



## **Kingsdown International Camping Centre - Risk Assessment**

KICC is a camping and activity centre located in Kingsdown, Nr Deal, Kent. Set in 40 acres of sloping open grassland the estate enjoys woodland boundaries and unparalleled sea views across the English Channel to France. The Centre combines various business activities, which for the purpose of this Risk Assessment are identified in 14 sections.

The term “so far as is reasonably practicable” recurs throughout Health and Safety legislation. In broad terms this involves balancing the degree of risk or its potential seriousness against the money, time or trouble of minimizing the risk. In other words if the risk or likelihood of injury or harm is insignificant and it would be very expensive to take precautions, such measures are likely to be deemed not reasonably practicable.

This risk assessment is fully reviewed on an annual basis. Amendments and additions are incorporated as required.

**Dated: January 2010**

### **Section 1**

General identification of estate areas and buildings

### **Section 2**

Entrances and exits

### **Section 3**

Services

### **Section 4**

Camping Area

### **Section 5**

Washrooms & toilet facilities

### **Section 6**

Camping Area

### **Section 7**

Fires and designated camp fire circles'

### **Section 8**

Waste control

### **Section 9**

Accidents and first aid

### **Section 10**

Field kitchen

### **Section 11**

Indoor climbing wall

### **Section 12**

Activity trail

### **Section 13**

Work shed and stores

### **Section 14**

Caravans



## Section 1

### General identification of estate areas and buildings

#### Estate Areas

Entrance roadway  
 Car park  
 Camping field  
 Activities zones  
 Water points  
 Electrical hook-ups  
 Fitness and activity trail  
 Woodland  
 Camp fire circles'  
 Security boundary fencing  
 Field gate  
 Chapel  
 Waste area  
 Rifle range

#### Buildings

Washrooms  
 Toilet blocks  
 Field kitchen  
 Channel view lodge  
 Indoor dormitories  
 Work shed and garage  
 Indoor climbing wall  
 Guildwell barn  
 Studio  
 Office  
 Butterlease House  
 The Annexe  
 Scout store

Hazard	Risk	Advice	Controls	Action Review/Dates
<b>Section 2</b>				
<b>Entrances and exits</b>				
Entrance road from main estate gate to car park	Ramps.  Uneven surfaces.	If driving slowdown. Be aware of any uneven surfaces and holes in roadway.	Warning signs.  Regular surface checks undertaken.	3 monthly
Pedestrian field gate to public footpath and beach	Injury from gate misuse.  Footpath is not owned by KICC, overgrown shrubs, trees and uneven ground.	Care should always be taken when using gate.	Gate locking controls are regularly maintained. Advise DDC when overgrowth causes concern.	
<b>Section 3</b>				
<b>Services</b>				
Water	Leaks cause slippery surfaces and ground flooding.	Advise estate staff if any leaks occur and avoid using area.	Shut down water when estate unoccupied and drain down.	
Sewer	Blockage	Advise estate staff and avoid area.	Regular inspection.	
Waste water	Overflow through blockage. Disease.	Advise estate staff and avoid area. Avoid contact.	Regular inspection.	



Hazard	Risk	Advice	Controls	Action Review/Dates
<b>Section 4</b>				
<b>Camping Area</b>				
Erection and removal of private tents.	Collapse and injury	Visitors undertake sole responsibility for their tents.	Tent erection and removal are not the responsibility of KICC.	
Tent ropes and pegs	Tripping and injury	As above, visitors must ensure tents are erected correctly. Spacing between tents is important to avoid injury. Visitors must remove all pegs when packing away.	Groups are responsible for safely spacing their tents. Single tent visitors will be allocated pitch area's to help avoid tripping and possible injury.	Staff to allocate visitor pitch(s) and check single tent visitors do not encroach other tents or groups.
Noise	Nuisance to others	Common sense and appreciation of others	Respond to noise complaints	
Cars	Injury and disturbance to grounds	Cars must remain in the car park. Cars are only permitted on site to unload and load on departure.	Car on site by permission only. Field gate locked.	
Mobile phone masts	Injury	Do not enter mobile mast compounds	Security fencing	
Valuables	Theft	Do not leave your valuables lying around unattended. Report any theft to KICC staff and local Police.		
<b>Section 5</b>				
<b>Washrooms &amp; toilet facilities</b>				
Bacteria	Disease	Use good hygiene practises and report problems to staff.	Good supply of toilet paper, soap, hand towels and hand drying facilities.	Regular inspection and cleaning of facilities.
Legionella	Disease		Check and run hot water system. Descale shower heads.	Periodic checks and maintenance.
Cleaning Materials	Fumes and chemical burns, irritation	Refer to COSHH assessment	Train staff, use appropriate chemical for job and read labels carefully.	Chemical and cleaning material kept locked in store.



Hazard	Risk	Advice	Controls	Action Review/Dates
<b>Section 6</b>				
<b>Camping Area</b>				
Grass	Long grass		Cut grass regularly, walk and assess areas before allocating pitches	Weekly regular inspection
Water points	Flooding	Avoid overly running external water taps	Raised wooden and plastic pallets avoid soaked ground. Push button taps	Weekly regular inspections
Rubbish and litter	Risk of fire, smell, tripping and injury	Clear all rubbish and litter daily. Visitors must remove all belongings including rubbish and litter from Centre on departure.	Provide waste recycle area and litter bins for waste control.	Weekly clearance from waste area.
<b>Section 7</b>				
<b>Fires and designated camp fire circles</b>				
Camp fire circles	Burns, setting fire to surrounding wood and trees.	Camp fires must be supervised by an adult. Fires in the circles should not be too big so as to endanger users or surrounding area.	Fires are only permitted in the designated camp fire circle areas.	
Camp fires	Fire to tents and burns	Fires are not permitted on camping pitches unless raised and suitably contained	Fires are only permitted if proof of raised container is provided and campfire safety rules are adhered to.	Regular daily/nightly visual inspections by site staff
<b>Section 8</b>				
<b>Waste control</b>				
Rubbish and litter	Risk of fire, smell, tripping and injury	Clear all rubbish and litter daily. Visitors must remove all belongings including rubbish and litter from Centre on departure.	Provide waste recycle area and litter bins for waste control.	Weekly clearance from waste area.



Hazard	Risk	Advice	Controls	Action Review/Dates
<b>Section 9</b>				
Accidents and first aid				
Injury		Report all accidents and injuries to KICC staff. See controls	All visitors must make their own arrangements for First Aid as there are only limited resources available on site.	Notice displayed at office with hospital and doctor information.
First Aid	Member of staff may not always be available to help or called upon when an incident occurs.	All visitors must make their own arrangements for First Aid as there are only limited resources available on site.	Qualified appointed 1 <sup>st</sup> aider member of staff. Record all incidents, report to H&S as required.	Notice displayed at office with hospital and doctor information.
<b>Section 10</b>				
Field Kitchen				
Equipment	Injury caused by misuse of equipment.	Report all accidents and injuries to KICC staff if wall used under own supervision. See controls	All visitors must make their own arrangements for First Aid as there are only limited resources available on site.	Notice displayed, also at office with hospital and doctor information. Users to be advised of rules and risk.
<b>Section 11</b>				
Indoor climbing wall				
Injury	Falling, tripping, injury caused by misuse of equipment.	Instruction must be undertaken by competent person if use requested privately. KICC will provide such a person if this condition cannot be satisfied.	All visitors must make their own arrangements for First. Report all accidents and injuries to KICC staff if wall used under own supervision.	Notice displayed, also at office with hospital and doctor information. Users to be advised of rules and risk.
First Aid	Member of staff may not always be available to help or called upon when an incident occurs.	All visitors must make their own arrangements for First Aid as there are only limited resources available on site.	Qualified appointed 1 <sup>st</sup> aider member of staff. Record all incidents, report to H&S as required.	Notice displayed at office with hospital and doctor information.
<i>All other risk areas now reassessed.</i>	Now covered under New Operator Risk Assessment - Morgan Macnamara.			Review with Morgan in January 2011
<b>This revision carried out 01/05/2010</b>				
<b>Amended this section 06/05/2010</b>				



Hazard	Risk	Advice	Controls	Action Review/Dates
<b>Section 12</b>				
<b>Activity Trail</b>				
Falling, tripping, injury caused by misuse of equipment.	Injury	Users check area to establish safe use. Instruction must be undertaken by competent person if use requested privately. KICC will provide such a person if this condition cannot be satisfied.	All users must make their own arrangements for First. Report all accidents and injuries to KICC staff if trail used under own supervision. Qualified appointed 1 <sup>st</sup> aider member of staff. Record all incidents.	Notice displayed, also at office with hospital and doctor information. Users to be advised of rules and risk.
Equipment failure	Injury	Users check equipment to their own satisfaction, report any concerns prior to use to main office. All visitors must make their own arrangements for First Aid as there are only limited resources available on site.	As above.  Regular checks carried out, maintenance as required.	Notice of terms displayed at entrance to trail  Routine monthly checks.
Barked areas	Bark degrades or wears thin through use. Bark spills outside of retaining areas.	As above, users advice main office if concerned with bark depth.	Bark spills and top up replaced as necessary	As above
Tress, weeds, leaves	Injury or slipping	As above, users advice main office if concerned with general area	Regular maintenance, weed control and leaf clearing.	As above



Hazard	Risk	Advice	Controls	Action Review/Dates
<b>Section 13</b>				
<b>Work shed &amp; stores</b>				
Access	Unqualified access	No unauthorised persons allowed to enter area.	When no staff in area doors must be locked.	
Access	Injury caused by tripping over equipment, falling objects	Equipment and tools to be replaced and stored after use to locations where usually stored.	Only persons who have had on site training allowed to enter stores.  Regular tidying up  Safety signs posted.	Monthly
Liquids and Chemicals	Irritations, burning to skin or eyes.	Any liquid or chemical products only be used in accordance with labelled instruction. Storage to be secure on shelving or against a wall of in designated area if on floor.	Throw out any product that is unidentifiable or instructions cannot be read.  Regular tidying up.	As above
Raised storage deck and stairs	Falling items tripping on stairs	Equipment and tools to be securely stored so that they cannot fall off platform or onto users of platform area. Stairs to always be kept clear.	Only persons who have had on site training allowed to enter stores.  Regular tidy up.	As above
<b>Section 14</b>				
<b>Caravan storage</b>				
Unsecured caravans	Injury caused by stabilizing blocks being wilfully moved or loose through wear and tear.	Owners must ensure units are securely stabilised, locked and in good condition for period kept in storage.	Monthly checks by owner	Staff monthly check