



The Pinewood Trust Activity Centre - Site Risk Assessment

Assessment date: 3rd January 2024

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Review date: Annually and ongoing

Item/ Location	Activity/Hazard	Risk/Who	Current Control Measures	Severity	Likelihood	Further Action
Car Park & Entrance. Perimeter	Gates, fencing and perimeter boundary Trapping/injury/cuts etc Agricultural fencing barbed wire.	All	Car Park for access only and no activities to be delivered in this area. No climbing, swinging or misuse of gate/fencing. No climbing on perimeter fencing, between or over fence branch/logs/barbed wire (external roadside). No Climbing through trees (roadside). Staff to facilitate group entry and exit.	Medium	Medium	Report any accidents. First aider on site if Pinewood delivering activity. (Group first aider as per booking criteria). First Aid and Eye Wash Kit in the Kitchen and Kitchen store. (To be checked periodically for contents and expiry of products). Groups to have their own first aid kit appropriate to the group.
	Other traffic and vehicles Road/Traffic on adjoining road – injury due to collision	All	All people to be directed to safe space. Children, young people and groups to remain under the control of their leaders at all times.	Medium	Low	
	Injury due to falling, tripping, or slipping on uneven surface.	All	All participants to have sensible footwear e.g. flat soled shoes, no high heels. Area to be maintained regularly to prevent areas of wear and tear.	Medium	Low	Group leaders to advise their participants prior to arrival.

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	Children wandering out/or accessing side path	Primarily small children	Entrance and exit to be monitored by staff (or parents/carers where appropriate). Regular head counts. Young children or vulnerable groups to be supervised.	Low	Low	
	Entrance and exit – site security/safeguarding, strangers entering site and buildings	Primarily small children, young people, and vulnerable adults.	Due to the nature and remoteness of the site, there is a low risk of unauthorised people accessing the site. Continued vigilance by staff, parents, and carers to anyone accessing the site. Any concerns to be reported to activity/ group lead/Pinewood Trust Management Team as soon as possible.	Low	Low	Perimeter gates to be closed but unlocked in the case of emergency vehicle access when groups onsite. Main road gate code shared with users Main road gate to be locked when not in use as per landowners policy.
General Site Usage	General injuries, play equipment and whole site/ environment.	All	In a safe space, upon entry to site, competent site staff will give full safety brief for the use of the site and natural environment, equipment, and emergency actions. Including, conduct, accident reporting, designated on site lead person identification and exit strategy.	Medium	Medium	<u>'Competent person'</u> has to be certified as 'competent' by Pinewood Trust. Users of the site to be vigilant due to the site being a natural environment.

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	Fire	All	<p>Fire bell sounded and all participants evacuated from main site, gathered at front gate meeting point and head count conducted.</p> <p>Fire extinguishing provision in each area linked to the environment requirements e.g. extinguisher, blanket, bucket.</p> <p>No smoking on site policy.</p>	High	Low	<p>Emergency services called if necessary.</p> <p>Embers to be checked in case of reignition.</p> <p>No participants to return to site until deemed safe by Competent Person/ Fire Service.</p>
Fire Pit and Area	<p>Burns, cuts, trips, falls, injury, misuse of equipment, misconduct, smoke inhalation.</p> <p>Embers, utensils, heat</p>	All	<p>No running in the fire pit area.</p> <p>Competent staff member to be present and supervising any person/s in the fire pit circle.</p> <p>Younger children or those with additional / supported needs, to be supervised by addition staff or parent/carer.</p> <p>Anyone acting in an unsafe manner to be removed from the fire pit area. If this is not possible, fire to extinguished.</p> <p>Fire to be kept under safe control to prevent flying embers.</p> <p>No flammable containers or substances to be burnt on the fire (with the exception of fire blocks/logs for initial fire starting).</p>	Medium	Low	<p>First aider to be at fire pit or nearby during use.</p> <p>Sand bucket to be located in the Fire Pit area.</p> <p>All users to adhere to 'rules of the fire pit'</p> <p>Additional PPE to be used where appropriate e.g., heat protective gloves</p>

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			<p>No plastics or toxic substances to be burnt or disposed of in the fire.</p> <p>No fire to be made outside of the fire pit area without authorisation. Anyone suffering from smoke inhalation to move away from the fire and get fresh air. Situation to be monitored, and first aid care to be provided if necessary.</p> <p>No logs or wood to be 'thrown' on the fire increasing the risk of embers flying up or logs or wood bouncing out of the fire pit.</p>			<p>Staff to supervise any lifting and handling from log pile.</p> <p>Report any accidents. First aider on site if Pinewood delivering activity. (Group first aider as per booking criteria).</p>
	<p>Falling logs, trappings, cuts, grazes, injury due to log fall, dropping logs, lifting and handling.</p>	<p>All</p>	<p>No climbing on logs</p> <p>Logs to be taken from the top of log store pile.</p> <p>Care to be taken when lifting logs. 'Competent staff' to facilitate logs being added to the fire pit. Safe lifting and handling procedures to be followed regarding size of logs to participant.</p>	<p>Low</p>	<p>Medium</p>	<p>First Aid and Eye Wash Kit in the Kitchen and Kitchen store. (To be checked periodically for contents and expiry of products).</p>
	<p>Steps into fire pit – Uneven ground Slips, trips, and falls.</p>	<p>All</p>	<p>Steps to be kept clear of leaves and debris so steps can be clearly seen.</p> <p>Steps, and entrance and exit routes to be shown to participants.</p> <p>Greater care to be taken during times of darkness.</p>	<p>Medium</p>	<p>Low</p>	<p>Groups to have their own first aid kit appropriate to the group.</p>

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			<p>Use of torches with red lights to prevent 'light blindness'.</p> <p>Care to be taken during wet conditions and risk of slipping.</p>			
<p>Main Building</p> <p>Decking</p>	<p>Slips, trips, falls, Climbing, inappropriate use of area</p>	<p>All</p>	<p>Staff to control and manage groups movements, access, and equipment on decking, adapting to the needs of the group. Any items left which could be deemed as a trip hazard e.g., bags should be placed on a table and stored appropriately.</p> <p>Participants shown the perimeter of the decking area, steps, slopes and tripping hazards.</p> <p>No sitting or climbing on the planters, barrier ropes, posts, or rails.</p> <p>All signage to be checked regularly and that users understand.</p>	<p>Low</p>	<p>Low</p>	<p>Report any accidents. First aider on site if Pinewood delivering activity. (Group first aider as per booking criteria).</p> <p>First Aid and Eye Wash Kit in the Kitchen and Kitchen store. (To be checked periodically for contents and expiry of products).</p> <p>Groups to have their own first aid kit appropriate to the group.</p>
	<p>Falls, injuries from chairs/furniture, misuse, injury through lifting and handling</p>	<p>All</p>	<p>All furniture to be checked regularly and any signs of damage or wear, and tear reported.</p> <p>Any items deemed as unsafe to be removed, repaired, or disposed of.</p>	<p>Low</p>	<p>Medium</p>	<p>Groups to be supervised.</p> <p>Rules and expectations to be explained to group upon arrival.</p>

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			<p>Participants advised not to swing back on legs of chairs, climb on or misuse furniture.</p> <p>Any tall items or units to be secured to prevent 'toppling'.</p> <p>Chairs not to be stacked during activities and tables to be erected correctly.</p> <p>Tables and chairs to be stored correctly when not in use.</p> <p>Care to be taken when lifting and moving.</p>			<p>Younger children or with supported/ additional needs to be supervised/ supported.</p> <p>Safe lifting and handling procedures to be followed when moving tables, chairs and equipment.</p>
Access Slope	Slips, trips and falls Wet/Icy surfaces, uneven ground	All	<p>Users to wear appropriate footwear. Anti-slip mats used on entry/exit point.</p> <p>Access route to be accessed if conditions render the slope/pathway unsafe.</p> <p>Wet floor signs/cones/signage to be displayed.</p>	Low	Medium	<p>Grit or equivalent substance to be spread on surfaces, if appropriate, to alleviate slipping hazard.</p> <p>Running to be discouraged during wet/icy conditions</p>
Entry and Exit from Sides of Decking Area	Slips, trips and falls Wet/slippery surfaces, uneven ground	All	<p>Users to wear appropriate footwear.</p> <p>Users to be advised of terrain and safe entry and exit.</p>	Low	Medium	<p>Running to be discouraged to reduce risk of slips and falls.</p>
Kitchen/ Outdoor Sink	Injury from door or collision, trapping etc.	All	<p>Door to be secured back when open and not in use.</p>	Low	Medium	<p>Additional care to be taken during periods of high wind when</p>

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and Wash Area *Cooking and food preparation has a separate risk assessment	Injury from hitting head on low shelter roof.		<p>Base barn door to be closed to prevent access to unauthorised people.</p> <p>Kitchen door to remain locked when Pinewood staff not onsite.</p> <p>Participants to be made aware of low roof height. Signage placed around area to highlight height limit and 'mind your head' - 'Duck'.</p> <p>Competent person or appropriate adult to facilitate area throughout.</p>			<p>doors can swing open violently.</p> <p>Awareness of others when opening/closing the door.</p> <p>Door to remain unlocked when persons inside.</p>
	Falls, injuries from chairs/furniture, misuse, injury through lifting and handling, climbing.	All	<p>All furniture to be checked regularly and any signs of damage or wear and tear reported.</p> <p>Any items deemed as unsafe to be removed, repaired, or disposed of.</p> <p>Participants advised not to swing back on legs of chairs, climb on or misuse furniture.</p> <p>Care to be taken when lifting and moving. Each situation to be assessed individually. If items too large or heavy then this should be a 2 person or more lift, or using specific equipment, where available, e.g. trolley.</p>	Low	Low	No furniture to be removed from site or placed up at height. Anyone misusing equipment, furniture or climbing on shelter may be removed.
	Windows - Trappings, collision, injury, burglary, theft, damage.	All	Care to be taken when opening and closing windows.	Low	Low	Windows to be securely closed when leaving site.

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			<p>No climbing on or through windows.</p> <p>No items to be thrown/ kicked near the area.</p>			
	<p>Kitchen Storage, Units, Doors - Trappings, collision, injury due to falling items</p>	<p>All</p>	<p>Doors to be closed after use to prevent collision.</p> <p>Items to be placed back in the cupboards safely to prevent anything falling out when doors are opened or items falling over/becoming damaged.</p>	<p>Low</p>	<p>Medium</p>	
	<p>Utensils, cutlery, scissors etc. - Cuts, injuries, misuse</p>	<p>All</p>	<p>Young people to be supervised when using sharp utensils or equipment.</p> <p>Items to be stored away safely.</p>	<p>Low</p>	<p>Medium</p>	<p>Individual group/ organisation risk assessment to assess the appropriateness of using certain items of equipment and utensils with children and young people.</p>
	<p>Wet floor, items stored incorrectly or creating trip hazards - Slips, trips, and falls</p>	<p>All</p>	<p>All spillages to be cleaned up straight away. Wet floor sign to be used until safe to remove.</p> <p>During wet conditions, a wet floor sign to be used.</p> <p>Bags, equipment, or items that could pose a risk of trips and falls to be placed in a safe position/stored off the floor.</p>	<p>Low</p>	<p>Medium</p>	

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	<p>Water Supply – Legionella Bacteria, Legionnaires Disease, Other Bacterial & Water Borne Illness</p> <p>Residual and Viral Bacterial Contamination</p>	All	<p>Ensure taps are run through regularly for 5 minutes, using only the cold, then run through hot water as hot as possible.</p> <p>All surfaces to be cleaned before and after use.</p> <p>All kitchen equipment/facilities to be used in line with Food Safety/Hygiene regulations.</p>	High	Low	Taps and showers to be run and safe water procedures to be followed prior to any visit, or if water has not been run for 7 days or more.
	Boiler and Heating System - Electrocutation, burns, injuries due to tampering/misuse Gas feed cannisters, carbon monoxide, gas leak/explosion, burns, trappings – radiators	All	<p>Boiler and all heating system elements to have annual check by approved person/s and signed off.</p> <p>Carbon Monoxide detector to be placed in the area.</p> <p>Participants to be supervised in the kitchen area. No persons to touch, tamper or access boiler, pipes, or system.</p> <p>Anyone found to be tampering or abusing the system/area should be removed immediately.</p> <p>Radiators to be set to appropriate temperature.</p> <p>Radiators not to be covered with items.</p> <p>Persons not to poke fingers or items into grills of radiators.</p>	Medium/ High	Low	<p>Continued vigilance</p> <p>Supervision within kitchen area</p> <p>Bottom barn door to remain closed to monitor access and exit to the kitchen area.</p> <p>In the event of the smell of gas or concern of a gas leak, all participants to be moved to the front of site and Gas Emergency Services to be contacted straightaway. No smoking or naked flames.</p> <p>The Pinewood Trust Management Team to</p>

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						<p>be informed as soon as is reasonably possible.</p> <p>Young children to be always supervised and kept away radiators.</p>
	<p>Cleaning materials – poisoning, burns, contamination with foods, injuries, spillages, combustion, vapours</p>	<p>All</p>	<p>All hazardous cleaning materials to be stored safely away in line with COSHH (Control of Substances Hazardous to Health) regulations.</p> <p>Small children to be always supervised near any cupboards where general cleaning and washing products are kept. Gloves to be worn if appropriate when using cleaning substances/materials</p> <p>Products to be kept in original packaging/containers.</p> <p>Any spillages to be cleared up straightaway and reported if necessary.</p>	<p>High</p>	<p>Low</p>	<p>Any flammable/combustible products to be stored away from the main building and away from any other reactive products.</p> <p>First Aid and Eye Wash Kit in the Kitchen and Kitchen store. (To be checked periodically for contents and expiry of products).</p> <p>Groups to have their own first aid kit appropriate to the group. COSHH file to be kept with information regarding hazardous substances.</p>

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						<p>Training for staff and volunteers if necessary</p> <p>Appropriate PPE available.</p>
	Fridge – Storage, Hygiene, Electrocutation	All	<p>All food to be removed in between visits and cleaned thoroughly with anti-bacterial solution/spray. All food storage to be in line with Food Safety/Hygiene regulations.</p> <p>Fridge to be kept at appropriate temperature.</p> <p>Any spillages to be cleaned up straightaway.</p> <p>Any contaminants disposed of correctly.</p> <p>No tampering with electrical socket or components. Any repairs done by a competent/registered person.</p>	Low	Low	Any refrigeration issue to be reported to The Pinewood Trust Management Team as soon as possible.
	Kettle/Urn/Taps – Burns, scalds, electrocution, water spillages.	All	<p>Users advised about hot water from taps, steam from kettle and urn, and the sides of urn being hot.</p> <p>Care to be taken when filling and emptying kettle/urn.</p> <p>Kettle/urn to be placed away from children and any cables to be placed away/not overhanging surfaces where they can be pulled off by small children.</p>	Low	Medium	<p>First Aid and Eye Wash Kit in the Kitchen and Kitchen store.</p> <p>(To be checked periodically for contents and expiry of products).</p> <p>Groups to have their own first aid kit</p>

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			<p>Hot and cold water to be run together in bowl to reduce temperature.</p> <p>Younger children to have no access to the kettle/ urn.</p> <p>Care to be taken with hot drinks.</p> <p>Cables/plugs to be checked for wear and tear. Any fault to be reported and appliance not used.</p> <p>Competent/qualified person to make repairs.</p>			<p>appropriate to the group.</p> <p>Continued vigilance.</p> <p>Continued vigilance</p>
	<p>Cooker Hob – Burns, gas leakage, explosion, fire</p>	<p>All</p>	<p>Close supervision when using kitchen and appropriate staff ratio based on age/ ability if working with children and young people.</p> <p>Competent person to light and use the hob.</p> <p>No loose clothing and long hair should be tied back where possible.</p> <p>No misuse of equipment whilst using hob.</p> <p>Ensure hob is lit correctly and turned off when not in use.</p> <p>Lit hob not to be left unattended without pan or equipment on.</p>	<p>High</p>	<p>Low</p>	<p>Should the hob be switched on and release gas without being lit, the gas control should be turned off immediately, and door and windows to be opened fully to ventilate the area.</p> <p>Participants should vacate the kitchen if appropriate, until it is safe to return.</p> <p>First Aid and Eye Wash Kit in the Kitchen and Kitchen store.</p>

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			Appropriate ignition tool used e.g., built in to hob, ignition gun, long reach matches.			(To be checked periodically for contents and expiry of products). Groups to have their own first aid kit appropriate to the group.
	CCTV/Alarm system/electrical equipment – electrocution, tampering, abuse, CCTV - falling items from height.	All	All system elements to have annual check by approved person/s and signed off. Participants to be supervised in the kitchen area by Pinewood Trust staff. No persons to tamper or have unauthorised access the CCTV/alarm system. Anyone found to be tampering or abusing the system/area should be removed immediately. No climbing or attempting to access CCTV unit. No access to kitchen without Pinewood Trust staff onsite	Low	Low	
	Privacy/GDPR	All	Appropriate signage to inform users and visitors that monitored CCTV is in operation.	Low	Low	
Waste/ Refuse	Poor hygiene, waste food, pollutants, injury due to access of waste e.g., open	All/Nature/ Wildlife and	All bins to be emptied before leaving site.	Medium	Low	'Leave no trace' to be followed.

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	tins/packaging. Refuse, rubbish, environmental impact.	inhabitants .	<p>All waste to be removed from site when leaving.</p> <p>Any rubbish/debris/or waste to be picked up and cleared from the ground. Litter pickers available if necessary.</p> <p>PPE to be used where appropriate/necessary.</p> <p>Remove any item from the outdoors that would pose a risk to nature, wildlife and/or inhabitants.</p>			<p>Any spillages or waste accidents that may pose a threat to the environment reported immediately, so that measures can be put in place to protect the area.</p> <p>Contact with the Environment Agency where appropriate and required report completed.</p> <p>Waste should be disposed of appropriately. Any combustible waste to be managed and disposed of separately e.g., stove gas canisters</p>
Toilet/ Shower Facilities & Accessible Toilet/ Shower Baby changing.	Doors - injury due to trapping or collision.	All	<p>Door restraints/bungees to be fitted to prevent doors opening/closing quickly or slamming.</p> <p>Secure door wedges to keep doors open where appropriate.</p> <p>Awareness of others when opening/closing the door.</p>	Low	Medium	Additional care to be taken during periods of high wind when doors can swing open violently.
	Slips, trips, and falls - wet floor, uneven surface,	All	Safe usage to be outlined prior to use.	Low	Medium	Specialist support provided to

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	stepping in/out of shower, slipping whilst in the shower.		<p>All wet surfaces cleaned up as soon as possible to prevent slips.</p> <p>Wet floor signs to be used.</p> <p>Small children to be supervised.</p> <p>No running.</p> <p>Anyone misusing/ abusing facilities may be removed from activities/ site.</p>			<p>vulnerable persons or those with supported needs.</p> <p>Area to be checked regularly.</p>
	Getting locked in.	All – primarily small children	<p>Parents/carers/staff to supervise small children using toilet facilities.</p> <p>Small children not to lock door when inside and another to ‘door watch’ for them.</p> <p>Doors able to be unlocked by staff from the outside using flat turn tool or key.</p>	Low	Low	
	Scalds, burns, water temperature.	All	<p>Temperature to be set to appropriate level on boiler.</p> <p>Small children to be supervised when running hot water.</p> <p>Safe use of facilities and equipment explained prior to use.</p>	Medium	Low	<p>Signage to be in place warning of hot water.</p> <p>Verbal reminders given to persons prior to use.</p>
	Water Supply – Legionella Bacteria, Legionnaires	All	Ensure taps are run through regularly for 5 minutes, using only	High	Low	Taps and showers to be run and safe water

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	Disease, Other Bacterial & Water Borne Illness. Residual and Viral Bacterial Contamination.		the cold, then run through hot water as hot as possible. Shower heads to be rinsed through regularly with sterilising solution. Showers to be run through regularly, as above.			procedures to be followed prior to any visit, or if water has not been run for 7 days or more.
	Soap - Eye injuries, ingestion.	All	Water to be on hand to rinse eyes. Small children to be supervised.	Low	Low	
	Safeguarding – appropriate use of facilities e.g. mixed ages/genders	All	Individual toilet and shower cubicles with appropriate changing/dressing facilities.	Low	Low	Specialist support provided to vulnerable persons or those with supported needs. Staff to monitor groups using shower facility and recommended allocation of times for each gender.
Large Gas Cannister Storage	Leakage, fire, explosion, tampering	All	Bottled gas obtained from a reputable supplier. Enquiries made to check that all returned cylinders are checked before being refilled in accordance with the relevant codes of practice. Cylinders on site are visually checked on delivery and if they are dropped or damaged, they will be refused.	High	Low	

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			<p>Cylinders are stored outside on a hard standing, in a locked metal unit.</p> <p>A hose is adjacent to the storage area and can be used to keep cylinders cool whilst awaiting the Fire Services.</p> <p>No flammable materials are stored near the cylinders.</p> <p>Any persons seen to be tampering with the lock, gaining unauthorised entry to the unit or seeking to do harm will be removed from site.</p> <p>No smoking on site.</p>			
Pizza Oven *Cooking and food preparation has a separate risk assessment	Risk of fire	All – primarily users of Pizza Oven	<p>Pizza oven to be cleaned and tested before use.</p> <p>Fire extinguishing equipment located near the oven.</p> <p>Oven sited on safe secure ground within brick structure.</p> <p>Persons using the oven to have received appropriate competency training or deemed previously competent.</p>	High	Low	Anyone demonstrating dangerous behaviour or misusing the oven to be removed from the area.
	Heat injuries – touching oven, hot embers, metal paddle, oven	All – primarily	Verbal warning when someone comes near to the oven.	Medium	Low/medium	Pizza paddle/peel not to be left in pizza oven whilst lit.

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	housing/surround etc. Hot food, utensils.	users of Pizza Oven	<p>No touching the outside/surrounds of the pizza oven.</p> <p>No climbing/sitting on the pizza oven or tabletop areas.</p> <p>No small children in the area of the pizza oven when in use.</p> <p>Heatproof gloves readily available.</p> <p>Persons using the oven to have received appropriate competency training or deemed previously competent.</p> <p>Verbal warning given by user that food will be hot.</p> <p>Appropriate utensils to handle food.</p>			No plastic utensils to be used in the pizza oven.
	Slips, trips, and falls – slippery surface, uneven ground	All	<p>Any spillages to be cleaned up as soon as possible, ensuring that the area is not slippery. Appropriate cleaning products used.</p> <p>Appropriate footwear to be worn.</p> <p>Persons made aware of uneven ground when moving around the pizza oven area.</p> <p>No running near the pizza oven.</p>	Low	Low	

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			Numbers of people in the pizza oven area to be kept to a minimum to reduce risk.			
Outdoor Stove *Cooking and food preparation has a separate risk assessment	Injuries from heat – hob, pans, water, oils etc. – burns, scalds Hot food. Stove tipping over.	Users of the hob	Close supervision when using the outdoor stove and appropriate staff ratio based on age/ ability if working with children and young people. Competent person to light and use the hob. No loose clothing and long hair should be tied back where possible. No misuse of equipment whilst using hob. Ensure hob is lit correctly and turned off when not in use. Lit hob not to be left unattended without pan or equipment on. Appropriate ignition tool used e.g. ignition gun, long reach matches. No running in the area of the outdoor stove when in use. Verbal warning given when moving food off the hob. No touching the hob/ surrounds when in use. No climbing/sitting on the stove or tabletop areas.	Low	Medium	Hob to be tested by appropriate qualified person.

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			<p>No small children in the area of the stove when in use.</p> <p>Heatproof gloves readily available.</p> <p>Persons using the stove to have received appropriate competency training or deemed previously competent.</p> <p>Verbal warning given by user that food will be hot.</p> <p>Appropriate utensils to handle food.</p> <p>Care to be taken when opening and closing the stove and lid mechanism – ensuring safe distance around to prevent collision with anyone or trapping.</p>			
	<p>Gas cannister – leaking, risk of fire, explosion, injury due to lifting or cannister falling over, gas not being lit.</p>	<p>All – users or those within proximity.</p>	<p>Bottled gas obtained from a reputable supplier. Enquiries made to check that all returned cylinders are checked before being refilled in accordance with the relevant codes of practice.</p> <p>Cylinders on site are visually checked on delivery and if they are dropped or damaged, they will be refused.</p> <p>Cylinder is placed on a hard standing and detached and stored in a locked unit when not in use.</p>	<p>Medium</p>	<p>Low</p>	

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			<p>No flammable materials are stored near the cylinders.</p> <p>Any persons seen to be tampering with the cannister or stove or seeking to do harm will be removed from site.</p> <p>No smoking on site.</p>			
<p>BBQ</p> <p>*Cooking and food preparation has a separate risk assessment</p>	<p>Injuries from heat – hob, pans, water, oils etc. – burns, scalds Hot food.</p>	<p>All – Primarily users of BBQ</p>	<p>Close supervision when using the BBQ and appropriate staff ratio based on age/ ability if working with children and young people.</p> <p>Competent person to light and use the BBQ.</p> <p>No loose clothing and long hair should be tied back where possible.</p> <p>No misuse of equipment whilst using BBQ.</p> <p>Lit BBQ not to be left unattended.</p> <p>Appropriate ignition tool used e.g. Ignition gun, long reach matches.</p> <p>No running in the area of the BBQ when in use.</p> <p>Verbal warning given when moving food off the BBQ.</p>	<p>Low</p>	<p>Medium</p>	<p>Coals/embers to be disposed of appropriately.</p>

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			<p>No touching the BBQ/ surrounds when in use.</p> <p>No climbing/sitting on the BBQ walls or tabletop areas.</p> <p>No small children in the area of the BBQ when in use.</p> <p>Heatproof gloves readily available.</p> <p>Persons using the BBQ to have received appropriate competency training or deemed previously competent.</p> <p>Verbal warning given by user that food will be hot.</p> <p>Appropriate utensils to handle food.</p>			
Storage Containers	Injury due to doors swinging, collision, trapping. Trips on entry and exit. Climbing. Falling items. Getting locked in. Misuse.	All	<p>Doors to be closed and locked when not in use and young children to be supervised.</p> <p>Extra care to be taken during times of high wind.</p> <p>Persons to stand away from doors when staff are opening and closing them.</p> <p>Care to be taken when taking/lifting items out or storing items and placing items at height – follow lifting and handling procedures.</p>	Low	Low	

Item/ Location	Activity/Hazard	Risk/Who	Current Control Measures	Severity	Likelihood	Further Action
			<p>No climbing on or playing in the containers.</p> <p>Staff only in the containers, and users when supervised by staff.</p> <p>Ensure items are being stored correctly (see Stores Risk Assessment).</p>			
Log Store (Under Adventure Playground)	Falling logs, trappings, cuts, grazes, injury due to log fall, dropping logs, lifting, and handling.	All	<p>No climbing on logs</p> <p>Logs to be taken from the top of log store pile.</p> <p>Care to be taken when lifting logs. 'Competent staff' to facilitate logs being added to the fire pit.</p> <p>Safe lifting and handling procedures to be followed regarding size of logs to participant.</p>	Low	Medium	
Adventure Play Structure & Jake's Tower	Stairs, upper level – slips, trips, and falls, pushing, misuse.	All	<p>Stairs to be checks following wet weather to ensure they are not slippery. Users to be made aware using signage.</p> <p>Rails to be used to support ascending and descending.</p> <p>Care advised for young people running up or down the stairs.</p> <p>No pushing on the stairs.</p> <p>No jumping down the stairs.</p>	Low	Medium	Anyone demonstrating dangerous behaviour to be challenged and potentially removed from area.

Item/ Location	Activity/Hazard	Risk/Who	Current Control Measures	Severity	Likelihood	Further Action
	Benches/Tables – injury due to inappropriate use, falling, climbing, lifting	All – mainly children and young people.	<p>No climbing on the benches or tables.</p> <p>Tables to remain away from the sides of the structure.</p> <p>Benches/tables to be moved by staff only and using lifting and handling procedures.</p> <p>Supervision of small children at all times (and others depending on individual group risk assessment).</p>	Low	Low	Anyone demonstrating dangerous behaviour to be challenged and potentially removed from area.
	Perimeter railings – injury due to climbing, falls, trapping	Small children, young people/ users	<p>No climbing on or over the perimeter railings.</p> <p>Care should be taken not to place head or body parts through the railings in case of trapping.</p>	Medium	Low	Anyone demonstrating dangerous behaviour to be challenged and potentially removed from area.
	Piano – injury due to trapping, grazes, cuts, falls.	Small children, young people/ users	<p>Care to be taken when playing/using the piano.</p> <p>Small children to be supervised at all times.</p> <p>Care should be taken not to place head or body parts through the piano in case of trapping.</p> <p>No climbing on the piano.</p>	Low	Low	Anyone misusing the piano to be challenged and potentially removed from the area.
	Tunnels – injury due to collision, trips, slips, entry, and exit.	All	<p>Care to be taken when entering and exiting the tunnels.</p> <p>No pushing or pulling in the tunnels.</p>	Low	Medium	Anyone misusing the area to be challenged and potentially removed from the area.

Item/ Location	Activity/Hazard	Risk/Who	Current Control Measures	Severity	Likelihood	Further Action
			Small children to be supervised at all times.			
	Slide/slope – injury due to trips, slips, falls, friction burns, misuse.	All	<p>Care to be taken when ascending and descending the slide slope.</p> <p>Slope to be checked following wet weather to ensure area is not slippery. Users to be made aware using signage.</p> <p>Small children to be supervised at all times.</p> <p>No pushing on the slide slope or slide.</p> <p>Care to be taken when climbing onto the slide and when alighting at the bottom.</p> <p>Care to be taken when sliding down that skin does not catch to potentially cause friction burn.</p>	Low	Medium	Anyone misusing the area to be challenged and potentially removed from the area.
	Work bench/shelf – injury due to falling, climbing.	Small children, young people/ users	<p>Small children to be supervised at all times.</p> <p>No pushing.</p>	Low	Low	
	Fire mans pole, ladders, climbing areas – cuts, friction burns, grazes, splinters, injury due to falling, trapping, impact,	All – mainly small children and young people.	<p>Small children to be supervised at all times.</p> <p>No pushing or pulling on climbing areas.</p>	Low	Medium	Anyone misusing the area to be challenged and potentially removed from the area.

Item/ Location	Activity/Hazard	Risk/Who	Current Control Measures	Severity	Likelihood	Further Action
	pushing, misuse, lack of supervision.		<p>Care to be taken following wet weather conditions. Area to be checked prior to use to ensure areas are not slippery.</p> <p>Safe use of the equipment demonstrated and supported by staff where appropriate.</p>			
Tree House Platform	Injury due to falling, tripping, grazes, cuts, misuse	All	<p>Small children to be supervised at all times.</p> <p>No pushing.</p> <p>No hanging from or climbing on or through the barrier ropes or pollarded tree areas.</p> <p>Care to be taken when ascending and descending the ladder.</p> <p>Access only via the ladder – no hanging or climbing on the sides or over the platform.</p> <p>No jumping from the platform.</p>	Low	Medium	Anyone misusing the area to be challenged and potentially removed from the area.
Boat	<p>Injuries due to falls, slips, trips, climbing, getting trapped. Misuse, other users.</p> <p>Cuts, grazes, scratches, splinters, from nature of 'used upcycled' boat.</p>	All	<p>Small children to be supervised at all times.</p> <p>No pushing.</p> <p>Care to be taken following wet weather conditions. Boat to be checked that the area is not wet or slippery.</p>	Low	Low	Anyone misusing the area to be challenged and potentially removed from the area.

Item/ Location	Activity/Hazard	Risk/Who	Current Control Measures	Severity	Likelihood	Further Action
			<p>Signage to be used to raise awareness of slippery surfaces when wet.</p> <p>Care to be taken when accessing and exiting the boat.</p> <p>All screws, nails and fixtures to be removed, levelled as best as possible to reduce risk of injury.</p>			
Bird Structure	<p>Injuries due to falls, slips, trips, climbing, getting trapped. Misuse, other users.</p> <p>Cuts, grazes, scratches, splinters etc.</p>	All	<p>Small children to be supervised at all times.</p> <p>No young person to carry small children up within the bird structure.</p> <p>No pushing.</p> <p>Care to be taken following wet weather conditions. Bird structure to be checked that the area is not wet or slippery.</p> <p>Care to be taken when accessing and exiting the bird structure.</p> <p>No climbing up the inside/outside of the bird structure.</p> <p>No hanging off or jumping from the bird structure.</p>	Low	Medium	<p>Anyone misusing the area to be challenged and potentially removed from the area.</p>
Cycle Track	<p>Injury due to falling, tripping, or slipping on</p>	All	<p>Loose branches to be removed from the track as best as possible.</p>	Low	Medium	<p>Main entrance access to have signage</p>

Item/ Location	Activity/Hazard	Risk/Who	Current Control Measures	Severity	Likelihood	Further Action
* Cycling activity holds a separate risk assessment	uneven/loose surface, tree stumps, branches. Impact with cyclist.		Appropriate footwear to be worn. Awareness made to users regarding loose/uneven surface. When cycle track is in use with cyclists, other users not to enter track area. Track to be checked regularly for signs of wear and tear.			highlighting when track in use.
Sensory Door	Injury due to door swinging, collision, trapping. Trips around door support. Climbing. Misuse.	All	Door to be closed and fixed shut when not in use. Small children to be supervised at all times. Extra care to be taken during times of high wind. Persons to stand away from door when opening and closing. No climbing on the door or frame.	Low	Low	
Lower site – Quiet Area	Lack of/poor supervision, isolation	Small children/ young people/ vulnerable adults	Information given in safety briefing upon arrival. No children, young people or vulnerable adults to enter the lower site without adult supervision.	Low	Medium	
	Woodland path - Slips, trips, falls, uneven ground	All	Information given in safety briefing upon arrival.	Low	Low	

Item/ Location	Activity/Hazard	Risk/Who	Current Control Measures	Severity	Likelihood	Further Action
			<p>Appropriate footwear.</p> <p>Grass to be cut to an appropriate level to aid ease of walking.</p> <p>Area to be checked following extreme weather or high winds. Branches and foliage to be removed where possible.</p> <p>Small children and young people to be supervised at all times.</p>			
	Water/Dyke (Field Drain) - injury, drowning, waterborne illness,	All – primarily small children	<p>Information given in safety briefing upon arrival.</p> <p>No children, young people or vulnerable adults to enter the lower site without adult supervision.</p> <p>No climbing on or around the embankment or crossing the dyke/drain.</p> <p>Wild foliage to be kept at a height and level to discourage access.</p>	Medium	Low	
	Road – Traffic, access up embankment, getting lost/leaving site, strangers entering site	Primarily small children / young people	<p>Information given in safety briefing upon arrival.</p> <p>No children, young people or vulnerable adults to enter the lower site without adult supervision.</p> <p>No climbing on or up the embankment.</p>	Low	Low	

Item/ Location	Activity/Hazard	Risk/Who	Current Control Measures	Severity	Likelihood	Further Action
			Wild foliage to be kept at a height and level to discourage access.			
General Site	Trees/branches/bushes/nettles/foilage/'fruits and berries' - Cuts, grazes, rashes, eye injuries, falls, trips, stings, poisoning, illness, allergies.	All	<p>Care to be taken when moving through trees and undergrowth.</p> <p>Low level tree branches to be cut back and monitored in high traffic areas.</p> <p>Trees to be checked following any extreme weather conditions or high winds that could have caused damage or uprooted. Any damaged or concerning branches to be removed.</p> <p>Site safety briefing given upon arrival to make all aware that the site is a natural one, with trees that may overhang, bugs, plants and bushes that are prickly and could sting, including the risk of consuming any berries, mushrooms or other (see below).</p> <p>No berries, leaves, foliage, plant etc. to be picked and eaten from the site unless collected and provided by Pinewood Trust staff or Competent Person.</p> <p>Small children to be supervised at all times.</p>	Low	Medium	<p>First Aid Kit</p> <p>Tree specialist to be consulted where appropriate.</p>

Item/ Location	Activity/Hazard	Risk/Who	Current Control Measures	Severity	Likelihood	Further Action
	Insects/bugs – stings, bites, allergies	All	<p>Anyone with allergies to have informed their group/organisation and individual risk assessment conducted where necessary.</p> <p>Small children to be supervised at all times.</p> <p>Information given in safety briefing</p> <p>Bite and sting cream available in first aid kit, with appropriate consent for use on person.</p> <p>Those with allergies to have informed their group/organisation and individual risk assessment conducted where necessary and additional medical supplies brought, where appropriate.</p>	Low	Medium	<p>First aider on site if Pinewood delivering activity. (Group first aider as per booking criteria).</p> <p>First Aid and Eye Wash Kit in the Kitchen and Kitchen store. (To be checked periodically for contents and expiry of products).</p> <p>Groups to have their own first aid kit appropriate to the group.</p>
	Animal droppings – Contact with microorganisms (Tetanus, Weil’s disease, Toxocariasis)		<p>Hands must be washed thoroughly before eating, drinking.</p> <p>Participants told not to pick up items from the ground.</p> <p>Small children to be supervised at all times.</p> <p>Information given in safety briefing on arrival and reminders throughout visit.</p>	Low	Low	

Item/ Location	Activity/Hazard	Risk/Who	Current Control Measures	Severity	Likelihood	Further Action
			Any cuts/grazes to be cleaned thoroughly and monitored following visit.			
Septic Tank/ Waste Disposal/ Sewerage	Bacterial infection, gases, risk to wildlife/users	All	<p>No heavy vehicles to be driven over the area of the underground tank.</p> <p>No large plants or trees to be planted around the area of the underground tank.</p> <p>Ventilation pipe to be covered with cap and protected from impact or tampering.</p> <p>Any signs of excessive weed or algae growth around the area of the tank reported straightaway.</p> <p>No tampering with ground inspection covers.</p>	Low	Low	Specialist maintenance performed where necessary.
Generator Shed	Generator - Injury from fuel vapours, exhaust, electrocution, fire, explosion, trapping, misuse. Injury from moving and transporting. Shed - injury from swinging door, trapping, impact with structure, misuse.	All	<p>Only authorised persons to access the generator shed.</p> <p>Door to always remain locked when not accessing.</p> <p>Only competent persons to refill fuel and use the generator.</p> <p>Any spillages to be cleaned up immediately with appropriate materials.</p> <p>Exhaust not to be blocked.</p>	Medium	Low	Anyone found to be tampering or abusing the system or trying to gain access should be removed immediately.

Item/ Location	Activity/Hazard	Risk/Who	Current Control Measures	Severity	Likelihood	Further Action
			<p>Fire extinguishing equipment close by.</p> <p>Safe lifting and handling procedures to be followed when moving generator.</p> <p>Care to be taken when opening and closing shed door.</p> <p>Awareness of others when opening and closing shed door.</p>			
Compost Frames/ Containers	Contamination, injury – stings, bites, scratches, cuts etc., allergy, trapping, slips and falls.	All	No climbing in or on the compost frames or containers.	Low	Low	
Cleaning Shed	Cleaning materials – poisoning, burns, contamination with foods, injuries, spillages, combustion, vapours	All	<p>All hazardous cleaning materials to be stored safely away in line with COSHH (Control of Substances Hazardous to Health) regulations.</p> <p>Small children to be always supervised near any cupboards where cleaning and washing products are kept.</p> <p>Gloves to be worn if appropriate when using cleaning substances/materials</p> <p>Products to be kept in original packaging/containers.</p>	High	Low	<p>Any flammable/combustible products to be stored away from the main building and away from any other reactive products.</p> <p>First Aid and Eye Wash Kit in the Kitchen and Kitchen store. (To be checked periodically for contents and expiry of products).</p>

Item/ Location	Activity/Hazard	Risk/Who	Current Control Measures	Severity	Likelihood	Further Action
			<p>Any spillages to be cleared up straightaway and reported if necessary.</p> <p>Cleaning shed to be locked at all times when not accessing.</p> <p>Care to be taken to store items correctly so that they do not fall over and spill or drop on someone when accessing.</p>			<p>Groups to have their own first aid kit appropriate to the group.</p> <p>COSHH file to be kept with information regarding hazardous substances.</p> <p>Training for staff and volunteers if necessary</p> <p>Appropriate PPE available.</p>
Natural Area/ Site	Injury to wildlife, habitat	Wildlife, animals, and habitat	<p>Respect policy relating to wildlife and the natural environment. Information given in safety briefing and within booking form/documentation.</p> <p>Activities delivered will be assessed to ensure no harm comes to wildlife and their habitat.</p>	Medium	Low	
General Site/ Environment	Weather conditions – Injury due to extreme temperatures hot, cold (hyperthermia/hypothermia), sunburn, heatstroke. High winds, debris etc.	All	<p>Conditions to be assessed prior to visit.</p> <p>Overnight camping to be assessed on ground temperatures and equipment.</p> <p>Participants encouraged to drink plenty of water (or warm drinks</p>	Low	Medium	<p>Observe conditions throughout visit.</p> <p>If conditions are too hazardous cut visit short and remove group from site as soon as is safely possible.</p>

Item/ Location	Activity/Hazard	Risk/Who	Current Control Measures	Severity	Likelihood	Further Action
			<p>during cold weather) throughout their visit</p> <p>Wear a hat where possible when in direct sunlight. Regular breaks in the shade.</p> <p>Small children and vulnerable adults to be supervised and monitored.</p> <p>Sunscreen to be provided based on each groups consent and policy.</p> <p>Appropriate clothing to be worn for warm or cold conditions.</p> <p>Fire pit to be utilised for heat where necessary.</p> <p>In conditions of high winds site closure may be necessary to prevent the risk of injury due to flying branches/debris (see wind assessment scale).</p>			See Wind Speeds chart at the end of assessment for reference.
General Site/ Environment	Injury from damage to equipment, wear and tear.	All	<p>All site areas and equipment to follow strict maintenance and safe operating procedures.</p> <p>All areas checked before visits and as a part of regular maintenance controls.</p> <p>Any item or equipment that becomes damaged or not fit for purpose during visit should be removed,</p>	Low	Low	

Item/ Location	Activity/Hazard	Risk/Who	Current Control Measures	Severity	Likelihood	Further Action
			disabled, and cordoned off, and The Pinewood Trust team needs informing immediately.			
Temporary structures, Parasols, Gazebos, Marquees, Tents.	Structural Integrity – collapse or instability of temporary structures e.g. gazebos, shelters, parasols, tents, marquees etc.	All	Ensure all structures are assembled and installed correctly – if in doubt use manufacturers instructions and guidelines. Secure structures with appropriate anchoring methods e.g. weights, pegs, tethering to other secure points. Ensure any guy lines and ropes are clearly highlighted or placed in spaces to reduce risk of trips and other injury. Regularly inspect structures for signs of wear, damage, or instability. Monitor weather conditions and disassemble structures during high winds or adverse weather.	High	Low	Ensure a first aider is on site for all points.
	Electrical shock or fire from improper use of electrical equipment under or near structures.	All	Ensure all electrical equipment is properly grounded and maintained. Use Ground Fault Circuit Interrupters (GFCI's) where possible. Protect electrical equipment from water exposure. Do not use electrical equipment outdoors or within structures that is not fit for outdoor use.	Medium	Low	
	Fire from cooking equipment, heaters, lamps, or smoking near structures.	All	Maintain clearance distances between structures and heat sources e.g. stoves, heaters etc.	Medium	Low	



























Item/ Location	Activity/Hazard	Risk/Who	Current Control Measures	Severity	Likelihood	Further Action
	Trips and falls – tripping over guy lines, uneven ground, or items inside structures.	All	<p>Enforce a no smoking policy near structures.</p> <p>Have fire extinguishers readily accessible (or other appropriate fire extinguishing equipment) and train staff on their use.</p> <p>Use brightly coloured guy lines or mark them with flags or tape etc.</p> <p>Ensure ground under and around structure is as level as possible and free of hazards. Keep the interior of structures clear of obstacles and trip hazards.</p>	Medium	Medium	
	Overcrowding/overloading structures beyond their capacity.	All	<p>Establish and enforce maximum occupancy limits for each structure.</p> <p>Assign staff to monitor occupancy levels during events. Where necessary, maintain clear emergency egress paths.</p>	Medium	Low	
	Weather conditions – exposure to extreme heat, cold, rain, or snow. Heatstroke, sunburn, hyperthermia, hypothermia.	All	<p>Monitor weather forecasts and adjust plans accordingly. Provide adequate shade and cooling options during hot weather, and recommendations of appropriate clothing during colder temperatures e.g. waterproof clothing etc.</p> <p>Use sidewalls or curtains to protect against wind and rain. Monitor wind speeds and conditions as stated above.</p>	Medium	Low	

* Due to remit of encouraging positive risk taking and the nature/natural environment, a dynamic risk assessment should be conducted continuously whilst using the site, to be able to respond to changes in circumstances, group management and risk etc. Any damage, breakage or area of concern should be reported as soon as possible, and measures put in place to alleviate risk. The remit of the site is 'supervised', not led activities (unless specifically delivered).

Mixed age ranges/sizes e.g., teenage and small children should be assessed prior to use, and managed where appropriate, to ensure accidents do not happen due to boisterous play etc.

This risk assessment is in addition to the Standard Operating Procedures and Safe Systems Procedures, which are implemented in line with playground health and safety regulations and appropriate inspections.

WIND SPEEDS

Scale	Description	miles Per hour	Effects	Risk
0	Calm	0-1	 smoke rises	
1	Light air	1-3	 Smoke drifts	
2	Light breeze	4-7	 Leaves rustle	
3	Gentle breeze	8-12	 Twigs move	
4	Moderate breeze	13-18	 Leaves and small branches sway	
5	Fresh breeze	18-24	 Small trees sway	
6	Strong breeze	25-31	 Large branches sway	
7	Moderate gale	32-38	 Whole trees in motion	
8	Fresh gale	39-46	 Twigs break off trees	
9	Strong gale	47-55	 Branches break off trees	
10	Whole gale	56-64	 Trees uprooted	
11	Storm	65-74	 Widespread damage	
12	Hurricane	75+	 Devastation	

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