



Girlguiding Fife - Carmichael Centre Campsite Risk Assessment Form

Event/Activity:		Date:				
Event Coordinator:	Numbers Attending: <input type="text"/>		Adults: <input type="text"/>			
		Children: <input type="text"/>				
Consent for Event/Activity forms completed: (circle) Yes No N/A		Venue: Campsite, Carmichael Centre, Lucklawhill, Balmullo, Fife KY16 0BQ Instructor qualifications checked* (if applicable) : Yes No				
Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Carpark to Campsite. Vehicles on public road.	Users	Leaders to ensure they are present in the carpark when children arrive and direct them to Campsite over the public road.	M	Unit/Group Leaders must be present in the carpark when children are there.		
Four wheel drive type vehicles going up to campsite	Users	Leaders to ensure all vehicles dropping off equipment on the campsite are monitored as access is across the drive to the house. Once equipment has been delivered all vehicles should return to the carpark. No vehicles should remain on campsite.	M	It is the responsibility of the Group Leader to actively monitor this. Only Four wheel drive type vehicles can access the campsite.		

Access to and leaving Campsite	Users	Care should be taken on accessing and leaving site. Loose stones can be hazardous especially on steep part before gate.	M	Yes, Group Leader to make participants aware of hazard and assess as needed.		
Amenity Block	Users	Care should be taken around amenity block. Decking when wet can be hazardous and care should be taken on concrete steps.	M	Yes, Group Leader should assess hazards especially during wet weather and ensure participants take care on steps.		
Amenity Block (cleaning materials) Electricity supply and appliances	Users	All cleaning materials to be stored safely out of the reach of children. Electricity supply and appliances are within the Block and care should be taken when using equipment. Fire Blanket and Fire Extinguishers are serviced yearly. No portable charging equipment to be left on overnight.	L	Yes, Group Leader to ensure cleaning materials are out of the reach of children		
Fire	Users	It is the responsibility of the Group Leader to have in place a suitable method of raising the alarm and an evacuation plan. Leaders should be aware of grass/wood fires in dry weather. Muster point is by the black picnic benches or further away depending on location of the fire.	M	Group Leader is responsible to check this is adhered to Group Leader to ensure all participants are aware of fire drill		

		A fire blanket and fire extinguishers are in the Meeting room and store room of the amenity block. Fire extinguishers are not provided for camp field. Water buckets should be placed by any open fires. All open fires to be supervised at all times.		It is the Group Leader's responsibility to ensure the safety of all participants.		
Fire - Campfire	Users	Camp fires to be used under adult supervision at all times. Fires should be contained to the centre of the camp fire area. Fires must not be of a size that could cause damage to surrounding grass/woods.	M	It is the responsibility of the Unit-/Group Leader to ensure the safety of all persons using the campfire area. Group Leader to check fire is safe and no stray ashes could catch alight when leaving fire for the night.		
Gas Cylinders	Users	Care should be taken by Leaders when using gas cookers/stoves.	M	No		
Minor injury/slips/trips/cut/sprains/ticks	Users	Adult supervision required at all times. Groups using the campsite are expected to have with them suitable First Aid kits and suitably qualified leaders.	M	NHS 24 to be called if necessary. Leaders to be aware of possible effects of ticks and action to be taken.		
Major injury	Users	Adult supervision required at all times. Groups using the campsite are expected to have with them suitable First Aid kits and suitably qualified leaders. Site address is at the top of this form if calling the emergency services.	L	Group Leader should be aware of any medical needs of participants.		

Site Maintenance	Users	From time to time it is necessary to undertake site maintenance and Leaders booking the site will be notified in advance if this affects their booking.	L	Group Leader to ensure that all participants are aware of any restrictions.		
Adjacent Woodlands out with Girlguiding Fife's boundary of the field	Users	The wooded area surrounding the camp field is not owned by Girlguiding Fife and all Leaders must carry out their own risk assessments for using the woods/surrounding areas.	M	Group Leaders are responsible for participants at all times. There are Public Rights of Way around the site and Leaders should be aware of members of the general public possibly in the area.		
Waste and rubbish	Users	Leaders are responsible to ensure all rubbish is put in black bin bags and taken to the wheelie bin in the carpark. If the bin is full please leave bags in the Meeting room (middle room) of the amenity block. No bags to be left out overnight which will attract vermin.	L	It is the responsibility of the Group Leader to ensure at all rubbish and recycling is removed to the bin in the carpark. Leaders are encouraged to take recycling home or to the nearest recycling Unit. The Centre does not currently have recycling bins		
Sanitary waste	Users	Sanitary disposal bins are in all toilets and on departure should be emptied and put into the black bin bags.	L	No		
Water Supply	Users	All water to the site is by main supply.	L	No		
Woodpile	Users	The use of equipment in the woodpile area should be under the supervision of an appropriately skilled adult. Care must be taken with the use of saws and axes.	L	Group Leader must ensure participants are supervised at all times.		

Tents and Equipment	Users	Suitably qualified Leaders to monitor the use of all equipment at all times and ensure no inappropriate use is undertaken which may cause injury or damage to property.	L	No		