

**Risk Assessment reviewed 12/08/24 and approved by the Management Committee To be reviewed June 2025**

Activities covered include: (are not exclusive and as mentioned above you need to review and write your own for your activities)

* General on site play Woodland Play
* Play on Plastic Sheets (Sledges/Waterslides) Gardening Inc: bracken and Bramble clearance
* Den Building Natural Art
* Pioneering Orienteering
* Survival skills Grass sledging
* Campfires BBQ’s
* Adventure Play Area use Geocaching

Please use and apply common sense and understand the factors that are relevant to your group/ ages and the actives you are proposing to run/deliver on site etc

**As mentioned in other risk assessments the site is run by volunteers and if you notice any obvious omissions, please contact us**

This Risk Assessment is designed to support the use of **on-site activities** at Copeland Cottage Activity Centre and to support the creation of the risk assessment.

You are required to create your own risk assessment for your usage and activity being carried out.

 – Guiding Group to be approved by your commissioner.

 – Non guiding groups to be approved by any governing body and then for submission with your booking confirmation for our records.

**This is for using The on-site activities area of the Site ONLY: - if you are using other areas please review the other Risk Assessments to assist with your own.**

Copeland Cottage is run and Managed by volunteers, so if you do notice any omissions whilst reviewing and creating your own risk assessment please inform the management committee, and will be endeavour to review this document and amend if deemed necessary.

Thank you for your continued support

On Site Activities at Copeland Cottage Activity Centre

| **Hazards**What could cause harm or damage? | **Who or what is at risk of being affected?** | **What are you already doing?**How have you reduced the risk already? | **Likelihood of risk occurring****(L/M/H)** | **Severity of risk****(L/M/H)** | **Are further controls necessary?**What else needs to happen to reduce the risk to an acceptable level? | **Action by:**name/date |
| --- | --- | --- | --- | --- | --- | --- |
| **Could be applicable for: General Usage and All Activities and Areas within the Site (including Play area and woodland)**  |
| Slips, trips and Falls  | All  | Sensible advice for situation.Participants are discouraged from running in key areas e.g., indoor, near fires. Remove trip hazards from area and monitor tidiness throughout use | Medium  | Medium | Reminders from Leadership team where needed  | Hirer  |
| Slips, trips and FallsWhilst Carrying Objects  | All  | Adult supervision throughout. Store materials safely. Stout footwear should be worn. No open toe shoes. Ensure area is tidy. Clear where possible any natural trip hazards. Warning re roots, animal holes etc. and other natural hazards. | Medium  | Medium | Reminders from Leadership team where needed | Hirer and Management Committee  |
| Slips, trips and Falls from heights  | All | Supervision to ensure groups not climbing areas e.g.: trees of play equipment, fences etc.  | Medium  | Medium | Reminders from Leadership team where neededDynamic risk assessment by the leadership team based on the weather condition for use of the play area and restrictions on areas of usage as slippery when wet  | Hirer and Management Committee  |
| Injury from inappropriate clothing  | All  | Please ensure appropriate clothing for the weather conditions is worn by all for the relent activities. Regardless of the weather: No open toed shoes Hair to be tied back where possible Scarfs and loose clothing tucked in or removed Advisable trousers and long-sleeved tops for most activities  | Medium  | Medium | Reminders from Leadership team where needed and leadership team leading by example | Hirer |
| Stranger Danger  | All  | Locals asked not to use the site, although many still do, but generally do not interfere with using and their presence helps with H&S of building All visitors should have been through the same procedure or alternatively they should not be left unaccompanied with participants. Leaders should be vigilant to security issues at all times of the day and night. Participants to be briefed on site rules and advised if other adults are on site. All participants to comply with Safe from Harm policies. Participants are not allowed to leave the site at any time unless for specific, supervised activities. DBS Adult with each group. | Low  | Low | Lock doors whilst inside talk to girls about Stranger Danger Supervise girls outside (if required) Keep gates to the site closed whilst on site  | Hirer  |
| Vehicle/ Human Collision outside  | All  | Encourage use of new car park (not one between Cottage/ Chalet) High Vis available Lights for the car park to be turned on in cottage if needed. Clarify boundaries with groups. No access to the public road is needed. Ensure car park and main driveway gates are shut once all arrived/outside. Ensure all adults accessing site observe speed limit of 5 miles per hour or slower on road surfaces consider staggered arrival/ departures if high numbers attending | Low  | Low  | Lights for new car park to be turned on for arrival/ departure times In the winter months leaders need to switch the light on at the gate. As they come along to the cottage an outside light on the cottage comes on automatically. Leaders switches car park lights on as they require – will stay on for 1 hour then go off. Can add extra time by pressing again before the lights go off. If the lights go off there is a time delay of 5 mins on the actual lights (not the timer switch) before they will come on again. | Hirer  |
| **Weather** HOT COLD RAIN (Incl Floods) WINDS  | All  | **DO NOT USE THE WOOD IN WINDS OF 40MPH OR ABOVE** Appropriate clothing and footwear to be worn, with consideration for hydration and shade.Try not to undertake activities during thunder and lightning storms. Take shelter in buildingReschedule activities. Follow any onsite signage or cordons restricting access to areas where trees have been identified as being high risk, prior to tree pruning/ felling woLeadership Team to ensure adequate wet and hot weather provision and ensure that participants have appropriate wet weather clothing and sun protection. Note: in drought conditions campfires/ BBQ should not be lit as there will be an increased risk of grass and woodland fires. | Low  | Low  | Ensure you own Dynamic risk assessment with structures and safety and remain outdoors. Ask for help from management committee/ people in the cottage if the weather is that bad Consider cancellation Correct clothing/footwear to worn – safety messages delivered – fluid intake considered by leaders  | Hirer  |
| Nut Allergies (Bird Food)  | Allergies suffers  | Bird food containing nuts is stored in containers in the activity and used in feeders between cottage and main car park. Depending on the severity of the allergy – depends on response – If Feeders/feed needs to be removed from the cottage in advance please make the request to the management committee in writing at least one week before your visit. Consider if re-filled is an appropriate activity for your group (no requirement for this to done)  | Low  | High (if severely allergic)  | Be aware that food does drop under the feeders so might want to prevent snowballs/ grass/ leaves being thrown in these areas or depending on the allergy girls being in this location  | Hirer (management committee by request) |
| Dog Attacks  | All  | There is an ‘All dogs on leads’ at all times rule on the whole site. Please monitor and enforce this. Additionally, we recommend that all visitors are advised to stand still with arms down at sides or across chest and quiet if approached by a dog not on a lead until the owner secures the dog. PLEASE ADVISE THE COMMITTEE IMMEDIATELY OF ANY INCIDENTS | Low  | Low  | Polite conversation if needed by hirer with dog walkers  | Hirer  |
| Smoking  | Any smokers  | The buildings are no smoking, and we encourage the site to be – although we know some adults do smoke. The Play area is a no-smoking zone Please ensure this is done out of view and smell of the girls (both your group and any others on site) and all cigarettes extinguished and disposed of appropriately  | Low  | Low  | Reminders by Leaders  | Hirer and any smokers  |
| Toxic plants  | All  | Brief not to pick up/handle fungi/toadstools Do not use bracken July- October (when sporing, has brown speckles on the underside)Wash hands before eating  | Medium  | Low  | Reminders from leaders over hand washing  | Hirer  |
| Environmental factors  | All  | There is a risk of insect bites. Recommend that participants bring their own insect repellent Please visually check area for wasp nests and advice committee if seen on site so we can take appropriate pest control action.The play area is in a meadow setting. There is a seasonally high risk of hay fever and allergic reactions triggered by pollen. It is recommended that participants with prior symptoms bring medication (seasonal and weather condition dependant)  | Medium  | Low  | Reminders from leaders over hand washing  | Hirer  |
| Poisoning and burns  | All | Do not burn Cherry Laurel (Prunus Lauro Cerasus) as this plant is highly toxic Other domestic garden plants with evergreen foliage can pose risk of cyanide poisoning but this plant is particularly high risk | Medium  | Low  | Reminders from leaders over hand washing  | Hirer  |
| Physical illness/ injury | All  | Follow your own Risk assessment(s) and those of the site to assist you Food Hygiene controls in place and food stored and prepared in accordance with this Ensure that food is cooked through before eaten, -Adults to check where possible and ensure clear guidance if provided to the girlPlease report and serious physical injuries or near misses to the management committee  | Low  | Low  |  | Hirer  |
| Infectious Diseases  | All  | Encourage use of regular Hand washing and sanitizer. Catch it, Kill it, Bin it Tissue messages, staggering gatherings in high volume area (e.g. Toilets, accessing shoes etc.) regular wiping of touch points. Anyone showing visible signs of an infectious disease to be asked not to attend /asked to leave–depending on the situation–Others to be informed if necessary (depending on leaders Risk Assessment). | Low  | Low  |  | Hirer  |
| Use of Temporary (Hand Made) Structures – Cardboard Box Sleepovers, Pioneering, Gadgets etc.  |
| Man Made obstacles  | All  | Adult supervising inducts activity group with instructions. Adult supervision throughout. Look up. Is the canopy above the construction site OK or is there dead or hanging timber that poses a risk. Stout footwear should be worn. No open toe shoes. The maximum ratio should be twelve participants to one supervising adult. Adult supervision to undertake ongoing checks that structures are both stable and suitably ventilated. Adult ensures equipment/structures are secure, before structure is used | Low  | Medium  | Reminders from leaders  | Hirer  |
| Crash and suffocation  | All | Adults to monitor the use of plastic sheeting, bags, ground sheets particularly with younger or vulnerable groups. Adults to check structures are sufficiently well ventilated particularly when to be used for overnight sleeping | Medium  | Medium | Reminders from leaders and regular checks  | Hirer  |
| Cuts and puncture wounds (including Ice and natural materials) and use of equipment/ tools  | All | Check floor area of structure footprint prior to starting build for broken glass or other sharp objects. Remove staples from packaging and dispose of safely during build. Brief participants on safe use of hand tools such as scissors and risk of paper/cardboard cuts. Recommend use of gloves. Adults to supervise/ use sharp knives/ scissors if needed and manage storage to reduce risk of injury to vulnerable adults and children | Medium  | Low  | Reminders from leaders and regular support checks  | Hirer  |
| Eye injuries through flying debris or whip lash from twigs/branches pinging back when walking through shrub areas/tree branches at low level. | All  | Pre activity intro to activity to group by supervising adult(s). Adult supervision throughout. Ensure safe working space between activity participants. Have eyewash available to use in First Aid kit | Medium  | Low  | Reminders from leaders over hand washing  | Hirer  |
| Blindfold Trail, Geo-cashing, Pioneering and Orienteering and woodland areas -  |
| Rope burn  | All | Adult supervision throughout. Advised not to wrap rope around their hands. Gloves available for use, disposable linings latex or PVC gloves should be worn inside for hygiene purpose | High  | Medium  | Reminders from leaders  | Hirer  |
| Impact industry mallet  | All | Check mallets before use. If needed soak timber mallet in water to secure heads. Ensure safe working space between user sand by standers. Wear helmets during use | Low | Medium  | Reminders from leaders  | Hirer  |
| Strangulation  | All | Adult supervision throughout. Do not leave any structures unsupervised. Avoid V shaped intersections. | Low  | Medium  | Reminders from leaders about safety  | Hirer  |
| Cuts and scratches  | All | Do not pull bracken by hand without gardening grade gloves on as it will cause deep cuts when stems mature. Do consider having adults pulling or cutting bracken for children to use. Adults could use securers to cut bracken. (Not provided) Adults could clear build areas of brambles to reduce risks of scratches | Low  | Medium  | Reminders from leaders  | Hirer  |
| Bio-hazard, Livestock and fences | All | Livestock in adjacent farmers’ fields. Visitors should avoid touching animals and if handled hands should be washed to avoid the risk of infection. Avoid accessing site by farmer’s stock proof fencing as this is barbed wire. Risk of cuts and puncture wounds with heightened risk of infection. If injured appropriate First Aid treatment followed up with medical check ref tetanus immunisation. Individuals should not climb into, up or on site fencing or hedgerows. Adult supervision to manage this with groups of children | Low | Medium |  | Reminders from leaders  |
| Collison with a another person and/ or Equipment or the floor  | All | Risk of head injuries through collisions with other participants and or structures. Adult in charge should check swing clearance height as per user check sheet prior to use. Adult in charge should visually check the grass mat safety surfacing around the Timber wood Tangle and Climbing structure as per the user check sheet prior to use .All areas of safety surfacing should be checked prior to use to ensure clear of hard objects and this should be monitored throughout use. E.g. logs/ branches/ stones/ equipment/ bags. Manage group numbers on swing and supervision by supervising adults/ guider in charge to reduce risk due to very high numbers using swing at one time or over exuberance in swinging causing participants to fall off. Manage/ monitor play around trapeze and beams on Timber wood tangle to reduce risk of collisions of bystanders and users | Low  | Medium  | Reminders from leaders  | Hirer  |
| Fire Related Activities (Cooking on open fires, Campfires, Toasting Marshmallows, BBQ’s) |
| Collection of wood  | All | Young adult and child group sizes being a minimum of 3 per group particularly when collecting firewood. All participants must be instructed re minimum numbers in a group walking on site when not accompanied by their uniformed leader or designated adult supervision. Clearly define out of bounds areas and boundaries for activities. | Low  | Medium  | Reminders from leaders  | Hirer  |
| Fire, Tentage, Structure or Building  | All | Strictly NO STORAGE OR USE of flammable liquids other than lighting gel for use of lighting fires on site. Fire lighting cubes are recommended as a safer ‘aided’ method of lighting fires. All tents should have emergency bucket of water or bucket of sand for use in firefighting .Ensure access/ exit for tents and shelters are kept clear for emergency access/ exit. No fire lighting in or under the Breeze Chalet. The use of candles is permitted providing they are for a purpose and supervised at all times (e.g. Birthday Cake, or toasting Marshmallows in bad weather)  | Low  | Medium  | Reminders from leaders  | Hirer  |
| Burns and Scalds | All | Check stability of onsite BBQs or surfaces which are being used to stand portable BBQs on. Ensure portable fire stands are on level ground and have suitable space around them to provide scope to step back away in case of flare up or change in wind direction and to enable exit of area .Brief users and monitor position of embers/ burning wood to ensure it does not fall from fire area onto feet or floor presenting risk of burns.Use of existing fireplaces to reduce likelihood of fire spreading or spreading of embers where they may be stepped or knelt upon. Ensure trip hazards removed from area .Ensure a minimum of one bucket of clean cold water is available beside each BBQ/ fire stand/ altar fire .Ensure fire blanket available and that supervising adult is aware of procedures of how to apply .In cooking shelters check fire blankets provided are in place and that adult participants are aware of fire safety equipment and its use .Open toed footwear should not be worn. Footwear should be worn. Ensure long hair is tied back. Ensure loose trailing clothing is tucked in to avoid risk of catching fire. Adult supervision .Ensure manageable numbers in groups and monitor proximity based up on age group. Altar fires using non-flammable materials( provided on site) should be constructed on level ground, on a hard surface or mown grass away from tentage (but could be under canvas cooking shelter). Check stability before use. Avoid crouching over fires as tipping falls forward will present a risk .Only use lighting blocks or lighting gel not alternative flammable liquids. Ensure flammable liquids and matches are stored safely a distance from lit BBQs and fires. Site BBQ/ alter fire/ fire away from buildings/ overhanging trees or other flammable materials. Ensure fully extinguished and cooled before leaving unsupervised or disposing of .Recommend groups bring their own burns kit(s) for use by fire(s) for treatment of injuries .All supervising adults should have appropriate First Aid training in treatment of burns and scolds. Ensure boilers and positioned on secure bases, that they are on level ground that they are cordoned off from general access particularly from younger visitors. Please be aware that in high winds flapping canvas can tip boilers over and so boilers should not be positioned near tent walls. | Low  | Medium  | Reminders from leaders  | Hirer  |
| Puncture wounds from skewers and metal grills and or Grill forks \*depending on what is being used\* | All | Sufficient adult monitoring use of tools and equipment, recommend designated area to avoid bystanders being involved in creating risk. We recommend use of stout gardening type gloves for dismantling disposable BBQ for recycling or when handling grills on alter fires. Ensure first aid kit available with appropriate pads/ bandages for treatment of injuries. | Low | Medium  | Reminders from leaders  | Hirer  |
| Fire assembly  | All | Participants are to be briefed on fire procedures, including the location of fire assembly points and equipment. Fluorescent Jackets are available for leaders in the event of an emergency All participants briefed on safe practices All gas equipment to be used in accordance with the manufactures instructions Arrange layout of site to maximize supervision and observation of fires and cooking areas and to minimize risk of fire to sleeping tents .Ensure sufficient Fire blankets and buckets are available on site inappropriate quantities and locations for the tentage and numbers of fires/cooking appliances in use on site. NB A fire blanket is located within each cooking shelter on site. | Low | Medium  | Reminders from leaders  | Hirer  |
| Camping field fire / BBQ | All | Tents should be storm set where possible and allow for easy access/egress. Sufficient space is available as an activity area. Participants advised on appropriate footwear Campfire circle is to be used in accordance with recognised guiding fire safety practice to include monitoring proximity of children to fire based upon age group and scale of fire. On larger scale campfire circles have a cordoned area around fire marked for participants. Ensure sufficient Access/ exit routes. Avoid sitting groups downwind of fire particularly if producing lots of sparks floating burning material | Low | Medium  | Reminders from leaders  | Hirer  |
| Camp fire Circle (Play area)  | All | Ensure sufficient Access/ exit routes. Avoid sitting groups downwind of fire particularly if producing lots of sparks floating burning material. Ensure back up firewood does not block pathways for ease of access. Recommend use of lanterns or leaders with torches if using pathway with steps. Recommend using sloped pathways in darkness. Please be aware the metal fire stand can become hot over a period of time and care should therefore be taken of people burning themselves especially if ‘toasting’ food items in darkness at the end of fires. Please clear ashes after use, once cool for the convenience of other users. Ashes can be disposed of into the woodland on the left hand side in the spoil pile. | Low  | Medium  | Reminders from leaders  | Hirer  |
| Sledging, Including, - Grass Sledging, Plastic sheet Sledging, and Water Slides  |
| Lifting weighted objects when lifting and carrying sledges to and from store room: Muscle Strain | All | Storage on mid/ lower level shelving. Safe manual handling techniques adopted by supervising adult. 2 adults per sledge to lift down. | Low  | Medium  | Reminders from leaders  | Hirer  |
| Moving parts: Trapping fingers in runners: bruising | All | As per user guidelines: Do not put fingers inside moving tracks on sledges. All users must keep hands inside sledges when riding, hold handles inside. Gloves (to be brought by groups/ individuals due to hygiene). NB recommend gloves as per snow sledging. Active and firm group control/ supervision | Low  | Medium  | Reminders from leaders  | Hirer  |
| Trapping fingers between sledge and other sledges whilst running. | All | As per user guidelines: All users are advised to wear gloves. (Need to provide own due to hygiene) All users must keep hands inside sledges when riding, hold handles inside. Space sledges out across run (3 sledges maximum) Ensure sledges running parallel to each other. Stagger starts. | Low  | Medium  | Reminders from leaders  | Hirer  |
| Collisions with other sledges/other sledge riders | All | All users wear safety helmets when sledging/ on sledging track. Ensure slope is clear before commencing run. Active and firm group control/ supervision. One seated rider per sledge. Though two can ride together if under age of 6 years at adult leader’s discretion or young children can ride with an adult as per manufacturer’s guidelines. Do not use head firs | Low  | Medium  | Reminders from leaders  | Hirer  |
| Collisions with pedestrians crossing sledge pathways. | All | As per user guidelines :Establish cordoned sledging area to keep by standers at safe distance and establish pedestrian route for re climbing slope .Ensure trackway in front of sledge is clear of pedestrians before initiating run. Sledges can be given a controlled push off by one by stander. Do not use head first. | Low  | Medium  | Reminders from leaders  | Hirer  |
| Collision injuries sledging/polythene bag sledging | All | Ensure suitable slopes selected without trees or other obstacles .Ensure sufficient run off areas Ensure sufficient adult supervision to ensure groups spaced apart to avoid collisions. Use of sledging helmets could be used. Please do not build snow structures including snowmen/ igloos etc on the grass sledging course. | Low  | Medium  | Reminders from leaders  | Hirer  |
| Collisions with trees, structures on site and debris and mole hills on track. Head injuries, broken limbs, whip lash | All | As per user guidelines: Use of Safety helmets. Check straw bales are in place at bottom of trackway to prevent collisions with trees and fences. Adverse speeds: do not permit participants to run down slope pushing a sledge. Heavier sledges travel further, if in doubt start further down slope initially to access speed.Instruct all users to brake with feet in a timely way to ensure no collisions with straw barriers. Users should wear appropriate sturdy footwear to enable braking with feet and safe walking up slope towing sledge. No open-toed sandals/ flip flops/ or bare feet. | Low  | Medium  | Reminders from leaders  | Hirer  |
| Roll over due to bumps, molehills or objects left on sledge run, sledge malfunction or excessive speed | All | Pre start checks: Check equipment in good order prior to use. As per user guidelines: Use of Safety helmets. Walk trackway prior to use to check for debris and obstructions. Do not permit participants to run down slope pushing a sledge | Low  | Medium  | Reminders from leaders  | Hirer  |
| Oils/ lubricants:‘Tiroill’ lubrication of sledge runners | All | Application as per manufacturer’s instructions by responsible adult prior to use of sledges. Safe storage of lubricant. (COSSH)Wear appropriate gloves if applying lubricant (Maintenance team / responsible adult only to undertake) | Low  | Medium  | Reminders from leaders  | Hirer  |
| Water Slide/ Plastic sheet | All | Please ensure Environmental friends washing up is used (you need to provide your own for this) Ensure area after is left clean and soap suds are washed away Supervise and control girls using and how entering to avoid collisions and broken limbs Ensure walkway back clear as participants will have no shoes on  | Low  | Medium  | Reminders from leaders  | Hirer  |