

# Wakefield Divisions Midgley campsite General Site Risk Assessment

Review date 27/03/27 or earlier if required due to significant changes



HAZARD	WHO IS AT RISK?	CONTROL MEASURES	WHAT FURTHER ACTION IS NEEDED?	Risk rating
Site perimeter	All visitors	<ul style="list-style-type: none"> <li>Site perimeters are checked regularly for gaps or damage to the fences</li> <li>Leaders will be briefed on boundaries</li> <li>Site map to be displayed on the notice board in the main hut</li> <li>Leaders are responsible for the safety of their group</li> </ul>	Regular checks on the notice board to ensure site map is displayed	Minor
Security of site/unwanted visitors	Leaders/ girls/ volunteers	<ul style="list-style-type: none"> <li>The gate on the entrance should be closed once all expected visitors are on site</li> <li>If camping overnight, the gate should be locked with the combination padlock before nightfall or when leaving the site during the day.</li> <li>Private property sign is displayed on the gate</li> </ul>		Minor
Safeguarding incident	Leaders/ girls/ volunteers	<ul style="list-style-type: none"> <li>Guiders and youth leaders should be trained in safeguarding of their training, leader in charge is responsible for ensuring their group meets these requirements</li> <li>Midgley Campsite will follow guidance as per <a href="http://Girlguiding.org">Girlguiding.org</a></li> </ul>		Moderate
Emergency procedures	Leaders/ girls/ volunteers	<ul style="list-style-type: none"> <li>The site evacuation places are clearly sign posted and emergency contacts and details are displayed on the notice board</li> <li>Nearest Defibrillator location is displayed on the notice board in the main hut</li> </ul>	Key holders to point details out to visiting leaders in charge	Moderate
Insufficient First Aid provision	Leaders/ girls/ volunteers	<ul style="list-style-type: none"> <li>The first aid kit is sighted in the main hut and is checked on a regular basis</li> <li>Accident book is available for group leaders to record any incidents and details of first aid kit used so replacements can be obtained</li> <li>Lockable cupboard is available for medicines that don't require refrigeration</li> <li>A fridge is available in the kitchen for medicines requiring refrigeration, however visiting groups will need to provide their own lockable box to use in the fridge</li> </ul>		Moderate
Natural disaster or other disaster on site	Leaders/ girls/ volunteers	<ul style="list-style-type: none"> <li>Evacuation points are clearly sign posted and emergency contact details are displayed on the notice board in the main hut</li> </ul>		Moderate
Fire on site	Leaders/ girls/ volunteers	<ul style="list-style-type: none"> <li>Evacuation points are signposted</li> <li>Fire bell is located next to the outside tap and is clearly signposted</li> <li>All buildings are no smoking areas and signs are displayed to indicate this</li> <li>Fires should only be lit on designated altar fires or in the fire pit on the designated fire circle at the bottom of the site</li> <li>Open fires will be banned if there is a period of prolonged dry weather</li> <li>Fire buckets should be filled and placed next to all outdoor fires</li> </ul>		Moderate

ASSESSMENT CARRIED OUT BY (NAME):

Liz Stearne

DATE:27/03/26

## Wakefield Divisions Midgley campsite General Site Risk Assessment

Review date 27/03/27 or earlier if required due to significant changes



		<ul style="list-style-type: none"> <li>The main hut is equipped with smoke detectors/alarm</li> <li>Fire extinguishers are provided and serviced annually</li> </ul>		
Tractor on site Farmer has access to the field at the bottom left of the site	All visitors	<ul style="list-style-type: none"> <li>All visitors need to be aware that the left edge of the field and the concrete driveway to the site is occasionally used by a local farmer to access his land. The farmer will announce his presence</li> <li>No tents should be pitched with guy ropes within 10 feet of the tractor tracks (these are visible)</li> </ul>		Moderate
Uneven ground	Leaders/ girls/ volunteers	<ul style="list-style-type: none"> <li>If there is uneven ground, every effort will be made to backfill holes/uneven surfaces</li> </ul>		Moderate
Vehicle movement/parking	Leaders/ girls/ volunteers	<ul style="list-style-type: none"> <li>Leaders/volunteers can park in the designated area within the site grounds – this is to the left of the main driveway</li> <li>A further 4 spaces are available further down the drive, 2 in the right hand layby and 2 outside the hut</li> <li>Leaders are responsible for their own cars and Midgley Campsite cannot accept responsibility of any damages caused by careless parking/driving</li> <li>Drop off of girls should be done in the turning point/pull in area at the entrance to site. Visiting Leader in charge should be available to oversee this</li> <li>Gate should be closed when all the visiting group is on site therefore preventing further access from vehicles</li> </ul>		Moderate
Access to out of bounds areas	Leaders/ girls/ volunteers	<ul style="list-style-type: none"> <li>The maintenance shed will remain closed and locked to visiting groups. There is limited key holders and the hut is sign posted as such</li> <li>Boundaries are clearly marked on the map displayed on the notice board in the main hut</li> </ul>	Key holder to point out site map with boundaries to visiting leader in charge	Moderate
Food preparation	Leaders/ girls/ volunteers	<ul style="list-style-type: none"> <li>Food preparation should be supervised by those with appropriate knowledge – visiting leader in charge is responsible of ensuring this is carried out</li> <li>The kitchen and kitchen equipment is regularly cleaned and deep cleaned annually</li> <li>Outdoor cooking pots are kept separately and should be washed prior and after use</li> </ul>		Moderate
Unsafe trees	Leaders/ girls/ volunteers	<ul style="list-style-type: none"> <li>Regular site walks are conducted to check for damaged trees</li> <li>Comments book is available for all visitors to note any issues</li> <li>Any major issues are reported to Earnshaws (land owners)</li> </ul>		Moderate

ASSESSMENT CARRIED OUT BY (NAME):

Liz Stearne

DATE:27/03/26

## Wakefield Divisions Midgley campsite General Site Risk Assessment

Review date 27/03/27 or earlier if required due to significant changes



Activities	Leaders/ girls/ volunteers	<ul style="list-style-type: none"> <li>Non adventurous activities are available on site to use at the risk and discretion of Visiting groups. The visiting group leader is responsible for reading the site activity risk assessments and making appropriate adjustments for their own group</li> </ul>		Moderate
Steep drops	Leaders/ girls/ volunteers	<ul style="list-style-type: none"> <li>Steep slopes are fenced off to prohibit access to young people</li> </ul>		Moderate
Toilet compost bin area	Leaders/ girls/ volunteers	<ul style="list-style-type: none"> <li>The compost bin is located in a restricted area that is cordoned off to prevent access</li> </ul>		Moderate
Overnight stays	Leaders/ girls	<ul style="list-style-type: none"> <li>Leaders in charge are responsible for overnight stays with the young people in their unit. Guiding ratios must be adhered to and appropriate forms submitted and authorised by commissioners.</li> </ul>		Moderate
COSHH	Leaders/ girls/ volunteers	<ul style="list-style-type: none"> <li>A lockable shed with restricted access is used for toilet cleaning materials and flammables</li> <li>Regular checks carried out to ensure that non compliant liquids are not left out</li> </ul>		Moderate
Electrical	Leaders/ girls/ volunteers	<ul style="list-style-type: none"> <li>Committee will remove any defective items</li> <li>Key holders know where the fuse box and switches are</li> <li>Qualified electrician to be used for all electrical work carried out</li> <li>PAT testing to be carried out and certificate displayed</li> </ul>		Moderate

ASSESSMENT CARRIED OUT BY (NAME):

Liz Stearne

DATE:27/03/26