

**Description of site:** Hagg Farm Outdoor Education Centre is located in the Upper Derwent Valley of the Peak District National Park. Several permanent buildings for facilities and accommodation.

| Hazard/Activity                                  | Risk Hazard                       | Persons at Risk     | Control measures                                                                                                                                                                                                                             | Comments/Actions                                                    | Residual Risk Rating |
|--------------------------------------------------|-----------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------|
| Hygiene - washing, showers and toilet facilities | -                                 | Young Person/ staff | As per generic risk assessment                                                                                                                                                                                                               | Experienced camp leaders. Attended several formal training sessions | Low                  |
| Off site                                         | Injury in surrounding countryside | Young Person/ staff | All groups to complete a risk assessment for their specific activities and programme                                                                                                                                                         | Camp leaders to familiarise with codes of practice                  | Medium               |
| Site security                                    | Physical injury                   | Young Person/ Staff | Limited public access, sole use of site. Clear boundary and safety guidelines issued to group, daily role call (AM, lunch & PM), supervision of group clearly discussed within overall risk assessment.                                      | Camp leaders to familiarise with codes of practice                  | Low                  |
| Communication with emergency services            | Isolation                         | Young Person/ Staff | Group to risk assess action in the event of any emergency to include mobile phones and standby vehicles. Landline telephones are available on site. All leaders with mobile phones using multiple providers for maximum signal availability. | Camp leaders to familiarise with codes of practice                  | Low                  |

| Hazard/Activity                                                                | Risk Hazard                                | Persons at Risk                                                       | Control measures                                                                                                                                                                                                                                                                                                   | Comments/Actions                                        | Residual Risk Rating |
|--------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------|
| The overall site is maintained including grass cutting. Some steep steps/banks | Slipping/sprain or breakage                | All                                                                   | Leaders to brief groups thoroughly as to the boundaries and to their care for general movement around the site.                                                                                                                                                                                                    | Experienced camp leaders. Attend free training sessions | Low                  |
| Gas appliances (tested annually)                                               | Intoxication/explosion                     | All                                                                   | Any suspicion of leakage or fault (no matter how small) should be reported immediately to the site staff AND project manager and the gas shut off at the mains.                                                                                                                                                    | Camp leaders to familiarise with codes of practice      | Low                  |
| Electrical system (tested annually)                                            | Electric shock                             | All                                                                   | Any suspicion of fault (no matter how small) should be reported immediately to the Oaklands staff AND project manager. The supply is protected by circuit breakers and should "trip" upon earth detection.                                                                                                         | Camp leaders to familiarise with codes of practice      | Low                  |
| Communication with emergency services                                          | Isolation                                  | Young Person/<br>Staff                                                | Group needs to risk assess action in the event of any emergency to include mobile phones and standby vehicles.                                                                                                                                                                                                     | Camp leaders to familiarise with codes of practice      | Low                  |
| Legionella                                                                     | Pneumonia-like illness can result in death | All, although the elderly in particular and certain chronic sufferers | Water systems need to be routinely checked and inspected and store hot water above 60C. The only stored water system on site is that of the showers. All other systems are directly mains fed. Medical records of all campers taken before camp. Any high risk individuals identified and monitored appropriately. | Camp leaders to familiarise with codes of practice      | Low                  |

| Hazard/Activity | Risk Hazard     | Persons at Risk | Control measures                                                                                                                                                                                                         | Comments/Actions                                   | Residual Risk Rating |
|-----------------|-----------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------|
| Main building   | Fire            | All             | There is a strict non-smoking policy on the whole site. The main building contains an emergency exit on each floor, smoke alarm and extinguishers.                                                                       | Camp leaders to familiarise with codes of practice | Low                  |
| Main building   | Hygiene         | All             | It is each leader's responsibility to ensure constant cleanliness and to leave the building in a clean and presentable state for the next group. Bedding is provided and cleaned by the site staff.                      | Camp leaders to familiarise with codes of practice | Low                  |
| All buildings   | Hygiene         | All             | It is the leaders' responsibility to ensure cleanliness and hygiene throughout all the buildings particularly the kitchen, toilets and showers.                                                                          | Camp leaders to familiarise with codes of practice | Low                  |
| Overhead cables | Electrocution   | All             | It should be noted that overhead cables run through the site and that activities that might cause contact with the cables (such as kite flying) should be strictly prohibited.                                           | Camp leaders to familiarise with codes of practice | Low                  |
| General         | Health & Safety | All             | It is the responsibility of both management and users to report, update and amend any Health & Safety issues no matter how small. All users have two pathways for reporting - the site staff and the Project Manager     | Camp leaders to familiarise with codes of practice | Low                  |
| Barbeque        | Burns/injury    | All             | Check all cooking equipment for faults and features of risk.<br>Ensure all matches and lighters are out of reach of campers.<br>Ensure staff & campers are aware of all fire extinguisher locations and fire procedures. | Any burns/injuries to be assessed by first aider   | Low/<br>medium       |

| Hazard/Activity                                     | Risk Hazard           | Persons at Risk | Control measures                                                                                                                                                                                                                         | Comments/Actions                                                                                                         | Residual Risk Rating |
|-----------------------------------------------------|-----------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------|
| Exposure to extreme weather                         | Illness               | All             | Daily forecasts to be consulted.<br>All campers to ensure that they are appropriately dressed.                                                                                                                                           | All illnesses to be reported to the first aider                                                                          | Low                  |
| Equipment failure                                   | Injury/<br>discomfort | All             | Staff to ensure that all equipment is in good repair.                                                                                                                                                                                    | Report any equipment failure to the site staff                                                                           | Low                  |
| Theft                                               | Loss                  | All             | Ensure that all buildings are locked when off site and at night.<br>Discourage expensive equipment/personal belongings on site.<br>Petty cash to be locked away.                                                                         | Provision made by staff for camp bank. All money to be signed for by staff/campers                                       | Low                  |
| Emergency due to existing medical condition         | Injury/illness        | All             | All medical conditions must be made known to staff by parents via medical forms prior to camp.                                                                                                                                           | First aiders to assess condition and required action                                                                     | Low                  |
| Intruders/security of site/<br>Campers leaving site | Injury                | All             | Campers do not leave site without consent and supervision.<br>Any sleepwalkers must be notified to staff by parents via medical forms prior to camp and a consultation on the risks to camper must be agreed in writing by parent/carer. | Buildings to be locked when unattended.<br>All visitors must notify staff of their arrival.<br>Night watch not required. | Low                  |
| Surrounding area<br>(out of bounds)                 | Injury                | Campers         | Map of campsite and surrounding area in main building explaining the area, facilities and risks.<br>Discussion on arrival of dangers on and around the campsite.                                                                         | Out of bounds areas clearly labelled on map and discussion with campers about the dangers of surrounding areas           | Low/<br>medium       |
| Vehicles on site                                    | Injury                | All             | Notify all vehicle drivers to be aware of children on site.                                                                                                                                                                              | Notice at front gate to beware of young people                                                                           | Low                  |