

Kingsdown Camping - Risk Assessment

The campsite is located in Kingsdown, Nr Deal, Kent. Set in 40 acres of sloping open grassland with woodland and cliff boundaries leading to the beach. The campsite 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 2020

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Section 1

General identification of estate areas and buildings

Estate Areas

Entrance roadway
 Car parking
 Camping field
 Water points
 Electrical hook-ups
 Woodland
 Camp fire circles
 Security boundary fencing
 Field gate
 Chapel

Buildings

Washrooms
 Toilet blocks
 Field kitchen
 Crew lodge
 Indoor dormitories
 Workshed and garage
 Indoor climbing wall
 Guildwell barn
 Studio
 Reception/Office/Shop
 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 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 campsite, 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.	
Hazard	Risk	Advice	Controls	Action Review Dates
Section 3				
Services				
Water	Leaks cause slippery surfaces and ground flooding.	Advise estate staff if any leaks occur and block off area.	Issue advice notices. Shut down water to leakage cause, drain down and repair.	Daily checks

Sewers and sewage	Blockage	Advise estate staff of issues and restrict public access to area.	Regular inspection. Issue advice notices. Close off area and repair.	Daily checks. Restrict public access to area as quickly as possible.
Waste water	Overflow through blockage. Disease.	Advise estate staff of issue. Avoid unprotected contact and restrict public access to area.	Regular inspection. Issue advice notices. Close off area and repair.	Daily checks. Restrict public access to area as quickly as possible.
Hazard	Risk	Advice	Controls	Action Review Dates
Section 4 Camping Area				
Erection and removal of private tents.	Collapse and injury	Visitors have take 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	Site rules on website and summarized on car hangers given to all guests with cars. Constantly reviewed as required.

Vehicles	Dangerous driving. Parking on sloped areas. Injury and disturbance to grounds	Cars are allowed on site and can stay next to tents etc. Guests are told not to park facing up or down the slope.	ANPR barrier system only allows authorized vehicles to enter the site. On check in guests are told how to park. This advice is clearly stated on the back of the vehicle hanger given to every vehicle that enters the site. Sign at site entrance. If staff see any vehicle incorrectly parked they tell guest to park properly.	Quarterly reviews but controls done daily.
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 staff and Police.	Restrict vehicle access to site by barrier. Day visitors to register.	
Hazard	Risk	Advice	Controls	Action Review Dates
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. Cleaning staff trained to how to clean and use correct products.	Daily inspections 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
Section 6 Camping Area				
Grass	Long grass		Cut grass regularly, walk and assess areas before allocating pitches.	Weekly inspection
Water points	Flooding	Avoid overly running external water taps	Ground level plastic pallets with pea-beach to avoid soaked ground. Regular inspections.	Weekly
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 their pitch area and either take with them on departure or leave in bins on site.	Provide waste area and litter bins for waste control. Daily removal from litter bins. Clear any rubbish not placed in bins daily and put in bins for contractor collection.	Twice weekly clearance by contractor high season or as required once a week during low season from central waste disposal area and recycling area by reception.

Hazard	Risk	Advice	Controls	Action Review Dates
Section 7 Designated camp fire circles & Fires				
Camp fire circles	Misuse, burns, setting fire to surrounding wood and trees.	Use of area only allowed if booked. Camp fires must be supervised by a responsible adult. Safety and use rules stated on notice board. Fires in the circles should not be too big so as to endanger users or surrounding area.	Camp fires are only permitted in the designated camp fire areas. Safety and how to use rules stated on notice board in areas. After use rake out embers and dampen if necessary to cool. As required remove ash and any non wood debris for fire pit. Locked safety restrictive barriers installed preventing access.	Regular visual inspections by site staff. Rules reviewed as necessary.
Fires	Misuse, burns, embers burning tents. Tipping over.	Fires are not permitted on camping pitches unless raised off ground and suitably contained if guest using own burner. Suitable fire baskets to rent with usage rules.	Fires are only permitted if confirmation is given that burner is raised. Safety rules issued to every guest that rents a fire basket. Staff look out for misuse and act/advise guest(s) accordingly. Rented baskets regularly checked for damage and decommissioned when unsafe.	Regular/daily equipment checks. Rules reviewed as necessary.
BBQ's	Burning grass if not raised. Disposal of	Usage rules explained to guests on	Staff can provide bricks to raise and visual checks on	Rules reviewed as necessary.

	coals/units.	check-in. Disposal in bins when coals cold.	site made. Use water to dampen coals if hot when used.	
Hazard	Risk	Advice	Controls	Action Review Dates
Section 8 Waste control				
Rubbish and litter	Risk of fire, smell, tripping and injury.	Clear all site rubbish and litter daily. Visitors asked to remove all belongings including rubbish and litter from their pitch on departure. 2 waste disposal points provided with multiple bins.	Provide waste disposal area and litter bins for waste control. Recycling bins and general waste bins provided. Weekly contract clearing low season. Twice weekly high season.	Reviewed as necessary. Arrange additional collections when needed.
Hazard	Risk	Advice	Controls	Action Review Dates
Section 9 Accidents and first aid				
Guest accidents and injuries	Guests have an accident on the campsite.	Report all accidents and injuries to campsite staff. See controls.	All visitors must make their own arrangements for first aid. First aid provisions available from reception. Some staff have first aid training. Accident report forms to be completed when incident occurs. Details of local hospitals, doctors and pharmacy information display at reception.	Information displayed at reception. Reviewed as necessary. Enrol non-casual staff to do first aid course.
First Aid	When guests ask for first aid help there might not be staff	All visitors must make their own arrangements for First Aid		Information displayed at reception. Reviewed as necessary.

	working with first aid training.	when on site.		Enrol non-casual staff to do first aid course.
Hazard	Risk	Advice	Controls	Action Review Dates
Section 10 Field Kitchen				
Equipment	Injury caused by misuse of equipment. Faulty equipment.	Report all accidents and injuries to campsite staff.	All visitors must make their own arrangements for first aid. First aid provisions available from reception. See section 9 for treatment and reporting and emergency help. Extinguishers and fire blanket provided.	Information displayed at reception. Reviewed as necessary. Equipment checked after each hire.
Hazard	Risk	Advice	Controls	Action Review Dates
Section 11 Work shed stores				
Access	Unqualified access	No unauthorised persons allowed to enter.	When no staff in area doors are locked.	Advise all new staff of this rule.
Injury	Injury caused by tripping over equipment, and unsecured objects.	Equipment and tools to be returned to storage spaces after use.	Only persons who have undertaken on site training should enter store. Regular tidying. Safety signs.	Monthly.
Liquids and chemicals	Irritations or burning to skin or eyes.	Any liquid or chemical products only used according to labelled instructions. Storage to be secure on shelving or against a wall	Discard any products that are unidentifiable or instructions cannot be read. Regular tidying.	Monthly.

		in designated area if on floor.		
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 kept clear.	Only persons who have undertaken on site training allowed to enter stores. Regular tidying.	Monthly.
Hazard	Risk	Advice	Controls	Action Review Dates
Section 12 Caravan storage				
Unsecured caravans	Injury caused by stabilizing blocks being wilfully moved or loose through wear and tear.	Owners responsible of securing own property.	Regularly checked by owners. If absent by staff.	Monthly.
Hazard	Risk	Advice	Controls	Action Review Dates
Section 13 Reception and shop				
Reception area	Tripping injury on carpet tiles cables and misc items		Remove trip hazards and reduce risk by regularly checking any issue is addressed. Try to do cleaning and vacuuming when reception is quiet and ensures leads are not in walk ways.	As required.
Office equipment	Electrocution or injury when using equipment	Staff training	Ensure work area tidy equipment cables away. PAC testing as required leads are not in walk ways.	As required

Shop area	Items falling off shelves causing injury	Staff training	Safe storage and display of item. Heavy items on lower shelves.	As required
Building	Fire	Staff training. Exit quickly using closest exit only use extinguishers if safe to use.	Smoke alarm. Extinguishers. Keep exits clear and easy to open.	Yearly.