

# Risk Assessment - BFOC Campsites\*

**Date of Assessment:** 13th March 2024 / Last update 14th March 2026

**Standard Review date:** April 2027

**Author:** Rachael Fisher

**Description of Area:** Blackland Farm Outdoor Centre Campsites, including Huts and Tented Village



## Risk Assessment Matrix

Severity / Likelihood	1 Rare	3 Possible	5 Almost Certain
5 Catastrophic	5	15	25
3 Moderate	3	9	15
1 Insignificant	1	3	5

## Definitions:

**Severity;** How severely could the hazard hurt someone or cause damage?

Catastrophic: Injury would require expert medical attention, and has the potential to be fatal

Major: Injury would require the participant to stop doing the activity, medical treatment is beyond the skills of a basic first aider

Insignificant: Minor injury requiring simple first aid or no treatment.

**Likelihood;** How likely is it to happen?

Almost certain: Expected to occur in all circumstances

Possible: Might possibly occur at some time

Rare: May occur only in exceptional circumstances

## Risk Score:

Risk Score	Risk Level	Action Required
20-25	Extreme	Immediate action required
12-16	High	Action plan required
6-10	Moderate	Specific monitoring or procedures required
1-5	Low	Manage through routine procedures

**\*Please note, this Risk Assessment should be used in tandem with the BFOC Generic Site Risk Assessment**

Hazard	Potential outcome	Persons Affected	Controls	Severity	Likelihood	Risk Rating
Slips, Trips, Falls (Inside Toilet Blocks, Huts, Tented Village)	Injury	All	<ol style="list-style-type: none"> <li>1. BFOC staff to ensure that floors are dry before guests enter indoor accommodation, or that wet areas are alerted to by wet floor signs.</li> <li>2. Guests to ensure that good housekeeping is kept at all times, including the use of wet floor signs over wet floors.</li> <li>3. Toilet Blocks , Huts, and Tented Village cleaned regularly to ensure that floors are free of obstructions or material that could contribute to slips trips and falls.</li> <li>4. Trailing cables must be protected by cable tidies or taped down to prevent trips.</li> </ol>	3	2	6
Cooking Equipment- Stoves etc	Injury, damage due to gas leak. Burns, poisoning.	Users	<ol style="list-style-type: none"> <li>1. Cooking equipment not supplied by BFOC.</li> <li>2. Guests are responsible for their own cooking equipment and it's use.</li> </ol>	5	2	10
Lighting	Injury from broken lights	All	<ol style="list-style-type: none"> <li>1. All lights provided with covers to protect from internal breakages. Fluorescent bulbs to be phased out when at end of life and replaced with LED bulbs.</li> <li>2. Emergency Lights maintained by BFOC for use when required.</li> </ol>	2	1	2

Kitchenware, including knives	Injury from cuts or misuse, burns	Users	<ol style="list-style-type: none"> <li>1. Adult supervision required in all cooking areas.</li> <li>2. Sharp Knives are not supplied by BFOC to campsites, guests are responsible for their provision and use.</li> </ol>	5	1	5
Storage of equipment, such as tables and chairs	Injury from improper storage	All	<ol style="list-style-type: none"> <li>1. BFOC to ensure that tables and chairs are stacked safely on arrival, guests are aware that equipment should be stored in a safe manner, including cleaning equipment such as mops and buckets, which have designated storage areas.</li> </ol>	3	1	3
Food Handling	Illness	Users	<ol style="list-style-type: none"> <li>1. Self-catering customers are responsible for proper food hygiene during their stay.</li> </ol>	3	1	3
Fire	Injury, inhalation, burns	All	<ol style="list-style-type: none"> <li>1. Guests advised not to cook in indoor locations such as huts or toilet blocks.</li> <li>2. Guests advised that all fires should be contained and off the ground.</li> <li>3. Means of fire alertion in close proximity and visible to all guests- BELLS with SIGNAGE.</li> <li>4. Means of fire extermination in close proximity and visible to all guests- FIRE BUCKETS with SAND/WATER.</li> <li>5. Adults must supervise all use of ignition and fuel sources.</li> <li>6. Fixed Electrical Testing is carried out 5-yearly.</li> <li>7. All portable equipment subject to PAT regime.</li> <li>8. Faulty electrical equipment is removed immediately from service.</li> </ol>	5	2	10

			<p>9. All electric components installed and maintained by competent persons.</p> <p>10. Customers should practice good housekeeping by removing recycling and waste regularly from the camping areas. BFOC will ensure this is removed at the end of any stay.</p> <p>11. COSHH RA in place with non flammable, non oxidising chemicals used for cleaning carried out by BFOC staff</p> <p>12. An Evacuation Plan for the plot is visible in toilet blocks.</p> <p>13. An Emergency Procedures Policy details crisis management in the event of a major fire.</p> <p>14. Site is non-smoking.</p> <p>15. Recycling and refuge area is away from buildings.</p> <p>16. Fire Safety training is covered for all staff in induction Health and Safety training.</p> <p>17. Duty Manager available 24/7 with access to PHAROS crisis management.</p> <p>18. Tents must be pitched at least 2 metres apart from each other.</p> <p>19. Cooking and open flames must not be operated in tents.</p> <p>20. Fire Pits are available for use but must remain in the designated areas on the hard standings. When in use, these must be supervised by an adult at all times and be completely distinguished before leaving the Fire Pit area.</p>			
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Water Systems	Contamination, illness, burns	All	<ol style="list-style-type: none"> <li>1. Legionella RA carried out, water sampling carried out by independent contractor.</li> <li>2. Little used outlets are flushed if not used regularly, shower heads descales.</li> <li>3. Hot water taps are marked to highlight hazard.</li> </ol>	3	1	3
Doors	Entrapment, injury	All	<ol style="list-style-type: none"> <li>1. All doors, including fire doors are maintained and checked regularly. **</li> </ol>	3	1	3
Security	Harm, safeguarding issues	Guests	<ol style="list-style-type: none"> <li>1. See Generic Site Risk Assessment</li> <li>2. Group Leader given keys and responsible for securing toilet blocks and huts. Spare set retained by BFOC.</li> </ol>	5	1	5
Structural Collapse	Injury	All	<ol style="list-style-type: none"> <li>1. All campsite huts, toilet blocks, and tented village platforms are subject to regular checks to ensure structural integrity.</li> <li>2. Guests directed to report any issues immediately for resolution</li> </ol>	5	1	5
Falls from Height (Tented Village)	Injury	All	<ol style="list-style-type: none"> <li>1. Tented Village is railed to ensure that guests are protected from falls from platforms.</li> </ol>	4	1	4

This Risk Assessment should be reviewed annually, or more frequently if an incident or injury occurs, or environmental conditions, or guidance changes.

\*\*BFOC to consider installation of finger guards on toilet block doors- monitor incidents and accidents.