

Risk Assessment for the General Use of Henley Fort

Human Hazards

Hazard type	Who may be harmed	Is the risk adequately controlled
All hazards	All Centre Visitors & Staff	First aid trained staff on site. First aid kits around site available for use. Procedures and Guidelines in place by Surrey County Council. Duty staff on call at night in the event of emergency. Group leaders to read and agree conditions of use of the site. Site briefing by Surrey Outdoor Learning and Development (S.O.L.D.) staff on safety and site use at the start of session. Group leader must bring completed medical forms for all participants.
Slipping/Tripping	All Centre Visitors & Staff	Maintain pathways. Clearing of leaves in winter. Group briefed to walk, not run. Brief visitors to be aware of surrounding environment.
Improper use of cleaning products	All Centre Visitors & Staff	Users supervised by Surrey Outdoor Learning and Development (S.O.L.D.) Staff on usage of products. Household products only issued to groups. S.O.L.D. staff must be briefed and trained in the use of all cleaning products including storage and C.O.S.H.H. Sheets.
Getting lost / wandering off site	All Centre Visitors	Visitors briefed on arrival of boundaries. Fence / hedges round site. Main gates can be shut at night at the discretion of the group leader.
Ongoing medical conditions / illness	All Centre Visitors	Group Leaders must have record of medical history in the event of illness or worsening medical condition and ensure that any required medication is carried with them. First aid trained staff on site. First aid kits around site available for use. S.O.L.D. staff trained to deal with emergencies.

Psychological / Emotional damage	All Participants	Use of 'Challenge by Choice' - goal setting, encouragement of group support.
Strangers	All Centre Visitors	All staff and group leaders must be clearly identified. Brief young people what to do if they see somebody suspicious. If they are in any doubt they should report to a member of staff. All visitors (excluding booked in groups) must sign in using the visitors' book.
Injury from accessing activities/equipment without instructor / permission	All Centre Visitors	Areas clearly defined or fenced. No go signs in place. Equipment stored away in locked areas. Climbing / abseiling tower has additional protection to deter climbing. Ropes courses require ladder to reach access points.

Environment Hazards

Hazard type	Who may be harmed	Is the risk adequately controlled
Cold - exposure	All Centre Visitors & Staff	Adequate warm indoor space for visitors on site. Regular breaks from sessions to warm up. Warm drinks available.
Hot - weather, sun burn, heat exhaustion	All Centre Visitors & Staff	Advice to wear protective clothing, sun cream, frequent refreshment breaks. Adequate areas out of the sun for visitors on site.
Fire	All Centre Visitors & Staff	Visitors and staff are briefed on evacuation procedures.
Steps	All Centre Visitors & Staff	Group briefed to walk, not run. Area kept clear from obstructions.
Injury from campfire	All Centre Visitors & Staff	Permit issued and campfire safety procedures given to group leader. Fire must be supervised by a responsible adult. Camp fire must be in the designated area. Fuels in liquid form should not be used to light any fire.

Injury from bonfire during maintenance	All Centre Visitors & Staff	Fire must be in the designated area. Fuels in liquid form should not be used to light any fire. Area must be clearly marked as a no-go area when unsupervised.
Lifting and manoeuvring heavy objects	All Staff	S.O.L.D staff undertake specific in house / Surrey C.C. training.
Severe weather - Lightening and high winds	All Centre Visitors & Staff	Daily weather forecasts to be checked. Activities to be stopped in adverse weather conditions.
Falling trees and branches	All Centre Visitors & Staff	In adverse wind conditions wooded areas are not used. Trees regularly monitored and maintained by Surrey C.C. All staff are trained to check areas before use and be vigilant of any tree related hazards.
Steps	All Centre Visitors & Staff	Handrails in place. Group briefed to walk, not run. Swept regularly. Area kept clear from obstructions.

Equipment Hazards

Hazard type	Who may be harmed	Is the risk adequately controlled
Trailing cables from electrical equipment / Use of extension leads	All Centre Visitors & Staff	Where appropriate mats to be used to cover the electric cables on known route or the route closed by use of obstacles for example, Cones.
Vehicles on site	All Centre Visitors & Staff	Speed limit signs. No vehicles in courtyard.
Injury from BBQ	All Centre Visitors & Staff	B.B.Q. must be supervised by a responsible adult. BBQ must be in the designated area.
Use of tools	Staff & Centre Visitors	Only appropriately trained S.O.L.D. staff to use maintenance tools.
Radios / Telephones failure	All Participants and Staff	Ensure batteries are charged beforehand, carry spares / charger in vehicle.