



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: 28/01/2024
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<p>Conditions of Use Policy:</p> <ol style="list-style-type: none"> 1. Use of the Fairy Trail and Fairy HQ should be always under the supervision by an adult group leader (over 18yrs) and leader are expected to have in place an additional risk assessment relevant to their members in addition to this activity one. 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 with different plants including nettles and a variety of 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.
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<p>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.</p>	<p>Instructor qualifications: GGUK Policy does not require a leader to hold any specific qualification.</p>
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Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Unit Leader Review & date
Minor injury - slips / trips / falls / cuts / sprains / stings	All Users	<p>Leader to check the trail and fairy HQ before use.</p> <p>Adult supervision is always required.</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 in the Gate House; The Cottage & the cleaning cupboard in the Toilet Block.</p> <p>Girls should be advised that they should not run in the fairy trail.</p>	Medium	<p>Leaders to monitor girl behaviour throughout the session.</p> <p>Leaders to have enough adults to provide the necessary supervision.</p>	Hadlow Committee January 2024	
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 in the Gate House; The Cottage & the cleaning cupboard in the Toilet Block.</p> <p>An AED machine is on site and the access code is known to the emergency services.</p> <p>In the event of a serious incident or accident on site that requires the emergency services to be called, a leader should be present at the bottom of the drive to assist with emergency responders find the site entrance.</p> <p>Girlguiding emergency procedures should be followed in these circumstances.</p>	Low	<p>Leaders to monitor girl behaviour throughout the session.</p> <p>Leaders to have enough adults to provide the necessary supervision.</p>		



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		The leader in charge should notify their Warden or site contact person regarding the details or the incident.				
Plants / Insects - allergies	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 significantly injurious to health.</p> <p>Leaders should expect to encounter nettles in the wooded area and are expected to explain to girls not to touch these plants.</p> <p>Leaders should address any specific allergies for members in their own event risk assessment.</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	<p>The Fairy Trail 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.</p> <p>Leaders as part of their risk assessment should make provision for appropriate clothing to be worn according to the time of year.</p> <p>Drinking water is available at all onsite taps.</p> <p>In the event of an unexpected weather event, users can shelter in any available campsite shelter or the outdoor classroom.</p>	Low	Your warden or member of the Site Committee will where possible provide advanced notice of any site closure due to adverse weather conditions.		