces throughout the campsite  Uneven surfaces (cont.)	Tripping, slipping and falling	<ul style="list-style-type: none"> <li>• Serious injury</li> <li>• Death</li> </ul>	Site users	<ul style="list-style-type: none"> <li>• Animals</li> <li>• Weather conditions</li> <li>• General site conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Regular maintenance of camping ground e.g. flattening / hole filling / grass cutting</li> </ul> <p>Recommendations for site users:</p> <ul style="list-style-type: none"> <li>• Communicate the need for appropriate footwear</li> <li>• Review weather conditions prior to arrival and plan as appropriate</li> <li>• Main user to highlight site safety within their briefing (“housekeeping”) talk to the group attending the event - <i>No running</i></li> </ul>
Narrow pathway with a steep bank adjacent to mucky hut	Tripping, slipping and falling	<ul style="list-style-type: none"> <li>• Serious Injury</li> <li>• Death</li> </ul>	Site users	<ul style="list-style-type: none"> <li>• Weather conditions</li> <li>• Transporting equipment</li> <li>• Inappropriate footwear</li> </ul>	<ul style="list-style-type: none"> <li>• Solar / Outside PIR lights on hut</li> </ul> <p>Recommendations for site users:</p> <ul style="list-style-type: none"> <li>• Communicate the need for appropriate footwear</li> <li>• Include torches on the kit list</li> <li>• Review weather conditions prior to arrival and plan as appropriate</li> <li>• Main user to highlight site safety within their briefing (“housekeeping”) talk to the group attending the event - <i>Single file use of footpath</i></li> </ul>
Lat pits	Slipping, tripping and falling Biohazard	<ul style="list-style-type: none"> <li>• Serious injury</li> <li>• Death</li> </ul>	Site users	<ul style="list-style-type: none"> <li>• Weather conditions</li> <li>• Inappropriate footwear</li> <li>• Lack of leader supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Lat pits are covered up</li> <li>• Active pits are marked on the site by cones</li> <li>• Barrier in place to restrict access</li> </ul> <p>Recommendations for site users</p> <ul style="list-style-type: none"> <li>• Toilet emptying to be supervised or completed by an adult (where appropriate)</li> <li>• Communicate the need for appropriate footwear</li> <li>• Main user to highlight site safety within their briefing (“housekeeping”) talk to the group attending the event - <i>Use of lat pits / location</i></li> </ul>

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External visitors	Unknown persons accessing the site	<ul style="list-style-type: none"> <li>• General danger to site users</li> </ul>	Site users	<ul style="list-style-type: none"> <li>• Visitors unaware campsite is in use</li> </ul>	<ul style="list-style-type: none"> <li>• Close gate following site checks to deter visitors</li> <li>• No entry sign on main gate</li> <li>• Entry is gated / fenced off from public</li> </ul> <p>Recommendations for site users:</p> <ul style="list-style-type: none"> <li>• Visitors to sign in</li> <li>• Main user to highlight site safety within their briefing (“housekeeping”) talk to the group attending the event - <i>Reporting strangers</i></li> </ul>
Flagpole stub post	Tripping & hitting	<ul style="list-style-type: none"> <li>• Serious injury</li> <li>• Death</li> </ul>	Site users	<ul style="list-style-type: none"> <li>• Site conditions</li> <li>• Site user inattention</li> </ul>	<ul style="list-style-type: none"> <li>• Flagpole to be covered by cone when not in use</li> <li>• Hazard tape to be maintained on flagpole stub</li> </ul> <p>Recommendations for site users</p> <ul style="list-style-type: none"> <li>• Main user to highlight site safety within their briefing (“housekeeping”) talk to the group attending the event - <i>Surroundings</i></li> </ul>
Work at height (use of flagpole & decorations)	Falling	<ul style="list-style-type: none"> <li>• Serious injury</li> </ul>	Site users	<ul style="list-style-type: none"> <li>• Inappropriate use of chairs</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate commercial stepladder provided</li> <li>• Site users made aware that they are responsible for using the stepladder safely (adult supervision)</li> <li>• Notices informing site users about usage</li> </ul> <p>Recommendations for site users</p> <ul style="list-style-type: none"> <li>• Main user to highlight site safety within their briefing (“housekeeping”) talk to the group attending the event - <i>inappropriate use of equipment</i></li> </ul>
Electricity Use of electrical equipment	Electric shocks Burns	<ul style="list-style-type: none"> <li>• Serious injury</li> <li>• Death</li> </ul>	Site users	<ul style="list-style-type: none"> <li>• Inappropriate use</li> <li>• Damaged equipment</li> <li>• Site user interference</li> </ul>	<ul style="list-style-type: none"> <li>• Fixed installations correctly installed by a qualified electrician and inspected regularly</li> <li>• All repairs by qualified electrician</li> <li>• Portable equipment checks - including PAT (3 years) &amp; regular visual checks</li> <li>• First time use inspection by site user</li> <li>• Site users know that they are responsible for any equipment used on site</li> </ul> <p>Recommendations for site users</p>

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					<ul style="list-style-type: none"> <li>• Main user to highlight site safety within their briefing (“housekeeping”) talk to the group attending the event - <i>use of electrical equipment</i></li> <li>• Report any issues on check out</li> </ul>
Stored equipment	Collapsing stacks	<ul style="list-style-type: none"> <li>• Serious injury</li> </ul>	Site users	<ul style="list-style-type: none"> <li>• Loose shelving</li> <li>• Storage above head height</li> <li>• Chairs stacked too high</li> <li>• Open shelves</li> </ul>	<ul style="list-style-type: none"> <li>• Chairs stacked no more than FIVE high</li> <li>• Notices reminding users</li> <li>• Appropriate commercial stepladder provided</li> <li>• Shelving labels (to avoid overloading)</li> <li>• Site checkers to confirm via sign out check list</li> </ul>
Manual handling	Lift heavy & awkward objects	<ul style="list-style-type: none"> <li>• Back injury</li> </ul>	Site users	<ul style="list-style-type: none"> <li>• Materials stored in large boxes</li> </ul>	<ul style="list-style-type: none"> <li>• Trolley/wheel barrow available for moving heavy items</li> <li>• Adult supervision at all times</li> </ul>
Fire	If trapped: Burns Panic Smoke inhalation	<ul style="list-style-type: none"> <li>• Serious injury</li> <li>• Death</li> </ul>	Site users	<ul style="list-style-type: none"> <li>• Fire exits blocked</li> <li>• Use of flammable materials in the wooden hut</li> </ul>	<ul style="list-style-type: none"> <li>• General Site Fire Risk Assessment / annual check list</li> <li>• No smoking notices</li> <li>• Smoke alarms</li> <li>• Fire exits labelled</li> <li>• Fire extinguishers / fire blanket provided (big hut)</li> <li>• Fire Point labelled on site</li> <li>• Cooking/fires/BBQ etc on designated areas on site &amp; NOT ON PATIO OUTSIDE THE HUT</li> </ul> <p>Recommendations for site users:</p> <ul style="list-style-type: none"> <li>• Familiarise self with equipment</li> <li>• Main user to highlight site safety within their briefing (“housekeeping”) talk to the group attending the event - <i>fire safety</i></li> <li>• Include any fire related activities e.g. using gas cookers for pyrography, in own risk assessment</li> </ul>
Flammable liquids	Fire Burns	<ul style="list-style-type: none"> <li>• Serious injury</li> <li>• Death</li> </ul>	Site users	<ul style="list-style-type: none"> <li>• Inappropriate use</li> <li>• Non-trained personnel using equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Limited access to store (Mucky Hut) - Committee members Only</li> <li>• Non-camping equipment not to be used</li> <li>• Fire extinguisher located in Mucky Hut</li> </ul>

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					<p>Recommendations for site users:</p> <ul style="list-style-type: none"> <li>• Familiarise self with equipment / fire risk assessment</li> <li>• Main user to highlight site safety within their briefing (“housekeeping”) talk to the group attending the event - <i>fire safety</i></li> </ul>
Hazardous substances	Cleaning products Toilet chemicals COSHH hazard	<ul style="list-style-type: none"> <li>• Skin problems</li> <li>• Eye damage</li> <li>• Vapour inhalation</li> </ul>	Site users	<ul style="list-style-type: none"> <li>• Site users leaving materials at the end of a camp/event</li> <li>• Inappropriate use</li> <li>• Unsupervised use</li> </ul>	<ul style="list-style-type: none"> <li>• Removal of materials by site committee after event</li> <li>• Site checkers to confirm removal of chemicals/products via sign out check list</li> </ul> <p>Recommendations for site users:</p> <ul style="list-style-type: none"> <li>• Main user to highlight site safety within their briefing (“housekeeping”) talk to the group attending the event - <i>inappropriate use of equipment</i></li> <li>• Consider <ul style="list-style-type: none"> <li>○ Supervised use / adult only</li> <li>○ Lockable store</li> <li>○ Use of PPE e.g. rubber gloves</li> <li>○ Are the products suitable for use</li> </ul> </li> </ul>
Open fire (s)	Fire Burns	<ul style="list-style-type: none"> <li>• Serious injury</li> <li>• Death</li> </ul>	Site users	<ul style="list-style-type: none"> <li>• Inappropriate use</li> <li>• Unsupervised use</li> <li>• Weather conditions</li> <li>• Poor fire safety awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Fire buckets and/or equipment available in the Smallwood Hut</li> <li>• General Site Fire Risk Assessment / annual check list</li> <li>• Fire extinguisher / fire blanket provided (main hut)</li> <li>• Fire Assembly Points on site: lower end of campsite &amp; at the car park on access road</li> </ul> <p>Recommendations for site users:</p> <ul style="list-style-type: none"> <li>• Familiarise self with equipment / fire risk assessment</li> <li>• Main user to highlight site safety within their briefing (“housekeeping”) talk to the group attending the event - <i>fire safety</i></li> <li>• Include any fire related activities e.g. cooking on open fire / roasting marshmallows, in own risk</li> </ul>

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					assessment