

**Guidewoods - Woodland Lodge**  
**Risk Assessment**

Description of activity or venue	Hazards identified	Persons at risk from hazard	Precautions necessary to reduce risk from hazard
Guidewoods site outside	Gate - cars entering site whilst children outside, strangers entering site, children leaving site unsupervised	Children	Gate kept locked. 2 keys available to adults -1 should be kept with adult-in-charge at all times. Visitors hoot horn or phone on arrival.
	Trim Trail	Everyone	Children must be under adult supervision at all times. Activity must be added to the REN form and Information/Consent form by the Guider in charge, before the start of the holiday. Appropriate footwear should be worn. In inclement weather, Leader-in-Charge to assess whether it is safe for the equipment to be used. Only one child to use each section at a time. It is recommended that up to 4 children use the Spider Monkey climbing equipment at any one time. Adult in charge to check equipment before use and any concerns reported. Regular checks for maintenance carried out.

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Slips, trips and falls in car park/ woods	Everyone	Car park cleared of leaves as regularly as possible, particularly in autumn. Grass area directly outside building also cleared of leaves and acorns at autumn clearing day. If snowy/icy, salt bin provided to salt car park. Children advised of trip hazards in woods ie, roots of trees, animal holes, uneven ground etc. as soon as possible after arrival. Children should always be in groups of at least 2 in the woods.
Scratches and cuts from trees/ bushes in woods	Children	Children advised of hazards in woods particularly branches and twigs at eye level. Advise children to take care when running through the woods with children behind.
Insecure perimeter fence - strangers/animals getting in/ children getting out	Children	Adult-in-charge to check perimeter fence before arrival of children. Any damage to be reported and made safe.
Stream/Drainage Ditch - slipping	Children	Children advised of stream before they go out into grounds. Children to cross stream by designated footbridges only and always be in 2s.
Wooden Owl in car park	Children	The owl is not to be climbed on. Children to be told on arrival.

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Main Hall	Chairs - stacked chairs falling	Everyone	Chairs to be stacked in 5s facing the wall in designated area when not in use.
	Folded tables falling	Everyone	Tables to be folded and placed against the wall behind the chairs in designated area.
	Doors closing on fingers	Children	Finger guards have been attached to all doors.
	Tripping over cables/wires	Everyone	All wires to be kept to a minimum. Where needed, keep to edge of room if possible. Advise all participants of trailing wires. Try to keep vacuuming to when children are not in the room or are at least at opposite end of room.
	Slipping on water in dining/art area	Everyone	Non-slip flooring provided. Any pools of water to be mopped up immediately.
	Plug sockets - electric shock	Children	Plug socket covers provided. All electrical items to be turned off before unplugged. Anything not required should be unplugged.
Bedrooms	Bunk beds - children falling off, hitting heads	Children	Children told not to play on bunk beds or swop beds. Children should not be left unsupervised in bedrooms for long periods during the day. Bunk beds have railing around top edge.

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	Tripping over bags/clothes/toys etc	Everyone	Boxes provided under beds for storage of clothes etc. Children's bags should be stored under beds too. Clothes should be put away or hung up on ends of beds. Regular room inspections carried out. Night lights provided for light at night if children need the toilet or an adult.
	Bedroom Heaters	Everyone	Heaters are only for taking the chill out of the bedrooms. They should only be switched on when the children are not in the bedrooms. They MUST be switched off when the children are in the bedrooms and before leaving. Nothing should cover the heaters and they are not to be used to dry clothing. Beds and bedding should also be kept clear of the heaters.
Cloakroom	Tripping over shoes/boots	Everyone	All children reminded to hang coats up on hangers provided. All boots/shoes to be placed on shoe racks or against racks neatly.
	Slipping on water/mud	Everyone	Cloakroom to be checked after children have used it. Any mud/water to be cleared up as soon as possible.
Bathrooms	Slipping on water	Everyone	Bathrooms regularly checked. Any water on the floor should be immediately mopped up.

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	Hygiene	Everyone	All participants to wash hands properly after using the toilet. Signs to remind everyone. Children reminded to flush the toilet after they have used it.
Kitchen	Knives on the work surface - risk of cutting children	Everyone	Children not allowed in the kitchen unless fully supervised. All knives/scissors to be stored away unless in use. Children not to use knives/scissors unless fully supervised.
	Hot surfaces and pans, risk of burning/scolding skin	Everyone	Children not allowed in the kitchen unless fully supervised. Adults to tell each other if they are walking with hot pans and oven gloves (either ones provided or own) to be used. Saucepan handles to be kept turn in, away from edge where they could get knocked off. Children not to use hot pans/kettles unless fully supervised.
	Slipping on water	Everyone	Children not allowed in the kitchen unless fully supervised. Any spillage of water to be mopped up immediately. Non-slip flooring provided.

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	Hygiene	Everyone	Children not allowed in the kitchen unless fully supervised. All long hair to be tied back. Hands washed in separate sink before preparing food/handling kitchen equipment. Correct chopping boards and knives used for food. Tea towels to be hung to dry on airers/washing line provided. Use separate food preparation sink and washing up sinks.
	Cuts from broken glass/dishes	Everyone	Children not allowed in the kitchen unless fully supervised. All breakages to be cleared up straight away and area vacuumed.
	Food storage - food poisoning	Everyone	All food to be stored correctly, in fridge/freezer/cupboards provided. Frozen/chilled foods should not be left out for longer than necessary. All food should be covered when out of packaging for prolonged period.
	Fire spreading	Everyone	Keep the kitchen hatch shut at night. All doors to be shut at night and when leaving the building.

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	Water Heater	Everyone	Only to be operated by an adult. Water to only be poured into a heat resistant container. Any spillages to be mopped up straight away. Heater should be turned off at the plug when not in use and leaving the building.
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