The Willow Tree Centre

Girlguiding Middlesex West county

VENUE RISK ASSESSMENT – CAMP SITE & FIELD

Description: The Willow Tree Centre is located on the outskirts of Harefield village. It is a multi-purpose outdoor centre set in 15 acres of private grounds in an attractive rural setting, bordered by woodland. The varied facilities also feature access for those with physical disabilities.

Willow Tree has three large campsite areas, which are suitable for events of all sizes. Each site has the following facilities: A wet weather barn, own water tap , own fireplace with altar fire, Patrol fire places, Brick built BBQ, Wood store, Ash pit, exclusive toilet facilities incorporating 3 showers, 3 toilets and 6 wash hand basins, accessible toilet, own fridge/freezer

It is suitable for sleepovers, camps, and campfires. It can also be used for Duke of Edinburgh expeditions.

Intended outcomes: Enjoying the out of doors, developing new skills, connecting with nature.

Leaders are responsible for reviewing and amending the risk assessment with considerations for their unit. It is recommended that this be completed during a site visit and subsequently shared with the leadership Team. Individual risk assessments are available for each activity.

Persons at risk: – all users, volunteers & contractors

Hazards What could cause harm or damage?	**What are you already doing?** How have you reduced the risk already?	**Likelihood of Risk Occurring** (L / M / H)	**Severity of Risk** (L / M / H)	**Are further controls necessary?** What else needs to happen to reduce the risk to an acceptable level?	**Action by:** name & date
Boundary security	Main gate to be kept shut Boundary fence to be regularly checked for damage/gaps	L	L	Complete an individual risk assessment for those at risk of fleeing	Leaders Committee
Slips, trips and falls due to uneven ground/field	Grass cut regularly Site rolled once a year with a heavy roller	L	L	Plastic crating available to put down by shelter entrances if sites waterlogged Suitable footwear to be worn	Committee Leaders

Last reviewed June 2025

				Assistance given to those who require mobility aids (buggy) Care to be taken when setting up camp – consider holes made by animals	
Slips, trips and falls due to wet ground	Water tap turned off when not in use Water must not be run directly on to the ground	L	L		Leaders
Gates & fences – splinters from wood Cuts from barbed wire	No climbing on gates and fences Users to keep out of boundary area Gates to be kept shut when not in use	L	L	All fences and gates checked annually	Leaders Committee
Contamination of water supply	Portable toilets must not be emptied or washed out other than in the specifically designated compound by the entrance gate	L	L	Task should be undertaken by adults only Care to be exercised when handling chemicals	Leaders
Reed bed filtering the waste water and sewage system run off	Fenced off with gate No entry unless part of a specifically designated work party Boots and gloves to be worn	L	L		Leaders
Manual handling: Injury due to carrying heavy loads	Controlled by leaders Use trolley provided in each shelter	L	L		Leaders
Cuts and contamination to feet	Shoes should be worn at all times on the field	L	L		Leaders
Hay fever attack or illness caused by plants/plant allergy	Visitors should not play in long grass if affected No plants to be picked	L	L	Bring own medication No site first aider	Leaders
Burns from fires/BBQs	Ensure a stable surface and safe area Do not leave cooking apparatus unattended Bucket of water on hand	L	M		Leaders
Campfire	Adult supervision around the campfire See activity specific risk assessment	L	M		Leaders

Risk of fire	Maintain spacing between tents – recommended minimum 6 metres No smoking/vaping in or by tents No naked flames in tents Gas bottles to be switched off at valve when not in use Gas bottles to be stored and changed in open air away from any naked flames Maintain a safe area around open cooking All fires to be doused when finished No used logs to be returned to the wood store Only put cold ash in the ash pits No fireworks or Chinese lanterns Camp fires only in designated Camp Fire Circle area	L	M		Leaders
Disposal of personal rubbish	Deposit all sacks in skips in bin area Use recycling sacks provided taking care with sharp items e.g. cans	L	L		Leaders
Toilet Block COSHH Slips and falls	Cleaning products to be kept in a locked cupboard Access to cupboard to be managed by the leaders on site COSHH certificates and or data sheets to be kept in the cleaning cupboard with products Floor to be mopped regularly to reduce the risk of standing water	L L	M L	Leaders to be aware of emergency procedures should cleaning products be ingested or cause irritation	Leaders
Trees Falling trees or branches – risk of being struck	Trees checked periodically & after storms Groups should report any concerns to a committee member or site manager	L	M	External contractor to inspect any potentially dangerous trees/branches & undertake any	Committee

				remedial work	
Falls from height	All children to be advised not to climb trees No makeshift rope swings or other items to be tied to trees	L	M	User to report any obvious damage to trees to management committee	Leaders
Emergency on field	Key for the padlock on the gate to Pine Lodge car park to allow emergency vehicle onto the field hanging in campers' utility room Information folder with hospital details, "What to do if"list & committee contact details in campers' utility room Defibrillator on wall in covered way	L	L	If emergency services called, an adult should be on the gate to direct on arrival	Leaders
Maintenance and storage areas Accidental injury from materials, equipment being stored there	Access is restricted to adults only Supervision of children by parents/carers and leaders.	L	L	 Area to be kept in tidy and safe condition. Checked regularly by Committee	Leaders Committee
Activities	See separate risk assessments for all on site activities	L	L	Leaders to carry out own risk assessments where necessary	Leaders

Last reviewed and updated: June 2025