The Willow Tree Centre

Girlguiding Middlesex West county

VENUE RISK ASSESSMENT – SITE ENTRANCE & CAR PARK

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.

Intended outcomes: Enjoyment, community and fun

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
Car park Vehicle movements/colliding with pedestrians	Supervision of children by parents/carers and leaders. 10mph speed limit Car park not to be used for activities, socialising or travelling to activities Good visibility in car park Car parking marshals recommended to manage traffic flow at drop off and pick up	L	M	Pre-arrival instructions circulated to parents/carers High vis for those working in the car park	Leaders

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Entrance gate	Fitted with metal mesh to prevent climbing Groups asked to put an adult by the gate for arrivals and departures	L	L	Group leader given gate padlock code Gate is marshalled for large scale events	Leaders
Emergency service access	Key to open padlock on gate to Pine Lodge car park to allow access to the field available in all buildings	L	L	If emergency services called, an adult should be on the gate to direct on arrival	Leaders
Slips, trips and falls	Car park has gravel surface and periodical remedial work undertaken	L	L	Any holes filled in within a reasonable period	Committee
Bin area	Roll top bins in enclosure at the end of the car park Roll top bins to have wheel brakes applied Bins moved out into the entrance by site manager for collection & wheel brakes applied	L	L	Children should be accompanied by an adult Children should be tall enough to lift bags into the skips	Leaders
Wood store	Users need to break up wood with their own tools Suitable clothing and gloves to be worn Adult supervision at all times Wood should be transported to the campsite in the trolley provided in the shelter No climbing on the wood piles or on the woodstore	M	M	Camping groups & campfire users advised of this in advance	Leaders
Chemical disposal compound	Only adults emptying chemical toilets, volunteers and contractors allowed inside Door to be kept closed	M	M		Leaders
Sewage treatment area	Fenced off No entry apart from volunteers and contractors	L	L		Leaders
Calor gas tanks	Mesh fencing & gate	L	L		Leaders

	Metal barrier at car park side Appropriate warning signage No smoking in or near the tank area No entry apart from volunteers and contractors				

Last reviewed and updated: June 2025