

Risk assessment

Name of activity, event, and location	Building and site The Canyon Stevenage District Activity Centre	Date of risk assessment	24 th February 2026	Name of person doing this risk assessment	Huw Williams
		Date of next review	23 rd February 2027		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<p>A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.</p>	<p>For example: young people, adult volunteers, visitors</p>	<p>Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment, or you might change the way you do the activity.</p>	<p>Keep checking throughout the activity in case you need to change what you're doing or even stop the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>
<p>Unauthorised access to the site</p>	<p>All unauthorised users</p>	<ul style="list-style-type: none"> All access points locked and secured when site is closed. Gates locked over night during camps, ensuring all leaders have easy access to keys in case of an emergency. 	
<p>Slips, trips and falls</p>	<p>All</p>	<ul style="list-style-type: none"> No running inside the building. Suitable footwear to be worn for wide games and outside activities. The banks can be very slippery when wet. To be dynamically risk assessed but the event leader at the time. Event leader to ensure First aider present. 	<p>New fox holes appearing around the site. Extra care to be taken not to fall down holes.</p>
<p>Incident involving first aid</p> <p>Or</p>		<ul style="list-style-type: none"> Ensure suitably trained and in date First Aider present. First Aider to carry out primary survey. 	

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Medical emergency		<ul style="list-style-type: none"> • First aid kit available inside the entrance of the building. • Administer first aid – if required. • Complete correct accident/injury paperwork. • In Emergency – 999. • If available adult to walk up to Valley Way to meet ambulance as entrance to site can be easily missed. • Follow the purple card guidance. • Complete correct accident paperwork. • Event/group leader to follow in touch procedure. <p>Inform site manager of incident.</p>	
Roped Activities	All	<ul style="list-style-type: none"> • High ropes have their own risk assessments which can be provided with instructor led bookings. • Do not use any of the high roped activities when not in use with an instructor present. 	
Rifle Range	All	<ul style="list-style-type: none"> • Rifle range has its own risk assessment which can be provided with instructor led bookings. • Range will be locked when not in use. 	
Out of bounds	All	<ul style="list-style-type: none"> • Out of bounds areas include all roped activities/rifle range and all areas behind the building line. 	

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Fire	All	<ul style="list-style-type: none"> In the event of a fire evacuation – fire assembly point is outside of the site in the car park. Fire alarms present and currently checked yearly with the view to bring this to quarterly. 	
Fire Pit	All	<ul style="list-style-type: none"> Use of the fire pit is a self led activity and should be risk assessed by the event leader. 	
		<ul style="list-style-type: none"> Dead Wood can be canvassed from the site and surrounding woodland. Pallet wood on the wood pile may contain nails. Water containers by the fire pit. Nearest tap is next to the main door to the building on the outside wall. 	
Animal faeces	All	<p>Dogs/foxes and other wild animals do enter the site on occasion.</p> <ul style="list-style-type: none"> Dangers around faeces to be observed. 	
Debris	All	<p>Rubbish does get thrown into the site.</p> <ul style="list-style-type: none"> Regular litter picking takes place. Be aware glass and tins could be present. 	
Camping/self led events	All	<ul style="list-style-type: none"> Camping and any self led activities are to be fully risk assessed by the event leader. 	