

Risk Assessment - Movement of Motor Vehicles on Site



Workplace Location: Warren Oak Campsite, Hollow Ln, Ledbury HR8 1NQ		
Date of Issue: 20/09/2026		Review Date:20/09/2027
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Task Description: The task involves the safe movement of motor vehicles within the scout campsite. This includes the arrival, departure, parking, and driving within designated areas. The objective is to ensure the safety of scouts, staff, and visitors while minimising the risk of accidents or injuries.		

Number	Hazard and Risk Identification	Who May be Harmed	Control Measures	Risk Rating
1	Collisions: Risk of vehicles colliding with each other, pedestrians, or stationary objects.	All	Designated specific driving routes and speed limit of 5mph. Use signage and barriers to guide vehicles and prevent access to restricted areas. All vehicles to be parked in designated parking areas during camping. All drivers must have a current licence and insurance. Pedestrians have right of way. Ensure drivers are trained and aware of the site's layout. Only Allow vehicles dropping off/picking up camping kit on the main site.	Low
2	Reversing Accidents: Risk of accidents while vehicles are reversing.	All	Always check mirrors when manoeuvring. Use a spotter to assist drivers while reversing. Designate specific areas for vehicle reversing.	Low
3	Pedestrian Safety: Risk of pedestrians being struck by vehicles.	All	Designate separate walking paths and crossings for pedestrians. Use high-visibility clothing for pedestrians, especially in low-light conditions. Supervise and guide pedestrians during vehicle movement times. Have designated areas where vehicle access is restricted and pedestrians.	Low
4	Environmental Hazards: Uneven terrain, poor lighting, and adverse weather conditions.	All	Ensure proper lighting in all areas used by vehicles. Regularly inspect and maintain campsite terrain to ensure it is safe for vehicle movement. Adjust driving routes and schedules based on weather conditions.	Low
5	Vehicle Failures: Risk of vehicle breakdowns or malfunctions.	All	Provide a contingency plan for vehicle breakdowns, including access to towing services. Regular maintenance and inspection of all vehicles and trailers used on-site. Keep a log of vehicle and trailer inspections and repairs. Do not refuel vehicles in camping areas. No smoking or sources of ignition whilst refuelling.	Low

Emergency Procedures	Monitoring and Review
Vehicle Accident: • Stop the vehicle immediately and check for injuries. • First aid kits readily available. • Provide first aid and call emergency services if necessary. • Report all accidents via the QR Code, and to the Site Team or via the emergency contact number. Pedestrian Incident: • Move the injured person to safety, only if safe to do so. • First aid kits readily available. • Provide first aid and call emergency services if necessary. • Report all accidents via the QR Code, and to the Site Team or via the emergency contact number. Vehicle Breakdown: • Move the vehicle to a safe location if possible. • Notify campsite management and arrange for towing or repair. • Ensure the area is safe and prevent other vehicles from approaching.	• Regular Inspections: Weekly checks of the campsite ground to ensure it is safe for vehicular movement and adjusting routes where appropriate and safe to do so. • Annual Review: Comprehensive review of the risk assessment and control measures. • Incident Reporting: Immediate review following any incident or near-miss. • Feedback: Gather feedback from drivers and pedestrians to identify areas for improvement.

Notice: Risk assessments are to be used in conjunction with your own risk assessments to enjoy a safe stay at Warren Oak Campsite.

Let's keep our campsite safe for everyone! If you have questions or need assistance, please contact campsite staff.