

Arundel & Littlehampton Scout District - Furzefields Campsite Risk Assessment



Completed by:	Ian Buckman	Role:	District Lead Volunteer
Date Completed:	24/06/2026	Review Date:	24/06/2027

NOTE: This Risk Assessment specifically addresses only the campsite grounds, buildings, fittings and equipment provided as part of the site. Groups using Furzefield Campsite should use this Risk Assessment in conjunction with their own Risk Assessments for Camps and activities they are organising and running.

Please note – Smoking is not permitted on any part of Furzefields Campsite.

TOILET BLOCKS			
Hazard	Who is at risk	Controls in place / mitigation	Notes
Slips, trips and falls	All users	Liquid spillages to be cleaned immediately and users in the vicinity warned of a residual risk. Warning signs to be used as appropriate. Floors to be swept/mopped and clear of any obstructions. Waste to be emptied by each building user. Toilets, taps and door handles to be cleaned on a routine basis. Any damage or defect to be reported as soon as practical.	
Cleaning Chemicals	All users	Low hazard cleaning supplies to be purchased where available/appropriate. All cleaning supplies are to be kept locked away within the cleaning cupboard when not in use and be clearly labelled. Users will ensure to read hazard details on containers and wear appropriate PPE for chemical. Anything not considered to be a standard household cleaner, available in a Supermarket, will require a chemical safety data sheet in the cupboard.	
Legionella	All users	Hot water should be stored and distributed at suitable temperature. All outlets should be used regularly. All taps/showers should be flushed through after any periods of inactivity.	

		There is no hot water storage tank on site which reduces the risk of Legionella. The hot water is switched on when required and is heated to 60 degrees to ensure Legionella is not an issue. Water will be required to be run through the taps for a period to get hot water. Showers are stand-alone units producing their own hot water. These will need to be flushed through after periods of inactivity and records kept ensuring frequency.	
Electricity	All users	All mains equipment (heaters, showers etc) to be inspected and tested annually. Electrical work to be undertaken by suitably qualified contractor.	
Hot water	All users	Temperature of hot water not to exceed the level required for legionella control. 'Hot water' warning signs in place where appropriate.	
Burst pipes	All users	Ensure water systems are isolated and drained down during extended periods of inactivity as appropriate. Insulate exposed pipe work where possible. Ensure any leaks or damage are reported as soon as possible.	
ENTRANCE & CAR PARK			
Hazard	Who is at risk	Controls in place / mitigation	Notes
Motoring accident at the entrance or within the car park. Possible increased risk during large attendance events or when multiple Groups are on site.	All users	Speed limit and 'one-way' system in place in main car park. Vehicular traffic is limited to the main entrance and car park areas only , minimising risk of moving vehicles to camp site users on site. Once on-site, main car park should be a restricted area for pedestrians. Staggered start/finish times implemented for event use where multiple use occurs.	
Slips, trips and falls	All users	Car park surface is compacted 'MOT', Tarmac shavings and gravel. It is uneven so care should be taken when walking across it.	
CAMPING FIELDS & WOODS			
Hazard	Who is at risk	Controls in place / mitigation	Notes

Slips, trips and falls	All users	The campsite buildings and grounds are inspected and maintained on a regular basis by the Campsite Warden and other Campsite Volunteers. The camping areas are in general on flat/even ground. Due to the woodland setting, there are tree roots present which do present as trip hazards. All users to brief their Groups as part of their safety talks. Issues that arise to be reported as soon as possible.	
Injuries requiring emergency attention	All users	All attending Groups to ensure that they provide their own First Aid Kits. Emergency contact numbers for the Campsite Warden and DLV are displayed on the notice board in the car park along with the 'What3Words' location for the campsite. This information should also be sent out with booking confirmation.	Outside users to be made aware of the requirement to notify should an accident occur that requires medical attention. Scouts' accident reporting is required in these instances.
Injury through contact with perimeter fencing	All users	All users advised of 'out of bounds' areas and the need to keep off fences and barriers. These are noted in the conditions of use sent out with booking confirmation.	
Branches and trees falling	All users	Tree management plan in place. A regular tree survey is completed, and work carried out to maintain the health and safety of the trees. Any areas that are identified as unsafe will be cordoned off with hi-vis fencing and signs. Any fallen trees/branches of concern should be reported as soon as possible.	
Unauthorised/illicit use of campsite	All users	The site is bounded by fencing and has a padlocked main gate. All site usage is pre-booked and approved via the Campsite Booking Secretary. Site usage is limited to members of Scouting, Guiding and other selected organisations e.g. D of E and Educational groups.	
Ground/tree works whilst the campsite is in use	Site user in vicinity	Site maintenance is usually carried out when the site is unoccupied or when young persons are not present. Should work be necessary when the site is in use the required area will be cordoned off to prevent unauthorised access.	
Injury/burns at fire bases	Those using/adjacent to fire bases	Fires are restricted to the marked fire bases and the Campfire Circle. Groups to ensure that proper safety briefings are given and that fire buckets are in use at each fire location.	

Discharge of grey water on campsite	All users, environment	The digging of wet pits is not permitted. Above ground 'bucket' type wet pits that filter grey water can be used with careful consideration of where these are placed, e.g. to the edge of the camping area close to the undergrowth. There is a washing up area located behind the Ladies toilet block available for use which helps to reduce the need for these.	
Use of Chemical Toilets	By prior approval	For those Groups wishing to use Chemical Toilets further information will need to be obtained in advance from the Booking Secretary as traditional Blue Toilet Chemical cannot be used with our waste tank.	
Disposal of rubbish	All users	All site users are responsible for the removal of all their own rubbish. There are no bins on site and the campsite is not serviced by a refuse collection contractor.	
Generators	All users	The use of generators is not permitted.	
Fireworks/Chinese Lanterns	All users	The use of Fireworks, bangers, Chinese or flying lanterns on site is not permitted.	
Fresh water contamination	All users	All fresh water on site is drinkable and supplied via mains system. It is distributed to outlets around the site as shown on the site map. Any issues to be reported as soon as possible.	
Evacuation point	All users	In case of emergency on the camp site the evacuation point is the bus shelter on the North side of the car park. Should this area be unsuitable due to the nature of the incident the leader / adult in charge should apply a dynamic risk assessment and identify a safe alternative.	
CAMPFIRE CIRCLE			
Hazard	Who is at risk	Controls in place / mitigation	Notes
Injury/burns at Campfire Circle	Campfire participants	Fixed seating provided remote from the fire. Campfire events to be supervised. Ensure campfires are supervised and that the fire is controlled and kept to acceptable size. Fire buckets to be in place during campfires. Water point located close to Campfire Circle.	
Risk of injury through splinter/nail when sorting firewood or through clambering over wood.	Site users collecting wood or 'playing' in this area	Firewood at this Campsite is mainly logs that have been already split and stored in the main wood store adjacent to the car park. There are smaller wood stores located around the site close to fire pits and the Campfire Circle. Wood collection from the main wood store should be	

		supervised and younger persons should not be permitted to climb on log piles or play games nearby. During 'normal' activities the log store area should be out of bounds.	
DITCHES & PONDS			
Hazard	Who is at risk	Controls in place / mitigation	Notes
Risk of hypothermia/drowning and trip/fall hazards.	All users	The site has drainage ditches running through it. During the main Summer Camping season these tend to be empty and dry. Therefore, at this time of year they can pose trip and fall risks, especially in low light conditions. After heavy rain the ditches can hold water, therefore there added risks to consider there. These need to be factored in with each Groups own Risk Assessments on attendance. There are also two fenced off wet areas created for water run-off. These are out of bounds and are becoming wetland nature areas. Signs are in place on these fences.	
ADVERSE WEATHER			
Hazard	Who is at risk	Controls in place / mitigation	Notes
Risk of falling branches, trees and flying debris.	All users	The site is subject to an ongoing process of inspection and maintenance relating to the trees on site. This is in place to identify unhealthy, diseased, dead and dying trees / branches that may become a hazard. Appropriate remedial action is taken when issues identified. During times of high wind, apparently healthy Silver Birch trees are liable to fall, especially if still in leaf and after / during periods of heavy rain. Therefore, should a named storm or weather warning be notified all site use is to be cancelled. Any trees / branches that fall during times of use to be recorded as 'Near Misses'.	Outside hirers to be notified of requirement to cancel if weather warning / named storm is forecast. Users to be informed about reporting process for 'near miss' incidents.
POWER LINES			
Hazard	Who is at risk	Controls in place / mitigation	Notes
UK Power Network power lines run across the campsite diagonally about two thirds of the way down the site.	All users	These power lines are managed and maintained by UK Power Networks. They should be notified by the District of any damage or branches caught in the lines.	Additional care and attention to be given in times of bad weather. UK Power Networks: 0800 029

			4285 / Emergency Line: 0800 31 63 105.