



THE CHRISTMAS ADVENTURE RISK ASSESSMENT RECORD

Name: Amy Thornton _____ Position: General Manager _____ Event :General _____

Managers signature _____ Date __ 17th October 2011 _____

* Considering the risk assessment, are all reasonable precautions in place? Yes / No If No, list further action to be taken.

Note: Consider all people at risk e.g. employees, customers, contractors, public, etc. Consider in particular vulnerable people e.g. young people, disabled people

The Health and Safety of visitors to the site is a serious issue. We undertake daily safety checks to ensure the health and safety of our customers and employees.

The following information will aid schools/-visiting groups to enable them to compile their own risk assessment prior to their visit.

Our staff recruitment and training assessments ensure all staff with a designated responsibility for the safety and welfare of visitors and are competent to undertake the duties they are assigned.

Activity/process/ Operation?	How might people be harmed?	Precautions already taken?	Further action to be taken? *	By date?	By whom?
<u>Illuminated Maze</u>	Trips / Falls Trip Hazard –	Public are warned that surface may be uneven due to gravel	No		
	Public aware or new pieces: New bridges / station crossing / Maze tower	Maze is checked daily (and throughout the day) for any hazards.	No		
		Public are warned that when wet the surface may become more slippery.	No		
		All Lights are protected by appropriately rated RCD and inspected yearly by a qualified Electrician as part of the electrical	No		

	<p>Getting lost</p> <p>Electrical shock</p>	<p>installation.</p> <p>Maze cards available on entry, with clues – Maps available on request – Maze marshal checking maze for distress and problems frequently. Maze tower used as view platform.</p> <p>All lighting is checked daily by our trained lighting technician / Technical manager / Ski Supervisor.</p>	<p>No</p> <p>No</p>		
<u>Enchanted Wood</u>	<p>Trips / Falls</p> <p>Electrical shock</p>	<p>Public are warned that surface may be uneven due to gravel surface.</p> <p>Walk is checked daily and throughout the day for any hazards</p> <p>If it is dark or wet customers can ask for umbrellas and torches.</p> <p>All Marshals carry safety torches in case of power failure or concern</p> <p>There should be a marshal present at every circuit of the woods.</p> <p>Care should be taken on all features of the forest, it is recommended that children using play equipment should be supervised.</p> <p>All Lights are protected by appropriately rated RCD and inspected yearly by a qualified Electrician as part of the electrical</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>		

		<p>installation. We have a 17th addition qualified electrician as part of our full time staff – certificate available on request.</p> <p>All lighting is checked daily by our trained lighting technician / Technical manager / Ski Supervisor.</p>			
	Drowning	<p>Water round the edge of the lake is protected – the ski track is by the side of the lake and therefore walkers are unable to access the water. Public are warned to keep to the designated paths. Deep water signs are visible</p>	No		
	Falling branches	<p>Wood is a natural wood, in high winds branches may fall. Trees are assessed at the start of each season by a tree surgeon and any loose branches are removed precautionary.</p>	No		
<u>Skiing through the Enchanted Wood</u>	Falls	<p>Public are given guidance by our trained Ski Marshals about how to use the ski equipment but some falls may occur due to the inexperience of the customer. However it is on carpet and is unlikely to cause a serious injury. It is unlikely that any fall would occur at speed as there are only gradual inclines. Marshals patrol the ski track at all times. They are 1st Aid trained and carry 1st aid kits.</p> <p>Assessment of the surface is taken when the carpet has been subjected to extreme whether such as snow. In these circumstances, the carpet will be closed until safe enough to re</p>	No		

	Electrical shock	<p>open.</p> <p>If it is dark or wet customers are told to take extra care.</p> <p>Ski track is checked daily and throughout the day for any hazards</p> <p>All lights are encased in correct covering. All lights are checked daily by our qualified lighting technician.</p> <p>Lights will trip section out if there is ever a problem. All lights are PAT tested at the start of the season.</p>	No		
	Drowning	<p>There is water round the edge of the lake which is protected by a rope. Public are warned to keep to the designated paths. Deep water signs are visible</p>	No		
<u>Ice Skating</u>	Falling branches	<p>Wood is a natural wood, in high winds branches may fall. Trees are assessed at the start of each season by a tree surgeon and any loose branches are removed precautionarily.</p>	No		
	Falls	<p>Public are given guidance by our trained Skate Marshals about how to use the skate equipment but some falls may occur due to the inexperience of the customer. There are Marshals on the ice at all times.</p>	No		

		They are 1 st Aid trained and carry 1 st aid kits.			
	Finger injury	Skates are sharpened so customers are told that they must wear gloves on the ice, they can either bring their own or buy those that are available.	No		
	Collisions	Skaters are recommended to skate in one direction to prevent collisions. This is monitored by the marshals on the ice.	No		
	Visitor conduct	<p>Visitors must not:</p> <ul style="list-style-type: none"> – Enter any areas that are not open to the public. – Behave in an unruly manner. – Access the ice pad until permitted by the Safety Stewards. – Touch any working machinery. – Ignore the instructions given by the Safety Stewards. <p>Visitors are asked to adhere to the rules of the ice rink at all times when skating. Take note of instructions from the Ice Stewards who are there for your safety.</p> <p>Teachers and Group Leaders are required to maintain supervision and responsibility of their party for the duration of the visit.</p>	No		

Legal Requirements and Further Attraction Information

Public Liability	The Christmas Adventure is covered by Public Liability Insurance to the amount of £5million. The Policy is with AKA Insurance (Policy No: NECOM 1140560). Expires April 2012 Copy of certificate available on request.
Local Enforcement Agency	Harrogate Borough Council
Food Safety and Hygiene	Our Café operates in accordance with the Food Safety Act 1990. They are regularly inspected by the local Environmental Health Department. We were awarded 4 stars for Health & Safety. Certificate available.
Attraction Staff / Staff identification	All staff wear uniforms and name badges for easy identification. CRB checks are undertaken for key staff members and Santa.
Vehicle traffic	Coaches drop off in the car park and group leaders must take care of their party due to moving traffic whilst in the car park. There are car park marshals in florescent jackets in attendance during peak times, please park where directed and with care.
Weather	Please be prepared for rain at all times and wear sensible flat footwear or wellies due to the natural undulation of the woodland areas. A spare pair of socks is also advisable if there has been snow or rain before your visit as the ground is more likely to become muddy.
Slips/ Trips/ Falls	The following hazards should be noted: Wet flooring Care should be taken on steep slopes Steps and stairs
Reduced lighting	Extra care must be taken in the Enchanted wood and illuminated Maze at night where lighting is reduced. Parents must take responsibility for the safety of their children.
Supervision	Please read our supervision guidelines carefully before coming and ensure that you have enough adults for the number of children in your group.
Door entrapment	Beware of closing doors on fingers.

Parking	Parking is free; There is parking for guests with disabilities near the entrance on a first come first served basis.
First aid	There are 1 st aid points throughout The Christmas Adventure, in the shop, café, each Portakabin and the staff office. There are always qualified British red Cross first aiders on hand to help and advise guests. Please ask any member of staff for help. In the event of an ambulance being called there is a direct route into the forest using the emergency road way, please see a senior supervisor.
Fire safety	In the event of an emergency please follow all evacuation procedures. The fire assembly point is in the car park and is highlighted with a sign. In the event of emergency there will be fire wardens in every area guiding the public. There are fire extinguisher points through the site. Please exit through the nearest clearly marked emergency exits in an emergency.
Wheelchair / pushchair access	The Christmas Adventure has the needs of guests with disabilities and pushchairs firmly in mind – the park is accessible to wheelchair and pushchair users but we advise that we have tried to keep the site as natural as possible and therefore some of the surfaces maybe harder to maneuver than others and wheel chair users may require additional assistance .
Nearest Hospital	Harrogate District Hospital A & E Lancaster Park Road, Harrogate, North Yorkshire, HG2 7SX 01423 885959 <hr/> Ambulance distance: Wetherby Rd / A661 Approx 6.3 miles 12 / 15 mins
Staff training	All staff are fully trained in their areas and have a staff training book to reference at all times containing detailed H & S procedures. Each area is supervised by an area supervisor.

The purpose of this document is to enable schools / groups to use the information provided for the development of visit risk assessments in order to satisfy the obligations placed by the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations. The above hazards have been identified as being inherent to this attraction. Stockeld Park Ltd does not accept liability for any omissions to this list. Control measures indicated are recommendations only and must be adapted / amended by group organisers. Please ensure adequate supervisors are appointed for the number in your group.