

General Site Safety Arrangements and Risk Assessment

Summary

Significant hazards: Caplaw Dam, Alt Kilpatrick water (Brandy burn), septic tank area, special activity areas, compound, wooded areas, access road, car parks and adjacent roads.

Associated risks: Drowning, falls from height, sickness, struck by road vehicles, trips /slips /falls.

Controls: Visitors to be briefed on the site hazards and risks; prohibited areas; authorised competent persons for specialised activities; equipment secured when not in use; activities to be supervised by a 'person in charge'.

		Signed:	Date:
Author:	Russell Keir, H&S Advisor		
Reviewed by:	??? ???		
Approved by:	Ross Dunbar, Camp Warden		
Issue date:			
Next review date:			

General Site Safety Arrangements and Risk Assessment Agreement

Name of Group:	
Name of First Aider:	
Name of Person in Charge (PIC): (Print name)	
PIC contact details: (Mobile phone)	
General site safety briefing given by: (print name, sign, date, time)	
PIC signature, date and time:	

Lapwing Lodge Risk Assessment: Site

Site Details:

Location: Lapwing Lodge is located on the Gleniffer Braes on the B775 Paisley to Lugton Road approximately 4.5miles from Paisley.
General description: 25 acres of mixed land as well as Caplaw reservoir (C class water).
Address: Lapwing Lodge Outdoor Centre, Gleniffer Road, Paisley, Renfrewshire, PA2 8UL
Telephone: 01505 812035
Grid Reference: 438, 590

Emergency Details:

Nearest A&E hospital: Royal Alexandra; Corsebar Road; Paisley, PA2 9PL; Telephone: 0141 887 911; Distance: 4 miles; Time: 15 minutes
Medical Advice: NHS 24: 08454 24 24 24
Police: 101 (non emergency)
Emergency: 999 or 112
Assembly point: In front of west wing of hostel

First Aid

An adequate first aid box, together with an accident/incident book is kept on the premises and a trained first-aider is available when the premises are in use.

Accident Reporting:

All injuries and incidents must be reported to the warden and recorded in accordance with the Scout Association Policy Organisation and Rules (POR) Chapter 7.

Reporting something that is unsafe or a near miss event:

If you see something that is unsafe **or** experience a near miss (an accident or unplanned event that didn't result in injury, but had the potential to do so) then it is important that this is reported to the warden. This will allow the warden to take corrective actions to prevent a recurrence.

Lapwing Lodge Risk Assessment: Site

What are the hazards?	Risk	Who might be harmed	Risk Control	Further Action to manage the risk	Responsibility
General activities	General	All visitors	All activities shall be carried out in accordance with the Scout Association Policy Organisation and Rules (POR). Other organisations shall abide by their organisation's health and safety policies.	In all cases, an assessment of the hazards and risks associated with any activity must be carried out and adequate safety arrangements put in place.	Person in charge
Special activity areas	Refer to risk assessments for each activity.	All visitors	These activities are dealt with by unique risk assessments. <ul style="list-style-type: none"> • High Ropes • Crate climbing • Archery • Rafting • Kayaking • Mountain bikes • Assault course • Pioneering 	Equipment is to be secure to prevent unauthorised use. Activities are only to be run be authorised competent staff.	Staff
Dam and overflow	Collapse	All visitors	Expert inspection if the dam is recorded on the 'Dam Register'. [to be confirmed] Visual inspection prior to any activity to look for any significant defects.	To be inspected in accordance with The Reservoirs (Scotland) Act 2011 If any notable structural defect is identified any activities on the reservoir and the dam and around the burn <u>must not take place.</u>	Warden
Dam and	Fall from the	All visitors	This is a normally a prohibited area.	Before any activities take place on the	Person in charge

Lapwing Lodge Risk Assessment: Site

overflow	top of the dam wall. Being washed away.			dam it shall be evaluated for dangers and adequate safety arrangements put in place. Water level and flow to be evaluated before any activity on or near the dam is to take place. Supervision at all times. If water flow is considered excessive the activity must not take place .	
Reservoir shore line	Sinking into deep mud	All visitors	This is a normally a prohibited area.	Before any activities take place on or near the shore of the reservoir the areas to be used shall be evaluated before any activity take place. Supervision at all times.	Person in charge
Reservoir Water	Drowning	All visitors	This is normally a prohibited area.	Before any activities take place on or in the water of the reservoir the water shall be evaluated for dangers. Supervision at all times.	Person in charge
Reservoir Water	Infection Leptospirosis (Weil's Disease) Cyanobacteria (Blue/green	All visitors	This is a normally a prohibited area. All visitors to be aware of the risk waterborne diseases and their symptoms. Leptospirosis: mild flu-like symptoms, such as headache, chills and muscle pain. Cyanobacteria: rashes, hives, or skin	Before any activities take place on or in the water of the reservoir the water shall be evaluated for dangers. Supervision at all times. Participants should to seek medical assistance if they believe they feel ill.	Person in charge

Lapwing Lodge Risk Assessment: Site

	algae)		blisters, runny eyes and nose, a sore throat, asthma-like symptoms, or allergic reactions, diarrhoea and vomiting.	Encourage all participants to wash their hands as soon after the activity. Encourage participants to take showers if they either fall in or decide to swim in the water.	
Alt Kilpatrick water (Brandy burn)	Drowning, slip / trips, infection,	All visitors	This is a normally a prohibited area.	Before any activities take place on or near the burn the area shall be evaluated for dangers. Supervision to be considered. Washing facilities provided on site	Person in charge
Access Road and car parks	struck by road vehicles	All visitors	Road vehicles to be driven no faster than 5 mph. Reverse parking to be encouraged. Pedestrians to use walking routes between the hostel, camp site and special activity areas.	During periods of frequent traffic moves traffic directors should be appointed.	Staff Person in charge
Adjacent Roads	struck by road vehicles	All visitors	Normally all persons should stay within the boundary of the campsite.	Before any activities take place beyond the campsite an assessment of the hazards and risks associated with any activity must be carried out and adequate safety arrangements put in place.	Person in charge
Septic tank	Infection	All visitors	Security fence to be inspected weekly	Defects to be reported to the	Staff

Lapwing Lodge Risk Assessment: Site

area				Warden.	
Camp fire area	Burns	All visitors	No fire accelerants to be used. Wood or paper burning only.	Supervision at all times. Cold running water available at toilet block. Water fire extinguisher.	Person in charge
Compound	Physical injury	All visitors	This is a normally a prohibited area.	Fire wood is stored within this compound. The collection of fire wood is to be supervised.	Staff or Person in charge

References

1. The Scout Association Safety Policy

- It is the policy of The Scout Association to provide Scouting in a safe manner without risk to health, so far as is reasonably practicable.
- The Association believes that this responsibility ranks equally with the other responsibilities incumbent upon those providing Scouting activities and functions.
- It is the responsibility of all those involved in Scouting to seek, so far as is reasonably practicable, to ensure that:
- All activities are conducted in a safe manner without risk to the health of participants;
- The provision and maintenance of equipment and buildings for Members and others is safe and without risk to health and adequate for their welfare;
- Information, instruction, training and supervision is provided with the object of ensuring the health and safety of all those involved in Scouting activities or who may be affected by them;
- Appropriate arrangements are made to ensure safety and the absence of risks to health in connection with the use, transport, storage and handling of equipment, and substances which are inherently or potentially dangerous.
- Rule 2.3 Responsibilities within the Safety Policy

2. Check activity factsheets

Risk assessment tools

Risk assessment is at the heart of safe Scouting and is present in everything we do. Resources are provided to help provide simple and practical guidance on this issue.

- [FS120000 Activities - Risk Assessment \(PDF\)](#)
- [FS320010 Managing a Safe Scout Premises \(PDF\)](#)
- [Safety checklist for leaders \(PDF\)](#)
- [Safety checklist for Executive Committees \(PDF\)](#)
- [Safety checklist for managers \(PDF\)](#)
- [Safe Scouting and Emergency procedures \(Purple Card\)](#)

Extract date: 16 March 2014