

Patteson Lodge Estate – General Site Risk Assessment

Site:	14 Great Hautbois Road Coltishall Norfolk NR12 7JN Patteson Lodge Estate is a residential site owned by Girlguiding Norfolk	Assessment Ref:	PL RA Site 10.03.2026  
Assessor	Joint county commissioner – Yvonne Kemp	Description of estates and building	Mixed woodland and grassed site containing a two-storey brick residential property and a wooden archive building. On the camping field there is also a wooden hut, shower block and dry shelter/camping store.
Date of assessment	12 March 2026		Access to the property is via a tarmac road. There is a small carpark outside the lodge and parking outside the ARC building. The woods are used for play, wood collection and campfires. External play equipment is on each of the grassed areas. Visitors may only bring assistance dogs on site or in the lodge.
Task	Moving around Patteson Lodge Estate Residential on campsite Residential in lodge Visitors to ARC	Equipment used:	External play equipment, use of woodland, grass areas and shared car parking spaces. Microwave, fridge/freezer, kettle, water boiler, camping equipment, gas cooking equipment Dishwasher, large fridge and small fridge, large chest freezer, one smaller freezer, 6 burner gas cooker (no grill), 6 slot commercial toaster, microwave cooker, Video/DVD player, Radio cassette/CD player, pin boards, water boiler, vacuum cleaner, washing machine

This risk assessment covers all employees and visitors to Patteson Lodge Estates. An additional risk assessment for visitors to the ARC is available from the county archivist, covering visits inside the ARC building.

Please complete your own risk assessment for the activities you will undertake during a residential event.

Hazard	Who	How	Controls	Severity	Likelihood	Risk rating
Traffic on site	All site users	Collision with a moving vehicle.	<ul style="list-style-type: none"> • There is only one vehicular entrance to the site. • Speed warnings signs are on the drive. • Vehicular access to the site is restricted to the tarmac areas unless authorised by the manager for special events. • Leaders are requested to patrol car park area if necessary and are advised to caution young people from playing near the gate or on the tarmac areas. • Deliveries use the tarmac area/car park outside the main buildings. • Dawn to dusk lighting in place with sensor light on car park. • Carpark is shared between all users, visitors to use designated areas only, unless agreed in advance. ARC – Area opposite ARC and in front of ARC building. Lodge – carpark, facing the lodge. Campsite – carpark, facing the field. Campsite users can drive onto the field to load/unload, but should return cars to carpark. 	5	2	10
Intruders	All site users	Resulting in injury, theft and/or safeguarding issues.	<ul style="list-style-type: none"> • Employees wear uniform to identify themselves. • Unidentified people on site are challenged by employees or leaders in charge of event. • Leaders will be informed of other visitors to the site, during their stay. Guests warned to be vigilant and raise the alarm if concerned. • 'Private Property' signs in place across estate. • Intruder alarms located throughout the house, with guests briefed on their use in an emergency. • Visitors report to the lodge on arrival. 	3	1	3

Hazard	Who	How	Controls	Severity	Likelihood	Risk rating
General weather conditions	All site users	Incorrectly dressed for the weather conditions causing over exposure resulting in hypo/hyperthermia.	<ul style="list-style-type: none"> All site users to dress appropriately for the weather conditions. Leaders asked to observe fluid intake and sun protection in young people during warm weather. 	3	1	3
High winds and storms	All site users	User struck by lightning or by falling debris, from trees or buildings.	<ul style="list-style-type: none"> Users advised to retreat to the shelter of a building. If high winds are forecast the manager will assess the risk to groups attending the site. Any activities amongst trees will be advised against. Full site inspection carried out after storms to check for fallen debris and trees. Regular tree inspection and maintenance carried out to reduce the risk of trees falling. Areas under repair are cordoned off as a hazard zone. 	4	1	4
Snow and ice	All site users	Users slipping or becoming extremely cold	<ul style="list-style-type: none"> If groups are planned to be on site the Manager will assess the risk and visitors could be cancelled and employees advised not to attend work. If possible, risks will be reduced by brushing away snow, treating areas with salt or restricting access. All site users made aware of potential slippery areas. Signage to be used if appropriate. Camping events could be cancelled if the leadership team does not have sufficient experience for the weather conditions. 	3	1	3
Poisonous Plants	Young people	Consuming/touching plants that are poisonous or cause a rash if touched.	<ul style="list-style-type: none"> Leaders are asked to caution young people not to pick or eat any plants they find in the woods. Locate and remove known poisonous plants if made aware. 	4	1	4

Hazard	Who	How	Controls	Severity	Likelihood	Risk rating
Manual handling	All site users	Inappropriate handling of heavy and/or bulky objects.	<ul style="list-style-type: none"> • Use trolley or sack barrows for moving heavy items /bags of stock. • Refer to instructions on moving heavy items. 	3	2	6
Safeguarding	All site users	Employees/leaders being wrongly accused of inappropriate behaviour towards vulnerable people.	<ul style="list-style-type: none"> • All employees advised to have safeguarding training. • All leaders are required to have safeguarding training and undertaken a DBS check • Young members to be accompanied by a responsible adult when using site. • Adults are advised not to be alone with a vulnerable person if at all possible. • The site is private and signage is in place saying this. • Leaders should be made aware of other residential events or site visitors at the start of their event. • Unknown visitors to be reported to employees. 	4	2	8
An unexpected medical emergency	All site users	Users suffer an unexpected medical emergency.	<ul style="list-style-type: none"> • Groups staying on site are required to have at least one leader who is identified as being the group first aider. All leaders who have undertaken GGUK training as a leader have also completed GGUK 1st response training. GGUK encourages all volunteers to undertake 1st response training. • Groups staying overnight bring with them completed GGUK health forms for each person on site. Spare copies are available if requested. • There are contact details for local health facilities kept on site. • All adults advised to carry a mobile phone. 	4	2	8

Hazard	Who	How	Controls	Severity	Likelihood	Risk rating
An emergency when employees not on site	All site users	Emergencies could be but not limited to: fire, flooding such as burst pipe, gas and electrical issues, unable to access the buildings and notifiable illness.	<ul style="list-style-type: none"> • Emergency services to be contacted by leader, during residential event, if appropriate. • Evacuation procedures to be followed, as appropriate. • Leaders are provided with an Emergency mobile telephone number as part of their welcome. It is also on notice board in main entrance hall. • Leaders to consider if the issue is an emergency or could wait until employees are on site. • Emergency lighting is in place on all exit doors. Leaders should ensure that exit routes are kept clear at all times during their visit. 	4	2	8
External play equipment	Young people	Falling or sliding on outside play equipment causing injury from cuts and burns to serious spinal or neck injury.	<ul style="list-style-type: none"> • Two main areas of equipment – front of lodge and edge of campsite. Leaders to discuss usage of equipment if more than one event on the Estate. • Safety notice in place requesting adult supervision when in use. • Safety rails and safety matting in place. • Equipment regularly inspected to identify any issues. • Area should be kept clean of debris and checked before using. • Additional games equipment stored at lodge. 	4	2	8
Storing equipment	All users	Injury by collapsing stacks or falling equipment not stored appropriately.	<ul style="list-style-type: none"> • Ensure that equipment stores are kept in a tidy, safe and ordered state and equipment stacked carefully. 	2	1	2

Hazard	Who	How	Controls	Severity	Likelihood	Risk rating
Lone working	Employees and volunteers	Volunteers and employees may be at greater risk of violent attacks when alone, or may have a medical emergency or accident and reducing their ability to get help.	<ul style="list-style-type: none"> • Lone working is avoided as far as is reasonably practicable. • Centre manager is occasionally required to work onsite alone and precautions have been made, including allowing dogs on site. • Emergency procedures are in place so that employees/volunteers working alone can obtain assistance if required. • All advised to carry a mobile phone. • Volunteers and employees advised to provide good, polite service, e.g. not to confront challenging visitors or resist a robbery. 	4	2	8
Working at height	Employees and volunteers	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> • Appropriate step ladders stored securely and available for use • Only employees and volunteers who know how to use stepladder safely are able to use it. • Other technical jobs requiring the step ladder should be left to trained employees. 	3	1	3
Use of electrical equipment	All users	Injury due to electrical shock or burns due to faulty equipment.	<ul style="list-style-type: none"> • Duty staff to know where the fuse boxes are and how to switch off the supply in an emergency. • Fixed installations are inspected at intervals specified in BS 7671:1992 (every 5 years) or more frequently if the installation changes. • Ensure guests know they are responsible for any electrical equipment brought onsite for use (e.g. hairdryers, CD players). 	4	1	4

Hazard	Who	How	Controls	Severity	Likelihood	Risk rating
Faulty Light bulbs	All users	Injury by bulbs shattering or by changing bulbs if not following correct procedures.	<ul style="list-style-type: none"> • Should be left to employees. • Power must be switched off at fuse board if necessary. Careful handling, particularly of fluorescent tubes, and stepladders used correctly when replacing bulbs at height. 	2	1	2
Cleaning products	All users	Users risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems.	<ul style="list-style-type: none"> • No chemicals are left unattended. When not in use, chemicals are locked away in cupboards within the lodge and campsite. • Mops, brushes and protective gloves are provided and used by employees. • Employees aware of COSHH regulations. 	3	2	6
Slips trips and falls -outside	All site users	Movement about site tripping over natural hazards such as fallen debris, animal holes or general obstacles. Slipping such as on wet grass, green paving stones, wet wood work.	<ul style="list-style-type: none"> • Advise users to wear sensible shoes. • Make users aware of uneven surfaces. • Regularly check play areas. • Torches used to aid movement at night. • Grounds proactively maintained. • Ensure paving stones, paths and steps kept clean and clear. 	4	2	8
Slips trips and falls – lodge	All site users	Movement in and around building and up and down stairs e.g. tripping over items, slipping on wet floors or falling down stairs.	<ul style="list-style-type: none"> • Advise users to wear sensible shoes. • Floors, steps, stairs are kept clear of items and dry. • Spillages should be immediately dealt with. • Banisters regularly checked by employees as part of cleaning schedule. • No polish is used on the wooden stairs. • Leaders to ensure adequate lighting at night. • Mats/non slip surfaces in entrances ways to reduce rainwater being trodden into Lodge. • Trailing cables are held out of the way or stored in cable management system. 	4	2	8

Hazard	Who	How	Controls	Severity	Likelihood	Risk rating
			<ul style="list-style-type: none"> Corridors and emergency exits should be kept clear. Employees briefed about getting in and out of the loft space safely. Leaders asked to discourage running indoors. 			
Bathrooms in lodge and shower block on campsite	All users	Injury due to slip and trips.	<ul style="list-style-type: none"> Leaders are to ensure all floors are monitored when wet and in use. Safety notice if floor is wet and drying. Non slip mats are supplied for showers. 	2	2	4
Bedrooms - lodge	Young people	Falling out of bunk bed due to defective structure.	<ul style="list-style-type: none"> Regular checks are made on the bunk beds as part of cleaning schedule. Leaders to be made aware on arrival of any problems. Top bunk not to be used by young members under the age of 7 years old. 	3	1	3
Doors - lodge	Young people	Catching hands or feet in doorways, as doors close.	<ul style="list-style-type: none"> Leaders to ensure appropriate behavior when entering and exiting rooms. Doors will swing close and are fairly heavy, so fingers could be trapped accidentally. 	3	3	9
Campsite - poorly erected and sited tents	All users	Wet and cold campers. Slips and trips whilst moving around tents.	<ul style="list-style-type: none"> Tents are repaired and replaced as necessary. Leaders are requested to report issues at the end of each camp. Advise at least 2 meter gap between tents for guy lines and as a fire break. Groups advised to not walk/run between tents and use a torch at night. Leaders in charge have a suitable qualification to lead a camp. 	2	2	4

Hazard	Who	How	Controls	Severity	Likelihood	Risk rating
Campsite water system	All users	Users could suffer from ill health due to poorly maintained water systems. Fatalities could occur were any person to have a higher susceptibility to infection.	<ul style="list-style-type: none"> Legionella normal operating procedure in place – water is run monthly when not in frequent use via sentinel/identified taps; temperature recorded; shower heads descaled/replaced; records kept. Showers run prior to arrivals. 	3	2	6
Central heating boiler - lodge	All users	Users could be burned if care not taken near boiler.	<ul style="list-style-type: none"> Access restricted to adults and for emergency exit only. Hirers are briefed not to tamper with the controls. 	3	1	3
Knives	All users	Cuts which could be due to carelessness, inattention inexperience or poor supervision.	<ul style="list-style-type: none"> Stored safely and advised in welcome where the sharps are. If being used by young people an adult is present and supervising. 	4	1	4
Food handling	All users	Food poisoning due to poor food preparation, storage and handling.	<ul style="list-style-type: none"> Regular cleaning of all cupboards and surfaces. Safe preparation, storage and handling of food should be undertaken by person responsible for group catering. Sink provided in kitchen for hand washing Refrigeration temperature checks encouraged and recorded daily. Thermometer available for hot food checks. Young people are supervised by an adult. 	4	1	4
Campfire area	All users	Burns to persons. Cloths or clothes catching fire due to spark or being too close to fire. Uncontrolled fire due to poor management of fire and surrounding debris catching fire.	<ul style="list-style-type: none"> Campfires can only be lit in designated area. Fire buckets of water to be kept by fires whenever fire is lit. Fire-fighting equipment is readily available. Young people to be supervised by leaders at all times, when in this area. 	3	2	6

Hazard	Who	How	Controls	Severity	Likelihood	Risk rating
			<ul style="list-style-type: none"> • Trees are kept trimmed in the area. • Main wood pile is away from the fire. • Leaders in charge have a suitable qualification to lead a camp. First aider is available on site during cooking times. 			
Cooking using, campfires, altar fires, barbecues, boiler and oven.	All users	<p>Burns to persons. Cloths or clothes catching fire due to spark or being too close to fire. Uncontrolled fire due poor management of fire and surrounding debris catching fire. Scolds from hot water burns.</p>	<ul style="list-style-type: none"> • Altar fires are used only in the designated areas. • Campfires are to be lit only in designated areas. • Oven and boiler are located in the cooking area so can be supervised by leaders at all times when hot. • Fire buckets of water to be kept by fires whenever fire is lit. Fire-fighting equipment is readily available. • Pan holder used when moving hot pans. • Young people supervised by adults at all times. • Trees are kept trimmed in the area. • Main wood pile is away from the cooking areas. • Leaders in charge have a suitable qualification to lead a camp. First aider is available on site during cooking times. 	3	3	9
Collecting and cutting fire wood	All users	Users receive cuts, abrasions and strains.	<ul style="list-style-type: none"> • Correct cutting techniques and equipment should be used when cutting up wood. • Large pieces of wood should only be cut up in the designated area by adults. • Young people supervised when collecting wood. 	3	1	3
Use of gas appliances - campsite	All users	Users are burned and or inhale poisonous fumes.	<ul style="list-style-type: none"> • Equipment inspected annually by gas safe contractor. • Regular checks on dry shelters to ensure maintenance standards. • Group leaders briefed on the use of appliances. 	4	1	4

Hazard	Who	How	Controls	Severity	Likelihood	Risk rating
Dishwasher	All users	Risk of scalds from steam and in strains from weight of full basket.	<ul style="list-style-type: none"> • Group leaders briefed on the use of appliance. • Equipment serviced annually and cleaned between users. • For use by leaders not young people. 	3	1	3
Use of appliances - kitchen	All users	Refer to kitchen folder for individual appliance instructions	<ul style="list-style-type: none"> • Regular temperature and maintenance checks are undertaken on all equipment. • Leaders to refer any issues to PL staff 	3	1	3
Oven (gas) - lodge	All users	Burns to persons. Cloths or clothes catching fire due to being too close to flame. Scalds from hot water burns. Respiratory issues due inhaling poisonous fumes.	<ul style="list-style-type: none"> • Pan holders/oven gloves should be used when moving hot pans • Adults only using oven. Young people to be supervised by leaders at all times with numbers kept limited in kitchen area • Gas oven serviced annual by a Gas Safe technician • Oven kept clean by users. • Group leaders briefed on the use of appliance and instructions on wall beside cooker • Users advised particular care when moving large heavy pans? • Overhead inter locking canopy installed so fan system will be turned on during cooking. 	4	1	4
Hot water boiler	All users	Risk of scalds from steam or water.	<ul style="list-style-type: none"> • Machine serviced annually and descaled • For use by leaders not young people • Group leaders briefed during welcome. 	3	1	3
Mosaic trail	All users	Accessing areas of site being used by other people.	<ul style="list-style-type: none"> • Leaders to introduce themselves to other leaders on site and confirm that access is available for them to visit the mosaic in their area. • Observe young members at all times during the trail. 	1	2	2

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Risk Matrix

Likelihood	1	2	3	4	5	Risk score
Severity	Rare	Unlikely	Possible	Likely	Almost Certain	
5 = Catastrophic	5	10	15	20	25	Immediate action required
4 = Major	4	8	12	16	20	
3 = Moderate	3	6	9	12	15	Action plan required, senior management attention needed
2 = Minor	2	4	6	8	10	Specific monitoring required, management action must be specified
1 = Insignificant	1	2	3	4	5	Manage through routine procedure

Action required:

Severity:	How severely could the hazard hurt someone/cause damage?	Likelihood:	How likely is it to happen?
Catastrophic	death or a large number of serious injuries, environmental disaster, huge cost	Almost certain	expected to occur in all circumstances
Major	serious/extensive injuries, severe environmental damage, major cost	Likely	will probably occur in most circumstances
Moderate	medical treatment required, contained environmental impact, major cost	Possible	might possibly occur at some time
Minor	first aid treatment required, some environmental and/or financial impact	Unlikely	would seldom occur
Insignificant	No injuries, low financial/environmental impact	Rare	may occur only in exceptional circumstances