



SITE SURVEY POLICY

'Take only memories, leave only footprints.' Chief Seattle

The purpose of this policy is to help the smooth running of sessions and to put systems in place that will insure the site is left as you would like to find it and responsibilities are made clear for practitioners using the site.

Checks before starting your session

- Are the toilets clean with enough toilet paper and sawdust?
- Is there enough hand sanitiser? Hand washing facilities?
- Is there any litter lying around?
- Has the rubbish been taken away from the last session?
- Any tools missing from boxes?
- Boundary walk, is the site safe?
- Site checklist, have you filled in or seen the correct site survey paperwork?

Kit usage

There are a number of different general use tools for everyone to use that don't need signing in and out, these will be kept in the boxes built for the different site areas. It is important that everything goes back where you found it. Everything has a place and goes back in its place.

Please email Tom if there are any damaged/ broken tools and put them in the broken box. Anything broken can be replaced with spares from the spares box, however, if spares are taken and no broken tools are in the box the spares will be withdrawn from use and area budget spent on provision of new tools.

Fires

- Fires must be kept to 'campfire' size. The woodland cannot sustain large bonfires.
- Do not light fires at the base of trees.
- A bundle of sticks need to be left in the dry for the next group.

Site projects and work

All changes to the site must be approved by directors, where a time frame and budget will be allocated.

Leaving the site

Ensure the fire is under control/extinguished and that the site is secure. Ensure everyone is off the site and if you are the last one on site, ensure the car park and other gate/s are closed and locked.

Paperwork

There is paperwork that needs to be checked and completed to ensure your safety and the safety of those participating, please use the following checklist as a guideline for the paperwork needed;

- Is there a valid risk assessment that is up to date for all the activities you are running?
- Is there a current site survey that has been done within the last 7 days?
- Has there been a recent weather check done?
- Are there accident and incident forms available?
- Have you got a list of course participants?
- Are you aware of any disabilities, illness, allergies or learning difficulties within the group?
- Have you checked your emergency procedures and are happy you know what to do in an emergency?

Checklists

There are weekly checklists to complete for each site, these should be done by the Site Manager. If you have any concerns from your daily checks please ensure these are included in the weekly checks so that proper action can be taken.

Date created: 1st September 2017

Signature of Director or Company Secretary:



Name: Shevek Pring

Review date set: 1st September 2018

Reviewed by:

Amended / updated?yes / no

Brief explanation of changes:

Signature of Director or Company Secretary:

Name:

New Review date set:

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