

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 13 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: March 2017

Section 1

General identification of estate areas and buildings

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Caravans

Section 1

General identification of estate areas and buildings

Estate Areas

Entrance roadway
 Access barrier
 Car park
 Camping field
 Activities zones
 Water points
 Electrical hook-ups
 Woodland
 Camp fire circles
 Security boundary fencing
 Field gate
 Outdoor Chapel
 Waste area

Buildings

Washrooms
 Toilet blocks
 Field kitchen
 Channel view lodge
 Indoor dormitories
 Workshed and garage
 Guildwell barn
 Studio
 Office
 Butterlease House
 The Annexe

Hazard	Risk	Advice	Controls	Action Review/Dates
Section 2				
Entrances and exits				
Entrance road from main estate gate to car park	Ramps. Uneven surfaces.	If driving slow down. 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.	
Access barrier	Heavy metal mechanism and moving parts. Moving vehicles.	Do not approach barrier by foot. Walk around the barrier and keep a distance. Children not to play near or around barrier.	CCTV monitoring. Scheduled manual walk around by staff. Visual line of sight from the office. Safety motion sensors on barrier arm to prevent collision.	
Section 3				
Services				
Water	Leaks cause slippery surfaces and ground	Advise estate staff if any leaks occur and avoid	Shut down water when estate unoccupied and	

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Hazard	Risk	Advice	Controls	Action Review/Dates
	flooding.	using area.	drain down.	
Sewer	Blockage	Advise estate staff and avoid area.	Regular inspection.	
Waste water	Overflow through blockage. Disease.	Advise estate d contact.	Regular inspection.	
Section 4 Camping Area				
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 assessed through visual checks by KICC staff.	Staff to 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 during wet weather. Cars to be parked horizontal to slope with handbrake engaged.	Car on site by permission only. Field gate locked.	
Mobile phone masts	Injury	Do not enter mobile mast compounds	Security fencing	

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Valuables	Theft	Do not leave your valuables lying around unattended. Report any theft to KICC staff and local Police.		
Section 5 Washrooms & toilet facilities				
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.	Regular 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.
Section 6 Camping Area				
Grass	Long grass		Cut grass regularly, walk and assess areas before allowing pitching.	Weekly inspection.
Water points	Flooding	Avoid overly running external water taps.	Raised wooden and plastic pallets avoid soaked ground. Regular inspections.	Weekly.
Rubbish and litter	Risk of fire, smell, tripping, attracting unwanted wildlife and injury	Clear all rubbish and litter daily. Visitors must remove all belongings including rubbish and litter from Centre on departure.	Provide waste area and litter and recycling bins for waste control.	Weekly clearance from waste area.

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Section 7 Fires and designated camp fire circles				
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 areas and by advising staff of intended use.	Fire extinguishers and camp fire safety notices adjacent to each fire circle.
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. Staff to ensure camp fire safety notices are provided.	Regular daily visual inspections by site staff.
Section 8 Waste control				
Rubbish and litter	Risk of fire, smell, tripping, attracting unwanted wildlife and injury	Clear all rubbish and litter daily. Visitors must remove all belongings including rubbish and litter from Centre on departure.	Provide waste area and litter and recycling bins for waste control.	Weekly clearance from waste area.
Section 9 Accidents and first aid				
Injury	Unavailability of a trained first aider	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	Unavailability of a trained first aider	All visitors must make their own arrangements for First Aid as there are only limited	All visitors must make their own arrangements for First Aid as there are only limited	Notice displayed at office with hospital and doctor information.

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		resources available on site.	resources available on site.	
Section 10 Field Kitchen				
Equipment	Injury caused by misuse of equipment.	Report all accidents and injuries to KICC staff.	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.
Section 11 Work shed & stores				
Access	Unqualified access	No unauthorised persons allowed to enter area.	When no staff in area doors must be locked.	
Injury	Injury caused by tripping over equipment, falling objects	Equipment and tools to be returned to storage spaces after use.	Only persons who have undertaken on site training allowed to enter stores. Regular tidying. Safety signs.	Monthly
Liquids and Chemicals	Irritations or burning to skin or eyes.	Any liquid or chemical products only be used according to labelled instructions. Storage to be secure on shelving or against a wall in designated area if on floor.	Discard any products that are unidentifiable or instructions cannot be read. Regular tidying.	Monthly
Raised storage deck and stairs	Falling items, tripping on stairs	Equipment and tools to be securely stored so they do not fall off platform or on to persons within platform area. Stairs to always be clear.	Only persons who have undertaken on site training allowed to enter stores. Regular tidying.	Monthly
Section 12 Caravan storage				

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Hazard	Risk	Advice	Controls	Action Review/Dates
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.	Monthly checks by owner.	Staff checks monthly.