



Hadlow Fields Conditions of Use Policy & Risk Assessment - Fairy Trail

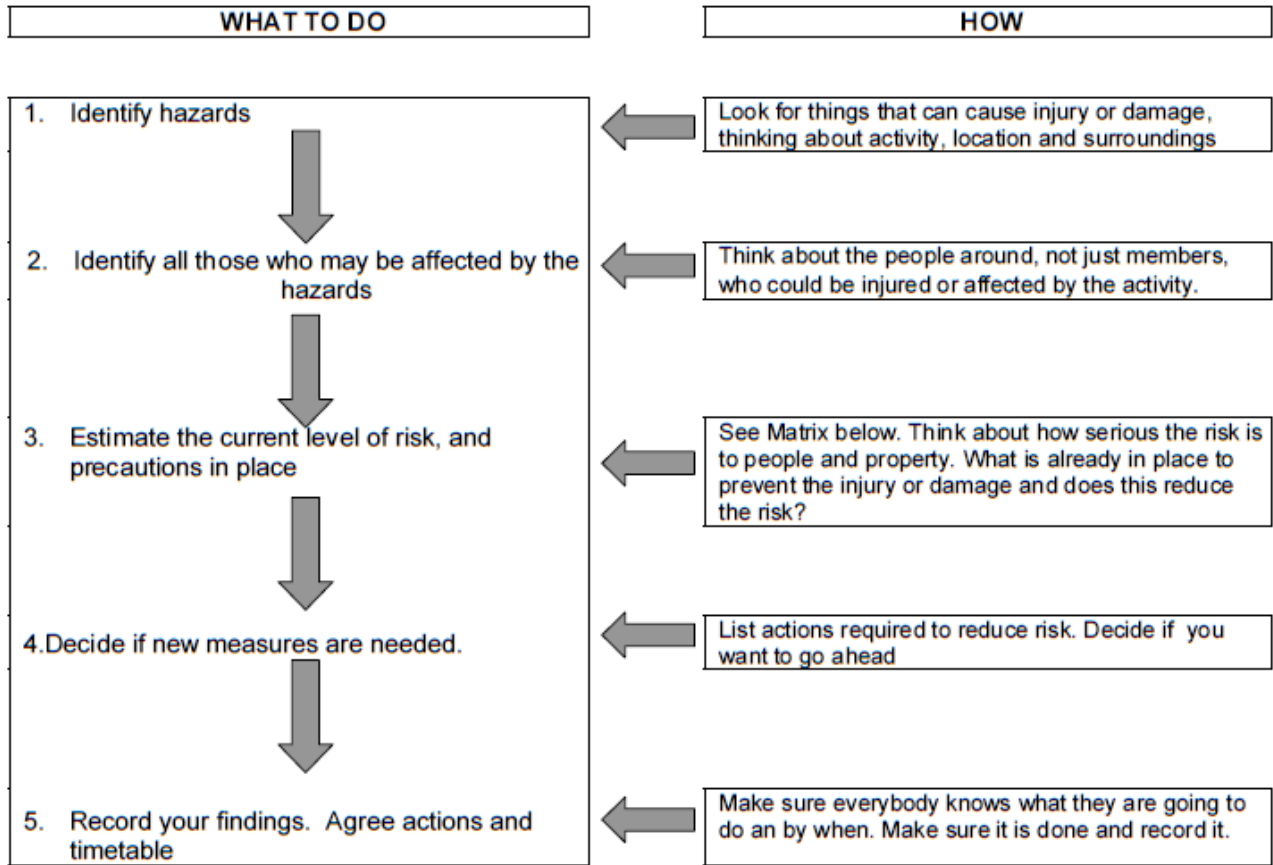


Event/Activity: Fairy Trail & Fairy HQ Venue: located to the side and behind Nuthatch campsite	Maximum Number of users: 24 youth members with adults in Fairy HQ. Adult supervision required at all time.	Date: 16/01/2020
Conditions of Use Policy: <ol style="list-style-type: none"> 1. Use of the Fairy Trail and Fairy HQ should be under the supervision by an adult group leader (over 18yrs) at all times. 2. All leaders of units using the Fairy Trail and Fairy HQ must follow the Conditions of Use policy and the guidance set out below. 3. The activity is only open to Girlguiding members. 4. The supervising adult should check the Fairy Trail before use to ensure that there are no signs of damage; that there are no fallen branches / trees in the area that would be a risk and the ground conditions are suitable for their group. 5. The supervising adult should check to ensure no harmful or dangerous items have been placed in the trail area, if found these should be reported to the warden so it can be logged and removed. Leaders should be mindful that the trail is in a wooded area that can attract nesting insects and birds. 6. Users should have suitable covered footwear on when using the Fairy Trail and running is not permitted in the area. Please ensure all users know this. 7. The Fairy Trail is designed as a quite observation activity where girls explore the trail while looking for fairy doors / houses and completing the activity sheets. Leaders are responsible for ensuring that girls do not shout or scream in this area and the girls remain on the marked pathways at all times. Girl must not pick up / handle / move any of the fairy trail items. 8. The Fairy Trail is set in a wooded area that naturally becomes slippery in wet conditions. The supervising adult is responsible for determining if the trail should be used in wet conditions. 9. Supporting Fairy Trail activities are available to units on the shelves in Fairy HQ, please ensure that all activity cards are returned in the clean condition at the end of your session. Please report any damage or missing items to your warden. 		
Consent for Event/Activity forms completed: GGUK Policy does not require specific written parental consent for this activity. It would be good practice to include the activity on REN and Parental Information & Consent forms.	Instructor qualifications: GGUK Policy does not require a leader to hold any specific qualification.	

Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Minor injury - slips / trips / falls / cuts / sprains / stings	Users	<p>Leader to check the trail before use. Adult supervision at all times.</p> <p>Groups using Hadlow are expected to have a suitable First Aid Kit with them and leaders who are qualified and able to deal with minor injuries.</p> <p>Additional First Aid Kits are located in the Gate House; The Cottage & the cleaning cupboard in the Toilet Block.</p>	Medium	No		
Major injury - head injury / breaks	Users	<p>Adult supervision at all times.</p> <p>Groups using Hadlow are expected to have a suitable First Aid Kit with them and leaders who are qualified and able to deal with major injuries.</p> <p>Additional First Aid Kits are located in the Gate House; The Cottage & the cleaning cupboard in the Toilet Block.</p>	Low	No		
Plants / Insects	Users	<p>The Fairy Trail is set in a wooded area so leaders should expect to encounter wildlife.</p> <p>A site management committee member monitors plants, to identify and remove any that may be considered injurious to health.</p>	Low	Yes - group leader should ensure girls do not eat anything they find in the trail; that hands are washed before eating.	Remains the responsibility of the group leader.	
Weather conditions	Users	The Fairy Trial should not be used	Low	No		

		when underfoot conditions are very wet or there are high winds. Adult supervisor to make this decision.				
--	--	---	--	--	--	--

RISK MANAGEMENT



RISK ASSESSMENT MATRIX

	Severity	Slight Harm	Harmful
Likelihood		superficial injuries, minor cuts and bruises	minor fractures, ill health leading to minor disability
UNLIKELY Rarely happens		LOW	LOW
LIKELY Often happens		LOW	MEDIUM
VERY LIKELY Nearly always happens		MEDIUM	HIGH
			Extremely Harmful multiple injuries, major fractures, fatalities