



Hadlow Fields

Conditions of Use Policy & Risk Assessment

Woodland Explorer Area



Event/Activity: Woodland Explorer Area & Mole Hill Venue: located to the side and behind Nuthatch campsite	Maximum Number of users: 24 youth members with adults. Adult supervision always required.	Date: 10/05/2025
Conditions of Use Policy: 1. Use of the Woodland Explorer Area and Mole Hill should be always under the supervision by an adult group leader (over 18yrs), where appropriate adult to child ratios are maintained and leaders should have in place an additional risk assessment relevant to their members in addition to this activity one. 2. All leaders of units using the Woodland Explorer Area & Mole Hill must follow the Conditions of Use policy and the guidance set out below. 3. The supervising adult should check the area 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. 4. The supervising adult should check to ensure no harmful or dangerous items have been placed in the area, if found these should be reported to the warden so it can be logged and removed. Leaders should be mindful that the activities are in a wooded area with different plants including nettles and a variety of insects and birds. 5. Users should have suitable covered footwear on when using the activity area and running is not permitted. Please ensure all users know this. 6. The Woodland Explorer Area is designed as a quite activity area where activity sheets and challenges can be completed. Leaders are responsible for ensuring that users do not shout or scream and they always remain on the marked pathways. 7. The activity area is set in a wooded area that is open to the elements as such it is the supervising adult's responsibility for determining if the area should be used in wet or windy conditions. 8. A full range of activities, challenges and activity cards & pens are available in the 3 storage benches with the area. Full instructions for the activities in each of the 5 zones is in Mole Hill and in each storage bench. Please ensure all resources are cleaned, dried and returned to the correct storage bench after use. 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.	



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Hazard	Who is affected	What controls are in place?	Risk level L/M/H	Action by & date	Unit Leader - are further controls necessary?	Unit Leader Review & date
Minor injury - slips / trips / falls / cuts / sprains / stings	All Users	• Leader to check the activity area before use. • Adult supervision is always required with ratios maintained across the 5 activity zones. • Groups should have with them a First Aid Kit suitable for their units' needs and a leader qualified and able to deal with minor injuries. • First Aid Kits are in the cleaning cupboards in the Toilet Block. • Users should be advised that they should not run in the area. • Leaders should explain each activity to users before starting and ensure appropriate levels of adult support is available. • Adult supervision is required for the log stepping stones to Fairy Tale Corner. • Leaders and adult supervisors should ensure safe behaviour of all users when in the activity area.	Medium	Hadlow Committee Site Services Lead Monthly review of the area.		
Major injury - head injury / breaks	Users	• Adult supervision always. • Appropriate supervision ratios should be maintained throughout each activity zone. • Groups should have with them a First Aid Kit suitable for their unit's needs and a leader qualified and able to deal with major injuries. • First Aid Kits are in the cleaning cupboards in the Toilet Block. • An AED machine is located on The Gate House, please ask the warden for the access	Low	Hadlow Committee Site Services Lead Monthly review of the area.		



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		code and the code is known to the emergency services. • In the event of a serious incident or accident that requires the emergency services to be called, an adult should go to the bottom of the drive to assist emergency responders in find the site entrance. • For members of Girlguiding the emergency procedures should be followed in these circumstances. • For user users please follow your organisations protocols. • The leader in charge should notify the Warden or site contact person of the details of the incident and that the emergency services have been called.				
Allergic Reaction Sting / Bite Plants/Insects	All Users	• The activity area is set in a wooded area so users should expect to encounter flying and ground insects with may sting or bite, native plants including brambles and nettles. • Adult supervisors are expected to point out and explain to users the risks from touching brambles and nettles. • Adult supervisors are expected to monitor the activity area through their time in it and remove uses if they unexpected large number of insects they may presence a risk. • Users should be told that lots of different insects live in the woodland area, so they are not surprised if they see them. • Users should be advised that they do not eat anything they find in the activity area.	Low	Hadlow Committee Site Services Lead Monthly review of the area. Monthly monitoring for dangers plants.		



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		• Users should be encouraged to wash their hands thoroughly at the toilet block or outdoor sinks have using the activity area. • Unit leaders should consider as part of their pre-event consent process with parent advising about the use of long sleeves and trousers and or the use of insect repellent. • A site management committee member monitors plants, to identify and remove any that may be considered significantly injurious to health. • Leaders should address any specific allergies for members in their own event risk assessment.				
Weather conditions	Users	• The activity area should not be used when underfoot conditions are very wet or there are high winds impacting the site. There are times when for everyone's safety the site may be closed due to the predicted weather conditions. Your warden or member of the Site Committee will where possible provide advanced notice of any site closure due to adverse weather conditions. • Leaders as part of their risk assessment should make provision for appropriate clothing to be worn according to the time of year. • Drinking water is available at all onsite taps. • In the event of an unexpected weather event, users can shelter in any available campsite shelter or the outdoor classroom.	Low	Hadlow Committee Site Services Lead & Warden		