



Risk Assessment

Name of activity, event, and location	Cranham Scout Centre General Site Risk Assessment	Date of risk assessment	22/11/2025	Name of person doing this risk assessment	Brandon Ely Operations Manager
		Date of next review	22/11/2026		

What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? <ul style="list-style-type: none"> This document should be read in conjunction with the Terms and Conditions and full Site Rules, as statements in it relate to requirements/limitations in these documents. Together, these documents will assist with the completion of a visiting group's own group-specific risk assessment. 	Review & revise What has changed that needs to be thought about and controlled?
Pedestrian impact from a vehicle causing major injury	Everyone	<ul style="list-style-type: none"> Vehicle routes are clearly signed in high-traffic areas. 'A Children in Road' sign is in place at the first entrance corner. Group Leaders are required to have their own group-specific risk assessment in place which must cover: <ul style="list-style-type: none"> ➤ crossing the main car park ➤ crossing the main car park to reach the toilet block which is in the car park ➤ using the access track between the main car park and the main road. ➤ crossing the road to/from The Grove 	

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		<ul style="list-style-type: none"> Groups are required to have designated safe, pre-arranged supervised point for arrivals and departures. Vehicles are not allowed on the grass areas without the permission of the Operations Manager. 	
Slips, trips and falls caused by slippery surfaces, tree roots and steep slopes:	Everyone	<ul style="list-style-type: none"> Group Leaders are required not to permit climbing on the seating around the main campfire, wood piles, fences, gates, slippery logs, sleepers or other potentially dangerous objects or to use slippery slopes. Signage The 'Planning your Visit' section on the website advises guests to bring appropriate supportive outdoor footwear. 	
Serious First-Aid incident requiring outside support	Everyone	<ul style="list-style-type: none"> Information on what to do in an emergency is provided in prominent locations on site and in the 'Welcome Pack'. The Operations Manager must be informed as soon as possible in the event of a serious first-aid incident, i.e. one requiring attention of a medical professional. 	
Minor Injury requiring simple First Aid	Everyone	<ul style="list-style-type: none"> Groups are required to have their own qualified first aid provision and first-aid kit and carry out their own group-specific risk assessment prior to arrival. Groups are required to ensure that suitable clothing (including spare clothing), sturdy outdoor footwear, sun protection and appropriate bedding is brought and used. All accidents and near misses (including toileting accidents, if a Scout Group), must be reported via the QR codes displayed around site or, if that is not possible, directly to the Operations Manager. The Centre maintains its own first-aid kit in The Cottage. 	
Sickness and illness shortly before a visit – spread of infection	Everyone	<ul style="list-style-type: none"> If a member of a group has an infectious illness or has been in contact with someone with an infectious disease within 3 days of arrival, they should not attend. In the event of a guest being sick, to reduce the chance of infection, a yellow bucket and yellow clinical waste bags can be found in the Fridge/freezer Shelter on the main campsite and in the kitchen/dining room corridor in the Main Hall. Bagged waste should be either flushed down the toilet or double bagged and placed into general waste bins. 	

You can find more information in the Safety checklist for Section Volunteers and at scouts.org.uk/safety



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Safeguarding incident on site	Everyone	<ul style="list-style-type: none">• The Operations Manager must be contacted immediately if there is a safeguarding incident on site.• All members of staff, volunteers and Scout Leaders have completed safeguarding training appropriate to their role and have a valid DBS check.• Childline/Scout Safeguarding Policy posters are displayed in the toilet blocks.• Leaders are required to ensure that Groups should ensure participants know of what action to take if they feel unsure of a situation when with another person, including another young person or child.	
Unauthorized person/people on site -theft, safeguarding issues	Everyone	<ul style="list-style-type: none">• There is a sign to the right of the main gate which states '<i>Cranham Scout Centre Users ONLY. Visiting group leaders must ring 01452 812309 on arrival</i>' together with a yellow sign stating that CCTV is in operation.• Where there are pedestrian gates onto the site from the woods they are marked 'Private No Public Access.'• Any person/s who may be suspicious must be reported immediately to the Operations Manager or failing that another member of staff if they do not wish to challenge them themselves. If appropriate, they should call the police.• CCTV ensures that critical areas of the site are always visible and recorded in case of unauthorized access.• It is the responsibility of all site users to ensure that all buildings, and where applicable rooms, are locked when access is not required.• Group leaders are required to ensure that their group understands that vehicles/equipment/materials/valuables brought onto site by them are at the owner's own risk.	

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Missing / Lost person	Everyone	<ul style="list-style-type: none"> Visiting group are required to have their own group-specific risk assessment and are advised to: <ul style="list-style-type: none"> ➤ instruct their group to stay within site boundaries unless told not to by a group leader. ➤ instruct their group to stay where they are and shout if they become lost. Group Leaders are required to inform the Operations Manager if a person cannot be found so the relevant emergency procedure can be activated. 	
Falling trees or branches/limbs	Everyone	<ul style="list-style-type: none"> An annual arboreal survey is carried out and kept on file and appropriate actions are taken to reduce risk. The site is inspected regularly by Centre Staff for fallen branches/limbs and to identify developing hazards. Group Leaders and staff are required to be vigilant about the dangers from falling branches or trees and to report concerns to the Operations Manager immediately. 	
Plants hazardous to humans (e.g. Giant Hogweed) rashes and poisoning	Everyone	<ul style="list-style-type: none"> If any dangerous plants are identified, the Group Leader will be advised of the location/s and, where possible, the area will be cordoned off. Group leaders are required to ensure their group does not pick or eat plants or berries, unless it has been pre agreed with the Operations Manager. 	
Dogs and wild animals – bites, spread of disease	Everyone	<ul style="list-style-type: none"> Group leaders are required to inform the Operations Manager if a dead wild animal is found on site. Group leaders are required to ensure that all food is kept in sealable boxes and bins and tents closed securely. Group leaders are required to ensure guests do not feed wild animals. 	

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		<ul style="list-style-type: none"> No dogs, other than assistance dogs, can be brought to the site. There may be exceptions at the discretion of the Operations Manager. 	
Ticks sometimes cause Lyme disease	Everyone	<ul style="list-style-type: none"> The Group Leader is required to ensure that all participants (and where relevant their parents/carers) are aware of the signs of, and the precautions to take in relation to tick bites which can sometimes cause Lyme disease. 	
Pests and Vermin e.g. rats and mice which can spread zoonosis	Everyone	<ul style="list-style-type: none"> Group Leaders are required to ensure that rubbish is disposed of in securely closed, compressed bags and to ensure the lids of the bins in the car park are completely shut. Guests and staff must inform the Operations Manager if they notice evidence of vermin. Professional pest controllers are used to control vermin/pests if necessary. 	
Fire – burns and death, damage/loss of buildings	Everyone	<ul style="list-style-type: none"> The Centre's Fire Procedures, Fire Action and Fire Safety Plans are displayed on the noticeboard within the Hall. A list of the names of all individuals who are on site at any given time is required to be available to the Operations Manager. Leaders of groups and staff are required to ensure that no smoking takes place in or adjacent any buildings. Guests and staff are required to keep fire doors shut and to ensure that fire exits and the corridors leading to them are free of obstruction. Smoke alarms are present in the Day Cabin, Bunk Cabin and The Cottage and are tested regularly 	

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		<ul style="list-style-type: none"> Signs within the bin enclosure in the main car park state that batteries, aerosols, firelighters and flammable liquids are taken home and disposed of in accordance with the manufacturer's guidelines, not placed in the waste bins where they could potentially cause a fire at the Centre or in transit. 	
Cooking - burns, scalds, carbon monoxide poisoning, uncontrolled fire, explosions.	Everyone	<ul style="list-style-type: none"> Group leaders are required to provide their own group-specific risk assessment including their chosen means of cooking. Portable Gas burners hired from the Centre are inspected annually for damage, leaks and perished hoses. The Centre provides instructions on the safe use of portable gas burners and the 'commercial' gas cooker in the main building. Leaders are required to inform the Operations Manager if the portable gas burner they have hired is not functioning properly. Leaders are required to inform the Operations Manager if the 'commercial' gas cooker in the Hall kitchen is not functioning properly. The gas cookers in the 'commercial' kitchen Day Cabin are serviced annually. There are carbon monoxide alarms in the Hall kitchen, the Day Cabin and Cottage sitting room which are tested regularly. A sign states in the marquee 'No Naked Flames Allowed in the Marquee'. 	



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		<ul style="list-style-type: none">Labelled metal fire buckets are provided at various points on the campsites.	
Danger from campfires (Main Camp site and The Grove) causing burns and scalds	Everyone	<ul style="list-style-type: none">Leaders are advised to follow the safety advice/guidelines given in the link below: https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/safe-camping-residentials-and-outdoor-skills/campfire-safety/Group Leaders are required to ensure there is a bucket for water beside each the campfire on site.A site plan showing the position of standpipes is displayed on site in the fridge/freezer shelter and on the website.Leaders are required to ensure that a responsible adult always monitors a campfire or naked flames.Leaders are required to ensure that fires are fully extinguished and that no hot ashes remain.	
Tents (for sleeping) Dangers: fire, trip hazards, causing burns and scalds, damage to mowing machinery	Everyone	<ul style="list-style-type: none">Groups leaders are required to have their own group-specific risk assessmentGroups leaders are required to ensure that a minimum distance of 6m is maintained between tents and a source of fire/sparks.Leaders are required to ensure that tent pitches are thoroughly checked for all tent pegs at the end of their stay.	
Injury/damage associated with tents/marquees provided by the Centre	Everyone	<ul style="list-style-type: none">Marquees/other tents provided by the Centre are inspected regularly by Centre staff to ensure they are structurally sound and securely pitched.	

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Inclement weather e.g. torrential rain, thunder and lightning, excessive snow, excessive heat	Everyone	<ul style="list-style-type: none"> Guests are advised to contact the Operations Manager for advice in the event of inclement weather that is adversely affecting their group. 	
Water and danger of drowning/getting stuck in silt.	Everyone	<ul style="list-style-type: none"> Leaders are required to ensure children and young people are always supervised by a responsible adult especially when in, or near, water. The garden and streams in front of the Reception/Administration Office (also known as 'The Cottage'), are out-of-bounds to guests, unless access is prearranged with the Operations Manager. 	
Falls from height	Everyone	<ul style="list-style-type: none"> Where feasible the Centre staff will secure, cordon-off, and/or provide warning signs in relation to the unauthorized use of any artificial structure providing access to height. Any tree climbing is done at the discretion of the Group Leader. 	
Hazardous Areas	Everyone	<ul style="list-style-type: none"> As far as feasible, areas of the site which contain potential hazards are kept locked or fenced off, and/or have clear signage warning against unauthorized access 	
Manual handling	Guest and Staff	<ul style="list-style-type: none"> Transport, trolleys and other manual handling aids are available from Centre staff on request, however, Group Leaders are responsible for the supervision of safe manual handling. Staff are trained in manual handling techniques and can advise. 	

Review due:-

A risk assessment needs reviewing if circumstances change but also schedule regular reviews to ensure they are current, recommended every 12 months? The review must include a detailed look at each element of the risk assessment in order to establish if any change is required.

You can find more information in the Safety checklist for Section Volunteers and at scouts.org.uk/safety

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CRANHAM
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Don't forget, as part of your programme planning, you should have contingency activities in reserve just in case you can't do what was planned or you need to stop halfway through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk-assessed contingency activities prior to them taking place and communicated key information to those involved, as with all activities.

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