

# Linnet Clough

## On-ground Activity Risk Assessments (Generic and Element Specific)





This document contains the risk assessment and controls for each on ground activity base on the centre. It covers:

- Archery
- Evening Sessions
- Fire Lighting / Campfire
- Storm hut
- Cave bus
- Shelter building
- Frisbee Golf
- Football Golf
- Grass Sledging
- Low Ropes
- Orienteering
- Pedal Go carts
- Pioneering
- Pond Dipping
- Site Work
- Team Building
- Wide Games
- Bushcraft
- Team building trailer
- Air rifle shooting
- Tomahawk throwing

### To use this risk assessment:

- 1) Read the Generic on ground risk assessment, **THEN**
- 2) Read the Element specific risk assessment for the activity.

The controls in the risk assessments are split into 4 categories:

	<b>Systematic Controls</b> – these are processes or management actions. They happen outside of the instructed session time.
	<b>What to say</b> – these are instructions or information that the instructor leading the session has to give to the participants.
	<b>What to do</b> – these are actions that the instructor leading the session has to take either before or during the session.
	<b>What to check</b> – these are the key things the instructor leading the session must confirm – they can be either physical things or participant understanding.

### Severity Factor & Remaining Risk Assessment














The following descriptors are used in each risk assessment. Note that a **MEDIUM** residual risk is used to show that a hazard requires dynamic risk assessment and deliberate management within the session by the instructor.

Level	Severity Description	Residual Risk Description
Low	Minor injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood to minimal levels.
Medium	Injury would require the participant to stop doing the activity; medical treatment is beyond the skills of a basic first aider.	Control measures have reduced severity and/or likelihood to an adequate level but hazard still requires dynamic risk assessment and conscious consideration.
High	Injury would require expert medical attention and/or be fatal.	Control measures haven't reduced severity or likelihood to an acceptable level.

# Generic On ground Risk Assessment

















o This document should be used in conjunction with the Element Specific Risk Assessment for on ground activities.


























Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Injuries or accidents from poor behaviour, or novice participants taking part in adventurous activities.	Participants	Medium	<div>  <ul style="list-style-type: none"> <li>Suitable session ratios are detailed in the activity APS and are normally a ratio of 1:10 for group members to instructors.</li> <li>Physical boundaries or markings may be used to indicate higher risk areas.</li> <li>Clear responsibilities are outlined in the terms and conditions to ensure accompanying adults understand that they are responsible for supervising the group's behaviour</li> </ul> </div> <div>  <ul style="list-style-type: none"> <li>Give an activity safety briefing to help orientate guests and identify any specific hazards and safety rules they must follow.</li> <li>Set boundaries for the base or operating areas in the safety briefing.</li> <li>Where participants are able to move beyond visual supervision then set and explain clear time limits, boundaries and emergency procedures</li> </ul> </div> <div>  <ul style="list-style-type: none"> <li>Choose the venue (if possible) based on guest needs and environmental conditions.</li> </ul> </div> <div>  <ul style="list-style-type: none"> <li>Check that rules (including boundaries) were understood and are followed and understanding checked by the instructor.</li> <li>Ask visiting staff to provide extra or alternative supervision if appropriate.</li> </ul> </div>	Low
Pre-existing health issues including personal injury or illness	Participant	Medium	<div>  <ul style="list-style-type: none"> <li>All groups are required to provide information about significant medical requirements during the booking process. The duty manager will ensure that instructors have access to this information.</li> </ul> </div> <div>  <ul style="list-style-type: none"> <li>Discuss health risks with the group leader at the start of the session.</li> </ul> </div> <div>  <ul style="list-style-type: none"> <li>Carry out a warmup activity at the start of active sessions, repeated if needed.</li> <li>Vary activities if appropriate to avoid excessive strain.</li> </ul> </div> <div>  <ul style="list-style-type: none"> <li>Check that accompanying adults have any essential medication accessible (e.g. asthma inhalers, auto-injectors for allergies)</li> </ul> </div>	Low
Injury sustained during participation in the activity	Participants	Medium	<div>  <ul style="list-style-type: none"> <li>All instructors hold a minimum of First Response training and can deal with minor and emergency first aid scenarios.</li> <li>The Duty Manager holds a full first aid at work qualification.</li> </ul> </div>	Low

















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Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
			<ul style="list-style-type: none"> <li>○ A large capacity “reactive” first aid kit is available at reception.</li> <li>○ The centre has a “significant injury plan” if needed to ensure emergency services can get to injured parties quickly</li> <li> ○ If the injury cannot be managed with a first aid kit then tell the duty manager – if you think an ambulance is needed tell them if there is a <u>significant injury</u>.</li> <li> ○ Use the <b>SHIFT</b> safety procedure in any emergency: <ul style="list-style-type: none"> <li>○ <b>S</b> – Stop and get everyone safe. Use other adults to help you.</li> <li>○ <b>H</b> – Help, get assistance from other staff (radio, phone, or in person message)</li> <li>○ <b>I/F</b> – Deal with the incident or first aid. If you were trained on specific procedures for that activity then use them (e.g. Orienteering, Tunnel Trail)</li> <li>○ <b>T</b> – Tell someone, afterwards report the incident and review learning.</li> </ul> </li> <li> ○ Check that you have access to a first aid kit, and a means of communication (e.g. radio, phone) at all times.</li> </ul>	
Injury caused by failure of an item of equipment/ the base/ or the surroundings	Participants	Medium	<ul style="list-style-type: none"> <li> ○ Quarterly checks of activity bases and equipment are completed by people qualified to instruct the activity to identify any defects or developing hazards.</li> <li> ○ Brief the group on any specific hazards identified from your daily check.</li> <li> ○ Follow any specific instructions for equipment – these are detailed in technical support document, manufacturer’s instructions, or when you were trained.</li> <li>○ Isolate any new hazards if possible, or add additional supervision.</li> <li> ○ Prior to use each day check the venue and equipment for hazards, and record a daily check. If the venue/equipment cannot be made safe do not run the session.</li> <li>○ Carry out visual checks of equipment and the base throughout the session.</li> </ul>	Low
Injury from misuse of equipment, an element or structure	Participants	Medium	<ul style="list-style-type: none"> <li> ○ Brief the group about what must and must not be done on the activity and with the equipment. Use demonstrations where appropriate and check understanding.</li> <li> ○ Choose a venue and equipment suitable for the group and conditions if you have options. Plan ahead but also be ready to dynamically change the plan.</li> <li>○ Stay vigilant for developing hazards as the session progresses.</li> <li> ○ Monitor and manage group behaviour and use of equipment throughout – if appropriate use accompanying adults to help check instructions are followed.</li> <li>○ Be especially vigilant if participants own senses are hindered – e.g. by blindfolds</li> </ul>	Low









Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Injury from handling or moving of activity materials, equipment, or people.	Participants	Medium	 Activities are designed so that any items to be moved are only as part of the session content, e.g. moving logs for pioneering. Unnecessary lifting is avoided.  Give clear rules given about what can be used or moved, and how to do this safely  Use simple rules e.g. moving large sticks that "if it's bigger than you, it takes two"  For heavy items give clear simple instructions e.g. "Use your legs to lift, head up, natural back position, walk don't run".  If people are carried ensure that a plan is agreed, the person consents, that there is support for their back, neck and head, and that the route is planned to reduce the chance of them being dropped, and that ground hazards are minimised.  Check that participants have understood the rules for lifting.	Low
Injury from the collapse of elements built by participants (e.g. shelters, pioneering)	Participants	Medium	 Activities take place at low level so there is minimal risk of falling from height.  Warn participants that structures need testing before they can be used.  Teach the group correct building techniques, such as correct knots or lashings.  Perform a visual and tactile inspection before use. E.g. look at and shake a shelter.	Medium
Injury from low levels falls and slips on activities involving balance on elements.	Participants	Medium	 Activity bases are checked quarterly to ensure they are not in dangerous condition.  Actions from daily checks are completed to mitigate developing hazards.  Make participants aware of slip hazards on wires or platforms, and instruct them to plan their crossing, use spotters, and step down before falling down.  Tell participants not to wrap ropes around their body parts to avoid entrapment.  Clear platforms of slippery items such as mud and leaves before use.  Demonstrate to the group how to use the equipment safely.  Teach the group the correct spotting technique for balance elements  PPE must be worn if directed by the activity APS.  Ensure that no one uses the activity base unless they have received a briefing and are being supervised by a suitable instructor, or approved accompanying adult.  Check that everyone has suitable clothing for the activity, including suitable footwear for the conditions and task (consider grip, closed toes, ankle support)  Check participants understanding of correct spotting and remind them throughout.	Low

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Injury from unsupervised use of equipment	Anyone in vicinity	High	 <ul style="list-style-type: none"> <li>Visual deterrents used where deemed to benefit – e.g. signage, fences, etc.</li> </ul>  <ul style="list-style-type: none"> <li>Where possible remove equipment or make inaccessible when you leave a venue.</li> </ul>	Low
Injury resulting from environmental/weather conditions	Participants	Low	 <ul style="list-style-type: none"> <li>The duty manager will check the weather forecast prior to the day's activities and pass on relevant information to each instructor.</li> <li>If extreme weather is forecast then the Duty Manager must use the centres Inclement Weather Plan to make alternative arrangements for safety.</li> </ul>  <ul style="list-style-type: none"> <li>Make participants aware of the ground they will be working on and explain the implications for how they should behave. Consideration the surroundings e.g. trees and fences, slippery or wet ground, and visibility levels/distances.</li> </ul>  <ul style="list-style-type: none"> <li>Be ready to dynamically change or adapt the activity if the environmental condition compromise the safety, or learning of the group.</li> <li>Follow the 30:30 rule; if the gap between thunder and lightning (flash to bang) is under 30 seconds go to safety for 30 minutes. Restart with each new lightening.</li> </ul>  <ul style="list-style-type: none"> <li>Check everyone has suitable clothing during the activity, including suitable footwear for the conditions and task (consider grip, closed toes, ankle support)</li> <li>Be vigilant for signs of foreseeable conditions related to the weather conditions (e.g. hypothermia, dehydration) and take appropriate action (e.g. shelter)</li> </ul>	Low
Injury from activities involving self-led equipment/sessions	Participants	Medium	 <ul style="list-style-type: none"> <li>Supervising adults must be given access to Self-Led Guidance before the activity.</li> <li>The supervising adults are responsible for their own activity risk assessment.</li> <li>An induction for the activity must be completed and be recorded on the intranet.</li> </ul>  <ul style="list-style-type: none"> <li>Give them information about the specific hazards of the venue or equipment.</li> <li>Tell them that centre staff will intervene if they observe unsafe activity.</li> </ul>  <ul style="list-style-type: none"> <li>Show them the activity base or equipment.</li> <li>Provide them with Self Led Guidance sheet.</li> </ul>  <ul style="list-style-type: none"> <li>Check proof of qualification/permit for relevant activities.</li> <li>Check that they are familiar with the type of equipment used.</li> <li>Check that they understand the emergency procedures and arrangements.</li> </ul>	Low
Cuts from tools on sessions which use	Participants	High	 <ul style="list-style-type: none"> <li>All tools are inspected quarterly, as well as pre-use checks by instructors.</li> <li>Tools are selected to be appropriate to the activity and groups of novices.</li> </ul>  <ul style="list-style-type: none"> <li>Give clear rules for the safe use of the tool, including handling, and storage. .</li> </ul>	Low

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them (e.g. knives, flint and steels)			<ul style="list-style-type: none"> <li>○ Tell participant where a tool can be used and warn them about any safe distances they must observe – e.g. to other people, or objects.</li> <li>○ Complete a pre-use check of any tools to identify faults or defects.</li> <li> ○ Use a demonstration to show the correct usage technique for the tool.</li> <li>○ In normal use provide direct supervision of tool use by (or delegate to a designated adult), if participants have higher competence then supervision can be visual.</li> <li> ○ Check for appropriate footwear, that loose clothing is tied back or removed, and hair tied back to minimise risk of entanglement.</li> <li>○ If using cutting tools check that items to be cut are stable with no risk of slipping and no risk of blade slipping towards people.</li> </ul>	
				Low
Clients with additional abilities or needs	Individuals with additional needs	Medium	<ul style="list-style-type: none"> <li>○ Groups must share information prior to arrival using the inclusion pro-forma.</li> <li>○ This should be reviewed by the relevant supervisor/manager and any specific adaptations determined with an individual risk assessment.</li> <li> ○ Adaptations to sessions should conform to any approved techniques included in Technical Support documentation where relevant.</li> <li>○ Instructors should be informed about additional needs or adaptations by supervisors. Additional support should be given if necessary to manage safety.</li> <li> ○ Check what adaptations need to be made with your supervisor/manager.</li> <li>○ Additional adults can be used for extra supervision or specialist competence.</li> <li>○ Consult accompanying adults for advice during the activity.</li> </ul>	Low

# Element specific on ground Risk Assessment



o This document should be used in conjunction with the Generic Risk Assessment for on ground activities.





## Shooting

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place <small>(⚙️ Systematic controls, 🗣️ What to say, ✋ What to do, 🔍 What to check)</small>	Residual Risk
Misuse of Guns	All	High	<ul style="list-style-type: none"> <li>⚙️ Instructors hold their NSRA Award</li> <li>🗣️ Tell participants not to dry shoot with out pellet.</li> <li>🗣️ Tell participants that guns should be kept pointing down the range at all times and never towards a person or away from the range.</li> <li>✋ Keep the guns at the shooting line at all times.</li> <li>✋ Don't allow anyone to use the bows without supervision.</li> <li>🔍 Check understanding of the safety rules.</li> </ul>	Low
Misuse of pellets when firing	All	High	<ul style="list-style-type: none"> <li>⚙️ Instructors hold their NSRA Award</li> <li>🗣️ .Participants are instructed to ensure that Guns are always down the range</li> <li>✋ Give a demonstration (VAK) of how to load and shoot</li> <li>✋ Remove all spare pellets from the shooting line if you need to step away from it.</li> <li>🔍 Make sure pellet tins are counted at the start and end of the session</li> </ul>	Low
Pellet rebound	Participants	Low	<ul style="list-style-type: none"> <li>🗣️ Demonstrate and explain the correct shooting process, including keeping the gun placed in shoulder to prevent injury. And where to aim for eg the pellet trap</li> <li>✋ Give participants a eye protection for their eyes teach them to fit it correctly</li> <li>🔍 Check that participants have a understanding of safety when operating a firearm</li> </ul>	Low
Walking to collect target	Participants	High	<ul style="list-style-type: none"> <li>⚙️ Ranges have clear marked pathways</li> <li>🗣️ Tell participants to collect the target when safe to do so.</li> </ul>	Low


















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				Low
Someone entering the range , or crossing the shooting line	Person in the range	High	 o Ranges are enclosed with clear physical boundaries to the sides and aback.	Low
			 o Tell the group about the "STOP" command and what to do if someone shouts stop (gently place the gun on to the bench)	
			 o Demonstrate how to safely remove an arrow from a drawn bow.	
Arrows overshooting or flying out of the range	Other site users	High	 o Range designed to meet requirements for have a go range, including overshoots / nets to protect surrounding areas.	Low

## Archery

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Misuse of bows	All	High	 o Instructors hold their Archery GB instructor award or TSA Archery Permit	Low
			 o Tell participants not to dry shoot (shoot without arrow) the bow.	
			 o Tell participants that bows should be kept pointing down the range at all times and never towards a person or away from the range.	
			 o Keep the bows at the shooting line at all times. o Don't allow anyone to use the bows without supervision.	
Misuse of arrows	All	High	 o Check understanding of the safety rules.	Low
			 o Instructors hold their Archery GB instructor award or TSA Archery Permit	
			 o .Participants are instructed to ensure that arrows are always pointing down the range or towards the ground at all times.	
			 o Give a demonstration (VAK) of how to load and shoot an arrow. o Remove all spare arrows from the shooting line if you need to step away from it.	
String hitting the arm	Participants	Low	 o Make sure arrows are counted at the start and end of the session	Low
			 o Demonstrate and explain the correct shooting process, including keeping the bow arm slightly bent to prevent over extension of the elbow.	
			 o Give participants an arm bracer for their bow arm and teach them to fit it correctly	
	Participants	High	 o Check that participants have long sleeves when they are shooting.	
			 o Ranges have clear marked pathways	Low

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Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Walking into arrows in the target and on the ground			<ul style="list-style-type: none"> <li>🗣️ Tell participants that when collecting arrows they must walk, and they must follow the route around the sides of the range to their target.</li> <li>🗣️ Tell participants to collect arrows in the target first, then arrows on the floor second.</li> </ul>	
Injury removing arrows from target, or boss falling over	Participants	Medium	<ul style="list-style-type: none"> <li>⚙️ Archery Bosses are secured to the floor to prevent them tipping over.</li> <li>🗣️ Give a VAK demo of how to safely remove an arrow, it should include, placing one hand on the boss, looking around for other people, and then gripping and removing the arrow close to the target.</li> <li>🗣️ Provide clear instructions when it is time for groups to collect their arrows.</li> <li>🔍 Check that you do not leave any spare arrows at the shooting line when you go down range</li> </ul>	Low
Falling with the arrows when returning to the shooting line	Participants	Medium	<ul style="list-style-type: none"> <li>⚙️ Path ways are marked and clear of obstructions</li> <li>🖐️ Demonstrate to the group how they should carry the arrows – with the piles in their hand and the shaft of the arrow in line with their arm.</li> </ul>	Low
Someone entering the range , or crossing the shooting line	Person in the range	High	<ul style="list-style-type: none"> <li>⚙️ Ranges are enclosed with clear physical boundaries to the sides and aback.</li> <li>🗣️ Tell the group about the “STOP” command and what to do if someone shouts stop (gently take the tension off a bow and remove the arrow)</li> <li>🖐️ Demonstrate how to safely remove an arrow from a drawn bow.</li> </ul>	Low
Arrows overshooting or flying out of the range	Other site users	High	<ul style="list-style-type: none"> <li>⚙️ Range designed to meet requirements for have a go range, including overshoots / nets to protect surrounding areas.</li> </ul>	Low

### Backwoods Cooking – also read Fire lighting section

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Burns from hot food, the fire or equipment.	Participants	Medium	<ul style="list-style-type: none"> <li>⚙️ Water/fire buckets available in immediate vicinity of fire.</li> <li>⚙️ Water tap nearest to activity area to be used for burns/scolds first aid.</li> <li>🗣️ Tell participants that they must be careful around the fire, not running, jumping etc.</li> <li>🗣️ Tell them they must not reach into the fire, and must use the utensils if they want to take food items in or out.</li> <li>🗣️ Ask them not to add more fuel (wood) to the fire unless instructed.</li> <li>🗣️ Tell participants to avoid touching food until cooled.</li> <li>🖐️ Use long sticks to cook with to avoid reaching into flames</li> </ul>	Low

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Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
			<ul style="list-style-type: none"> <li>○ Provide direct supervision around fire or delegate to an accompanying adult with suitable instructions.</li> </ul>	
			<ul style="list-style-type: none"> <li>🔍 ○ Check that safety instructions have been understood</li> </ul>	
Hygiene, and food poisoning.	Participants	Medium	<ul style="list-style-type: none"> <li>⚙️ ○ Only low risk foods should be cooked – avoid cooking meat.</li> <li>○ Staff trained in food hygiene when cooking food</li> </ul>	Low
			<ul style="list-style-type: none"> <li>🗣️ ○ .Tell the groups about the importance of hygiene and the need to regularly wash their hands throughout.</li> </ul>	
			<ul style="list-style-type: none"> <li>🖐️ ○ Build regular hygiene routine into the session, washing hands regularly Ensure all who are participating clean and then sanitise their hands before handling food substances.</li> </ul>	
			<ul style="list-style-type: none"> <li>🔍 ○ Check that participants maintain good food hygiene procedures – e.g. not mixing raw and cooked foods, use clean equipment.</li> </ul>	
Allergic Reactions	Participants	High	<ul style="list-style-type: none"> <li>⚙️ ○ Recipes do not include common severe allergens – e.g. Nuts</li> <li>○ Supervisors/manager should ensure information about allergies is given to instructors.</li> </ul>	Medium
			<ul style="list-style-type: none"> <li>🗣️ ○ Ask the accompanying adult about any special dietary requirements within the group</li> </ul>	



























### Bouldering Storm Hut

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Head injury from impact with the wall or floor	All	High	<ul style="list-style-type: none"> <li>⚙️ ○ Helmets must be worn by all participants and staff at all times when in the CAVING AREA THEY MUST NOT BE WORN ON THE WALL</li> <li>○ In normal (traversing) operation all climbers will have a 'buddy' and supervisors will ensure correct spotting at all times.</li> </ul>	Low
			<ul style="list-style-type: none"> <li>🔍 ○ Check that helmets are correctly fitted</li> </ul>	
General injury from falling off the wall	All	High	<ul style="list-style-type: none"> <li>⚙️ ○ Bouldering matts are in place to cushion a fall built into floor</li> </ul>	Medium
			<ul style="list-style-type: none"> <li>○ Tell participants they must keep their feet below the foot line at all times.</li> <li>🗣️ ○ Train participants to spot for each other and use some practice games to ensure they know how to do this.</li> </ul>	
			<ul style="list-style-type: none"> <li>🖐️ ○ Give some simple coaching on effective movement techniques – see the Bouldering Self Led guidance document for details.</li> <li>○ Participant should have a spotter (buddy) behind them during traversing activities</li> </ul>	

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
			 <ul style="list-style-type: none"> <li>Check spotters are alert with good foot and hand positioning.</li> <li>Check participants are not climbing higher than the foot line.</li> </ul>	
Ankle injury when falling/stepping down.	Participants	Medium	 <ul style="list-style-type: none"> <li>Bouldering mats provide cushioning to protect from foot/ankle injuries. We use playground matting not for jumping onto</li> </ul>	Low
			 <ul style="list-style-type: none"> <li>Spotters must be briefed to stay vigilant for the mats so they do not trip over them.</li> </ul>	
			 <ul style="list-style-type: none"> <li>Make sure that in normal (traversing) operation all climbers will have a spotter.</li> <li>In games where participants do not move along the wall (are static) and you are confident of their ability then you may choose not to use spotters for the game.</li> </ul>	
			 <ul style="list-style-type: none"> <li>Check spotters are alert with good foot and hand positioning.</li> <li>Check participants are not climbing higher than the foot line.</li> </ul>	
Finger entrapment/falling due to loose holds			 <ul style="list-style-type: none"> <li>Quarterly base checks completed to detect developing hazards and concerns.</li> </ul>	Low
			 <ul style="list-style-type: none"> <li>Tell participants to alert you if there is a loose hold, if so identify it to the group and ask them not to use it – if you think it is dangerous call the Duty Manager.</li> </ul>	
Other area users – unauthorised use	All (anyone in the area)	Low	 <ul style="list-style-type: none"> <li>The building should be locked when not in use.</li> <li>Other instructors should be vigilant for behaviour of their own groups.</li> </ul>	Low
			 <ul style="list-style-type: none"> <li>Ensure that other users stay outside the activity area at all times during the session.</li> </ul>	

## Campfire and Firelighting

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Injury whilst collecting wood	All	Medium	 <ul style="list-style-type: none"> <li>Activity areas are inspected to be clear from significant hazards, some natural hazards remains (e.g. branches on trees)</li> </ul>	Low
			 <ul style="list-style-type: none"> <li>Tell the group to stay within designated boundaries.</li> <li>Tell them the size of fuel (wood) they should collect – small diameter up to the thickness of their fingers, and not to carry too much at one time.</li> <li>Brief the group on hazards – not moving large/heavy objects, look up and around them as well as at the floor.</li> </ul>	
Scratches and splinters	All	Low	 <ul style="list-style-type: none"> <li>All instructors are first aid trained and have access to a first aid kit.</li> </ul>	Low
			 <ul style="list-style-type: none"> <li>Warn the group about the possibility of splinters and tell them avoid any wood which looks like a hazard, this includes</li> </ul>	
			 <ul style="list-style-type: none"> <li>Show them any hazardous vegetation such as stinging nettles or thorns.</li> </ul>	
	All	Medium	 <ul style="list-style-type: none"> <li>Do not allow the burning of live trees</li> </ul>	Low

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Toxic smoke production (and breathing in smoke)			<ul style="list-style-type: none"> <li>Do not allow the burning of plastics</li> <li> Check where the wind is blowing and be prepared to move the group if they are being exposed to large amounts of smoke.</li> </ul>	
Burns from the fire	Participants	Medium	<ul style="list-style-type: none"> <li> Water/fire buckets available in immediate vicinity of fire.</li> <li> Water tap nearest to activity area to be used for burns/scolds first aid.</li> <li> Tell participants that they must be careful around the fire, not running, jumping etc.</li> <li> Tell them they must not reach into the fire.</li> <li> Tell them that once wood is on the fire it must not be removed.</li> <li> Ask them not to add more fuel (wood) to the fire unless instructed.</li> <li> Provide direct supervision around fire or delegate to an accompanying adult with suitable instructions.</li> <li> Continually monitor the fire, don't allow it to become too big.</li> </ul>	Medium
Fire spreading / out of control	All	High	<ul style="list-style-type: none"> <li> Fires should only be lit in designated areas, with a fire base, or an altar fire.</li> <li> Water/fire buckets available in immediate vicinity of fire.</li> <li> Clear the area of all combustible material before the fire is set and lit</li> <li> Do not build fires too big or allow groups to build fires too big.</li> <li> Check that a fire is out before leaving unsupervised, pour water on until the embers/ashes are cool.</li> </ul>	Low
A person becoming alight	Participant Instructor	High	<ul style="list-style-type: none"> <li> Water/fire buckets available in immediate vicinity of fire.</li> <li> Give the group the simple Fire Check list to ensure they will be safe and get them to address any actions they see.</li> <li> C – Clothing – make sure it's not loose, and tuck away anything which may dangle.</li> <li> H – Hair – tie back any long hair</li> <li> E – Environment – clear away any combustible materials around the fire location.</li> <li> C – Can I? Tell them that they can only light fires where they have permission to do so</li> <li> K – Kit – Check that they have equipment to put the fire out.</li> <li> Continually monitor for developing hazards and appropriate behaviour.</li> </ul>	Low

## Evening Sessions, including wide games, activities in a box, and craft type activities.

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Injury from a catapult elastic or projectile in activities using this equipment.	Participants	Medium	<ul style="list-style-type: none"> <li>⚙️ Tasks and materials only allow small and controlled objects to be built.</li> <li>🗣️ Tell spectators to stay behind the shooting area, give a demonstration shot.</li> <li>🖐️ Supervise construction and use of tools, or creations.</li> <li>🔍 Check any object built prior to use for obvious hazards.</li> </ul>	Low
Injury from misuse of sports kit or other equipment.	Participants	Medium	<ul style="list-style-type: none"> <li>⚙️ Activity areas are inspected for hazards prior to use.</li> <li>🗣️ Give a clear explanation of the task and how any equipment should be used.</li> <li>🗣️ Set suitable boundaries Activity supervised by a competent adult at all times to ensure that rules are complied with.</li> <li>🗣️ Discuss any specific responsibilities with accompanying adults.</li> <li>🖐️ Provide demonstrations for any equipment which is unfamiliar to participants.</li> <li>🖐️ Provide supervision at all times to ensure rules are followed. Use accompanying adults to provide support.</li> <li>🔍 Check comprehension of key safety rules.</li> </ul>	Low
Cuts from paper edges and laminated plastic edges.	Participants	Low	<ul style="list-style-type: none"> <li>⚙️ All instructors are first aid trained and have access to a first aid kit.</li> <li>🖐️ Provide supervision at all times to ensure rules are followed. Use accompanying adults to provide support.</li> </ul>	Low
Choice of games incompatible with conditions	Participants	Medium	<ul style="list-style-type: none"> <li>🗣️ Discuss the activities planned with the accompanying adults to ensure selection matches the needs of the group.</li> <li>🖐️ Consider the environmental conditions (weather, areas, hazards, and light levels), equipment available and objectives of the group when planning sessions and select games which are appropriate to conditions.</li> <li>🔍 Continually monitor conditions (weather, light, and ground) and be prepared to end or adapt the session if conditions are likely to increase risk.</li> </ul>	Low
Injuries resulting from poor visibility at dusk or night.	Participants	Medium	<ul style="list-style-type: none"> <li>⚙️ When games are played in low light conditions then torches should be used where the game area includes significant hazards or obstructions. Torches should also be used when the function of the game does not require darkness (e.g. games involving stealth do not require the use of torches, but those involving exploration do)</li> <li>🗣️ Brief participants on the hazard of low light and the need to be vigilant for hazards.</li> <li>🗣️ Agree the game with the group leader – selecting an appropriate game for the conditions and the abilities of the group.</li> </ul>	Medium

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Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
			<div>🖐️</div> <ul style="list-style-type: none"> <li>Identify and point out significant hazards or obstructions in the playing areas to participants.</li> </ul>	
			<div>🔍</div> <ul style="list-style-type: none"> <li>Continually monitor conditions and make dynamic decisions to adapt ongoing play.</li> </ul>	
Lack of support provided by additional adults.	All	Medium	<div>⚙️</div> <ul style="list-style-type: none"> <li>Booking information and centre staff should ensure accompanying adults are informed of off the additional support for ratios. 1 adult for every 12 participants</li> </ul>	Low
			<div>🗣️</div> <ul style="list-style-type: none"> <li>Talk to the accompanying adult about the sessions, and their role and responsibility they have with in.</li> </ul>	
			<div>🖐️</div> <ul style="list-style-type: none"> <li>Do not run the session if you do not have enough adults to ensure safe supervision.</li> </ul>	

## Frisbee Golf / Football golf

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Impact with Frisbee disc football	Participants	Medium	<div>⚙️</div> <ul style="list-style-type: none"> <li>Frisbees are plastic and not likely to cause any serious level of injury if struck</li> <li>Balls are soft footballs</li> </ul>	Low
			<div>🗣️</div> <ul style="list-style-type: none"> <li>Brief participants on throwing technique and give them a demonstration.</li> <li>Tell the group that they must not stand in front of someone throwing a Frisbee – i.e. they should not move further than then furthest back Frisbee</li> </ul>	
Players throwing Frisbees or kicking into dangerous areas	Participants	High	<div>🗣️</div> <ul style="list-style-type: none"> <li>Explain clear boundaries and identify known hazards.</li> <li>Instruct groups that if they lose a Frisbee and can retrieve it (e.g. out of bounds, in a tree) that they should inform the instructor.</li> </ul>	Low
			<div>🖐️</div> <ul style="list-style-type: none"> <li>Select playing areas away from known hazards (e.g. ponds, active roads)</li> </ul>	

## Grass Sledges

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Impact with another participant or object, or sledging in to an out of	Participants	Medium	<div>⚙️</div> <ul style="list-style-type: none"> <li>Sledging must take place in designated area only</li> </ul>	Low
			<div>🗣️</div> <ul style="list-style-type: none"> <li>Tell the group to stop grass sledges before they go under the zip wire.</li> <li>Tell the group how to safely stop the sledge using the brake levers or putting their feet out either side of the sledge.</li> </ul>	

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
bounds areas (e.g. under the zip wire)			<div>🖐️</div> <ul style="list-style-type: none"> <li>Shown participants how to steer the sleds so they can make small turns to avoid an obstacle by gentle leaning or using one of the brake levers.</li> <li>Only allow a maximum of 4 sledges to be used at any one time</li> </ul> <div>🔍</div> <ul style="list-style-type: none"> <li>Before each run down the hill make a visual check to make sure that there are no obstacles or people on the route</li> </ul>	
Injury transporting the sledges	Participants	Medium	<div>🗣️</div> <ul style="list-style-type: none"> <li>Tell the group to use 2 people per sledge if carrying using handles</li> <li>Tell them that if pulled (towed) then the string at the front must be used.</li> </ul>	Low
Running over hands/entrapment in moving parts	Participants	Medium	<div>🗣️</div> <ul style="list-style-type: none"> <li>Tell participants to keep their hands in the sledge when moving, holding onto the handles provided.</li> </ul>	Low
Injury from damaged sledge	Participants	Medium	<div>⚙️</div> <ul style="list-style-type: none"> <li>Sledges are checked by on a quarterly basis for developing faults.</li> </ul> <div>🔍</div> <ul style="list-style-type: none"> <li>Complete a pre-use check of all sledges. Do not use damaged sledges.</li> </ul>	Low

## Low Ropes

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Falling Tree Branches.	All.	Medium.	<div>⚙️</div> <ul style="list-style-type: none"> <li>Quarterly base checks completed to detect developing hazards and concerns.</li> <li>Trees are inspected by a competent person annually to check that they are still structurally sound.</li> <li>Participants all wear helmets in case their heads connect with a tree branch.</li> </ul> <div>🔍</div> <ul style="list-style-type: none"> <li>Complete a daily check of the base to identify hazards</li> </ul>	Low
Injury to group out of instructor's line of sight.	Participants.	Medium.	<div>⚙️</div> <ul style="list-style-type: none"> <li>Course is designed so that there is a good field of visibility throughout.</li> </ul> <div>🖐️</div> <ul style="list-style-type: none"> <li>Use dynamic positioning to be able to adequately supervise the entire group.</li> <li>Use accompanying adult to assist in supervision of parts of the course which are further away.</li> </ul>	Low
Injury from falling off elements	Participants	Medium	<div>⚙️</div> <ul style="list-style-type: none"> <li>This hazard covered in the generic risk assessment</li> </ul>	Low
Injury from entrapment of fingers	Participants	Medium	<div>⚙️</div> <ul style="list-style-type: none"> <li>Quarterly base checks completed to detect developing hazards and concerns.</li> </ul> <div>🗣️</div> <ul style="list-style-type: none"> <li>Tell the group not to put fingers in karabiners, rings, staples or similar connections.</li> </ul>	Low
















## Orienteering / beaver trail

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place <small>(⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)</small>	Residual Risk
Players going into dangerous areas (e.g. maintenance yards, roads, near water etc)or leaving site	Participants	High	<ul style="list-style-type: none"> <li>🗣️ Explain clear boundaries and identify known hazards.</li> <li>🗣️ Instruct groups that they must not cross fences/boundaries other than at access points, and must not enter buildings.</li> <li>🗣️ Explain the clear process for recall (e.g. whistle)</li> <li>🗣️ Give clear time limits and check they have means of keeping time.</li> <li>🖐️ Deliver a progressive session that teaches participants how to read and interpret the map – show them what to look out for as hazards from the mapping.</li> <li>🔍 If you are not confident in a group/individuals ability then they must not be sent on extensive legs, or far from direct supervision. (an adult can be sent with a group if considered advisable, or sent to provide supervision in a different area)</li> </ul>	Low
Lost Participant	Participant	High	<ul style="list-style-type: none"> <li>⚙️ Centres lost-child procedure to be used if the instructor is unable to find a participant within their agreed time frames.</li> <li>⚙️ Instructors trained in procedure for if a participant does not return – Contact duty manager, search areas with group but leave someone at “home” location.</li> <li>🗣️ Give clear time limits and use competitive penalties.</li> <li>🗣️ Tell participants to wait where they are if they get lost – or ask an adult to direct them to the activity centre reception.</li> <li>🖐️ Conduct regular head counts</li> <li>🖐️ If you are not confident in a group/individuals ability then they must not be sent on extensive legs, or far from direct supervision. (an adult can be sent with a group if considered advisable, or sent to provide supervision in a different area)</li> <li>🔍 If you are not confident in a group/individuals ability then they must not be sent on extensive legs, or far from direct supervision. (an adult can be sent with a group if considered advisable, or sent to provide supervision in a different area)</li> </ul>	Medium









## Pedal Go Karts

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place <small>(⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)</small>	Residual Risk
Impact from karts	All	Medium	<ul style="list-style-type: none"> <li>⚙️ Perimeter of kart track clearly identified and marked with Tyres.</li> <li>🗣️ Instructor spectators to stay outside the track and not enter inside during racing..</li> </ul>	Low



Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
			 <ul style="list-style-type: none"> <li>Provide direct supervision or delegate to an accompanying adult with suitable instructions.</li> </ul>	
Impact with the ground/stationary object	Participants	Medium	 <ul style="list-style-type: none"> <li>All drivers must wear helmets.</li> </ul>	Low
			 <ul style="list-style-type: none"> <li>Brief participants not to aim at stationary objects.</li> </ul>	
			 <ul style="list-style-type: none"> <li>Provide direct supervision or delegate to an accompanying adult with suitable instructions.</li> </ul>	
			 <ul style="list-style-type: none"> <li>Check that helmets are correctly fitted.</li> </ul>	
Impact with other karts	Participants	Medium	 <ul style="list-style-type: none"> <li>Tell participants that karts must travel in the same direction at all times</li> <li>Brief participants not to aim at other karts</li> </ul>	Low
			 <ul style="list-style-type: none"> <li>Provide direct supervision or delegate to an accompanying adult with suitable instructions.</li> </ul>	
			 <ul style="list-style-type: none"> <li>Check that participants are not driving recklessly or aiming for other karts.</li> </ul>	
Manual Handling	Instructors, Participants	Medium	 <ul style="list-style-type: none"> <li>All Karts taken to and from the track using their wheels. Karts may be driven to the track if the driver wears a helmet and uses a pre-planned smooth route.</li> <li>If Karts need lifting this should be completed by two people following good manual handling techniques – plan the lift, lift with legs, natural back position.</li> </ul>	Low
Mechanical failure or entanglement in mechanism	Participant	Medium	 <ul style="list-style-type: none"> <li>Pedal go karts use simple mechanics and have guards in place over moving parts of the mechanism.</li> <li>Pedal go karts are checked by on a quarterly basis for developing faults.</li> </ul>	Low
			 <ul style="list-style-type: none"> <li>Complete a pre-use check of all karts. Do not use karts which are missing guards.</li> </ul>	

## Pioneering

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Most hazards covered in generic on ground risk assessment (manual handling of equipment, build structures etc)				
Crushed Fingers	Participants and staff	Medium	 <ul style="list-style-type: none"> <li>Tell and demonstrate to participants how to correctly pick up and lower logs, keeping speed slow and communicating with each other. Highlight the hazards to them.</li> </ul>	Low
Collision with Buggy (If building buggies)	All	Medium	 <ul style="list-style-type: none"> <li>Tell participants how to stop the buggy.</li> </ul>	Low
			 <ul style="list-style-type: none"> <li>Include a specific practice phase for controlled stopping.</li> </ul>	
			 <ul style="list-style-type: none"> <li>Monitor throughout and position yourself where you can be most effective.</li> </ul>	

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Cold water shock and Drowning if building over water elements.	All	High	<div>⚙️</div> <ul style="list-style-type: none"> <li>Instructors are trained with water emersion, e.g. Hypothermia and reach rescues.</li> <li>Life ring attached to pole on platform and instructors trained to use it.</li> </ul> <div>🗣️</div> <ul style="list-style-type: none"> <li>Tell the group that they should avoid going in the water if possible.</li> <li>Make the group aware of hazard, explain what to do if they fall in.</li> </ul> <div>🖐️</div> <ul style="list-style-type: none"> <li>Be prepared to halt the session and dry/warm up if someone does fall in to the water.</li> </ul>	Low

## Pond Dipping

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Falling in, Cold water shock and Drowning	All	High	<div>⚙️</div> <ul style="list-style-type: none"> <li>Flotation rings easily reachable around the pond dipping area. These are checked on a quarterly basis.</li> </ul> <div>🗣️</div> <ul style="list-style-type: none"> <li>Set clear boundaries for where to go and ensure there is a means for these to be observed (e.g. working in pairs, good supervision, verbal control)</li> <li>Explain how to pond dip effectively – not overreaching with the nets, making a sweeping not jabbing motion.</li> <li>Tell the group: <ul style="list-style-type: none"> <li>not to go in the water,</li> <li>to dip from a kneeling, or lying down position.</li> </ul> </li> </ul> <div>🖐️</div> <ul style="list-style-type: none"> <li>Show the group the designated areas for dipping younger groups may be restricted to fewer areas where you can provide closer supervision.</li> <li>Supervise the activity, you can use accompanying adult to provide supervision so that a wider range of areas can be used for the activity. Make sure the accompanying adults are briefed on their responsibilities.</li> </ul>	Low
Injury from equipment misuse	All	Medium	<div>🗣️</div> <ul style="list-style-type: none"> <li>Explain how to pond dip correctly – not overreaching with the nets, making a sweeping not jabbing motion.</li> <li>Warn participants about hazard of waving nets around as they may hit someone else.</li> </ul>	
Sickness caused by poor hygiene	Individuals	High	<div>🗣️</div> <ul style="list-style-type: none"> <li>Tell all participants to wash their hands thoroughly after the activity</li> </ul>	













## Sensory Trail Night Line team building trailer

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
	Participants	Medium	<div>⚙️</div> <ul style="list-style-type: none"> <li>Obstacles which form part of the course are managed to have no sharp corners or edges which can be collided with.</li> </ul>	Medium











Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Collision with people / objects whilst blindfolded.			<div>🗣️</div> <ul style="list-style-type: none"> <li>Brief the group on the activity, to move slowly and use their hands to feel ahead of them.</li> </ul> <div>🖐️</div> <ul style="list-style-type: none"> <li>Supervise activity, keep those blindfolded safe from impacting other people or obstacles in a way that could injure them.</li> <li>Use accompanying adult to provide supervision in areas where impact with structures is more likely.</li> </ul>	
Natural hazards while taking part in activities	Participants	Low	<div>🗣️</div> <ul style="list-style-type: none"> <li>Set clear boundaries for where to go and ensure there is a means for these to be observed (e.g. working in pairs, using the accompanying adult, verbal control)</li> </ul> <div>🖐️</div> <ul style="list-style-type: none"> <li>Don't complete activities near significant hazards – e.g. edges, water, stinging nettles, and roads.</li> </ul>	Low
Other users walking into the night line	Participants	Low	<div>⚙️</div> <ul style="list-style-type: none"> <li>The trail is easy to see and does not cross footpaths.</li> </ul>	Low
Entanglement and strangulation	Participants	Medium	<div>🗣️</div> <ul style="list-style-type: none"> <li>Tell the group never to wrap ropes around their arms or any other body parts</li> <li>Tell the group to use the palm of their hand to feel for rope when at obstacles</li> </ul> <div>🖐️</div> <ul style="list-style-type: none"> <li>Supervise activity, keep those blindfolded safe from impacting other people or obstacles in a way that could injure them.</li> <li>Use accompanying adult to provide supervision in areas where impact with structures is more likely.</li> </ul>	Low

## Shelter Building

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Injury from foreign objects or dangerous items in area	Participants	Medium	<div>⚙️</div> <ul style="list-style-type: none"> <li>Shelter build are checked quarterly for developing hazards.</li> </ul> <div>🔍</div> <ul style="list-style-type: none"> <li>Check the area prior to use with a daily check. Ensure that any hazards are removed (e.g. timber with nails)</li> <li>Check trees for broken branches and hanging dead wood.</li> </ul>	Low
Injury from moving construction material	Participants and staff	medium	<div>🗣️</div> <ul style="list-style-type: none"> <li>Tell the group to: <ul style="list-style-type: none"> <li>stay within a designated area (explain clear boundaries),</li> <li>Look around them (up and down) as they walk around the woods.</li> <li>not move objects which are too big and heavy, (consider using a benchmark such as no thicker than your arm), and get help with large and long objects,</li> <li>be aware of others people so you don't hit them with sticks</li> <li>Don't carry too much at one time.</li> </ul> </li> </ul>	Low

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Shelter collapse on participants	Participants	Medium	 o Briefed not to climb on top of shelters.  o Teach participants to shake shelter before climbing inside and check it is sturdy.	Medium
Scratches and splinters	All	Low	 o All instructors are first aid trained and have access to a first aid kit.  o Warn the group about the possibility of splinters and tell them avoid any wood which looks like a hazard, this includes  o Show them any hazardous vegetation such as stinging nettles or thorns.	Low
Rope entrapment, burns or strangulation	All	Medium	 o Teach participants how to use string or rope properly- including suitable knots, and the being careful not to create trip hazards.  o Teach participants how to use bungees or elastics carefully, and the being careful not to create trip hazards, and not to overstretch them.  o Check for developing hazards such as string tied across paths.	Low






## Site Work

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Complex site work tasks (e.g. those involving use of high hazard tools) require a separate risk assessment.				
Injuries from misuse of building materials and supplies	All	High	 o Participants must be briefed on the safety rules they need to follow, including boundaries, any hazard, what PPE they need and if there are any restrictions on which tasks they can or cannot perform.  o All materials to be stored neatly inside a build area as not to create a trip hazard. o Supervise use of paints or chemicals in line with manufactures guidelines on the tin, and any controls in the COSHH assessment. o Gloves to be issued to participants when moving or collecting materials. o PPE should be issued for the task – e.g. gloves, eye protection, and dust masks.  o Provide supervision, or give clear delegated authority to supervise to another adult – this includes discussion responsibilities clearly with them.	Low
Infection if litter picking or similar	All	Medium	 o Remind participants to wash their hands after the activity.  o Participants to wear gloves when litter picking. o Any cuts should be appropriately cleaned and dressed by a first aider.	Low
Injury from incorrect use of tools	All	High	 o Instructors must undergo training themselves on how to use any tools that will be used following the relevant training plan (e.g. hand tools) o Controls in General Risk Assessments for tools use must also be followed.	Low

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Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
			 <ul style="list-style-type: none"> <li>Participants must be trained in correct use of tools – this must include practice and then close of supervision.</li> <li>PPE should be issued for the task – e.g. gloves, eye protection, and dust masks.</li> </ul>	
Injury during manual handling tasks.	All	Medium	 <ul style="list-style-type: none"> <li>Site work should be designed so that unnecessary lifting is avoided, e.g. making use of manual handling aids, or having supplies delivered direct to point of use.</li> </ul>  <ul style="list-style-type: none"> <li>Give clear rules given about what can be used or moved, and how to do this safely</li> <li>Use simple rules e.g. “if it’s bigger than you, it takes two”</li> <li>For heavy items give clear simple instructions e.g. “Use your legs to lift, head up, natural back position, walk don’t run”.</li> </ul>  <ul style="list-style-type: none"> <li>If large items are carried ensure that a plan is agreed, that the load is well supported, and that the route is planned to reduce the chance of dropping, stumbling, and that ground hazards are minimised.</li> </ul>  <ul style="list-style-type: none"> <li>Check that participants have understood the rules for lifting.</li> </ul>	Medium

### Team Building trailer

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
All foreseeable hazards covered by generic risk assessment. Ongoing dynamic risk assessment by instructor to be used relevant to each task being completed.				










### Tomahawk Throwing




Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Injury from poor instruction	All	High	 <ul style="list-style-type: none"> <li>All instructors are to have completed Tomahawk training as specified on the Tomahawk Throwing APS, or an equivalent course led by an external body.</li> </ul>	Low
Tomahawks/angels Practice Sticks hitting Participants	Participants and staff	High	 <ul style="list-style-type: none"> <li>Session is progressive with the opportunity to develop skills under direct coaching.</li> </ul>  <ul style="list-style-type: none"> <li>Provide a clear demonstration and explanation of how to throw, use the standard commands identified in the Technical Support Document.</li> <li>Tell the group that is a tomahawk/angel bounces back to step out of the way</li> <li>Tell participants to aim at points marked on the targets minimum 200mm apart to minimise chance of collision and bounce back.</li> </ul>  <ul style="list-style-type: none"> <li>Don’t let participants in the activity area unless it is their turn. Don’t let participants in the activity area unless it is their turn.</li> </ul>	Low

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			 <ul style="list-style-type: none"> <li>○ Use the session structure in the TSD to check participants are able to throw safely.</li> <li>○ Visually check the range is clear before giving the command to throw.</li> </ul>	
Misuse of Tomahawks/angels (e.g. thrown dangerously)	Participants and staff	High	 <ul style="list-style-type: none"> <li>○ Session is progressive with the opportunity to develop skills under direct coaching.</li> </ul>  <ul style="list-style-type: none"> <li>○ Ensure the tomahawks are not taken out of the activity areas</li> </ul> <p>Provide a clear demonstration and explanation of how to throw, use the standard</p>  <ul style="list-style-type: none"> <li>○ commands identified in the Technical Support Document</li> </ul>  <ul style="list-style-type: none"> <li>○ Check that participants do not have access to the equipment when they are not being supervised, don't leave angels/tomahawks at the throwing line if you go to collect equipment at the targets.</li> </ul>	Low
Tomahawk/angel being over thrown or released backwards	Spectators	High	 <ul style="list-style-type: none"> <li>○ Overshoot areas are marked and fenced to prevent entry.</li> <li>○ Spectating areas clearly demarked and protected by either position or suitable mesh.</li> </ul>	Low
Entanglement while throwing	Participants and staff	Medium	 <ul style="list-style-type: none"> <li>○ Check that scout scarves removed, long hair tied back, long earrings removed or taped over. Clothing checked for 'baggy' sleeves.</li> </ul>	Low
Injury from damaged handle/angel	Participant	Low	 <ul style="list-style-type: none"> <li>○ Ask participants to check for sharp edges on handles when they pick up an angel/tomahawk and report any to the you</li> <li>○ Tell participants to aim at points marked on the targets minimum 200mm apart to minimise chance of collision and bounce back.</li> <li>○ Instruct participants that if an angel hits another angel at any time, they should check if a sharp edge has been created and report sharp edges to the instructor</li> </ul>  <ul style="list-style-type: none"> <li>○ Simple repair can be completed on the range (sanding or filing a small edge), otherwise the damaged item should be removed from use and quarantined.</li> </ul>	Medium

			<ul style="list-style-type: none"> <li>○ All items to be inspected prior to use.</li> </ul> 	
Injury while collecting Tomahawks/angels	Participants and staff	Medium	<ul style="list-style-type: none"> <li>  <ul style="list-style-type: none"> <li>○ Target faces must be secure to the frame, and the frame should be secure so that there is no possibility of it tipping over when tomahawks are removed.</li> </ul> </li> <li>  <ul style="list-style-type: none"> <li>○ Demonstrate and explain how to walk up the side of the range then round to their respective target to avoid any tomahawks fallen on the floor.</li> <li>○ Tell participants to collect angels from the target before collecting from the floor</li> <li>○ Show them how to remove angels/tomahawks, including using one hand on the target to ensure it doesn't fall over, and placing any which have already been collected in a safe place.</li> </ul> </li> </ul>	Low

1. The Cave Bus due to renting the cave bus please find below the cave bus RA and statement taken form the company

### Running a standard cavebus/cavepod session

Name of activity, event, and location	<ul style="list-style-type: none"> <li>○ Running a standard cavebus or cavepod session</li> </ul> <p><i>(See additional Covid secure risk assessment for using / working on cavebuses during the pandemic)</i></p> <p>All locations, this risk assessment is suitable for use with Cavebus and Cavepod only (due to their unique ventilation and emergency access systems, it would not be appropriate to use this risk assessment for other confined space activities).</p>	Date of risk assessment	1st March 2025	Name of person doing this risk assessment	Mark Hoyle
		Date of next review	1st March 2026		

1.

Hazards	Who is at risk?  (Level of risk)	How are the risks already controlled?  What extra controls are needed?  (Controls)	Risk (after control measu res put in place)	Further controls.
Bodily injuries. (Bumps, Scrapes, Falls).	Participants, Instructors, Maintenance Staff.       (Low risk)	All participants must wear a helmet when inside the cavebus (including entering and exiting the cavebus). Participants and instructors must wear appropriate clothing (covering all limbs).  Participants will stay at least two metres away from each other in the cavebus at all times. Participants to be briefed to leave space between each other on entry.  Instructors familiar with the cavebus layout (including the emergency exits and emergency passageway).  Instructors aware of first aid facilities (may not always be onboard, but may be provided by the organising event/location).  All emergency exit doors fastened from the outside to stop them failing. Design of the doors makes them failsafe, so that it is not possible to drop an emergency door into the cave system.	Low	Read the short risk assessment to the participants and ask them questions to check understanding.  Cavebus staff to undergo regular retraining.  Event staff to only be left with the activity when they feel competent.  Where maintenance staff are lone working, site to be aware of their presence in the cavebus and check in at 30 minute intervals. Lone working to be avoided where possible.



Safety equipment	Participants, Instructors, Maintenance Staff.  (Low risk)	Instructors only to allow access to participants who have: correctly fitted helmets, Have suitable clothing that does not restrict movement, do not have jewellery on (rings, ear rings, watches).  Instructors refuse access to the activity if the participant refuses to wear a helmet or appropriate fitting helmet is not available.	Low	Instructor or competent adult to check helmets and clothing for appropriate fit.  Instructors are to visually check that nothing restricts participants movement or could catch/snag/cause entrapment in the cave.
Earrings and jewellery	Participants, Instructors, Maintenance Staff.  (Low risk)	Ask participants to remove piercings, watches and jewellery if possible, offer adhesive tape to participants so they can tape down "belly button" jewellery.  Instructor and participants to be aware of the location of the site first aider and first aid kit.  Instructor to brief participants that jewellery should be removed before entering the cavebus.	Low	Cavebus staff are NOT to look after jewellery / phones / money for participants. Event organisers to make provision for the storage of these items (i.e. scout leaders/teachers to be responsible for saving items of participants).
Headlamp failure	Participants, Instructors, Maintenance Staff.  (Low risk)	Brief participants not to worry if their lights fail; and have a spare torch handy to pass to participants. Inform participants that if they are worried, shout for help and an instructor will open the access door to assist.  Instructors familiar with cave system layout, comfortable about being in confined space and have undergone site specific training.	Low	Open emergency exit doors to allow light into passage to calm any panicking participant.

Panic / Claustrophobia	Participants, Instructors, Maintenance Staff.  (Low risk)	<p>Brief participants not to panic, to ask for help and describe where in the cave they are. No part of the cave is more than 5m from an emergency exit.</p> <p>Instructor to open the nearest emergency hatches and assist participants to exit the cave. Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training.</p>	Low	<p>Show nervous participants the cave from an emergency exit so that they can make an informed choice about using the activity.</p> <p>Do not pressure any participant and stop any peer pressuring immediately.</p>
Entrapment / Evacuation	Participants, Instructors, Maintenance Staff.  (Low risk)	<p>Instructor to immediately open all hatches (allowing as much air and light in as possible). Use an available helmet/ light to light up the passage and allow the trapped participant to see around them.</p> <p>Assist and talk participants into freeing themselves by reversing their manoeuvres. In extreme circumstances assist in freeing the participant through pushing or pulling (where appropriate).</p> <p>Second instructor/supporter to assist all other participants to exit the cave where appropriate.</p> <p>All participants to be informed about exit doors and exiting the cave system safely. Ask all removed participants to wait at a designated point.</p> <p><b>All participants to be instructed NOT to turn around in the cave or try to return backwards to exit the cave. If a participant wants to exit they must stay where they are and shout for assistance then go forward to the next emergency exit (unless instructed different)</b></p>	Low	<p>Ask participant to turn 45 degrees to the floor of the cave passageway in standard cave passageways. Standard passages are 18 inch squared, by taking the 45 degree angle in this passageway you are increasing available space to 25.4 inch.</p> <p>Ensure that persons waiting to go into the cavebus/waiting for friends in the cavebus must wait a safe distance from the bus at all times to avoid crowding if an evacuation has to take place.</p>

Contraband	Participants, Instructors, Maintenance Staff.  (Low risk)	Instructor to brief participants not to take the following inside the cave: Mobile phones, batteries, food, drinks, lighters matches or anything sharp.  Instructors familiar with layout, comfortable about being in confined space and have undergone site specific training.	Low	Instructors to remove anyone from the cave system who breaks contraband rules. Instructors not to allow this person back on the activity.
Head injuries	Participants, Instructors, Maintenance Staff.  (Low risk, when wearing helmets)	High level of probability of a head strike inside the cave or exiting through an emergency exit. All participants are to wear helmets to minimise the effect of any bumps.	Low	Instructor or competent adult to ensure that helmets are fitted correctly.
Heat / temperature	Participants, Instructors, Maintenance Staff.  (Low risk)	Instructors to be aware of the temperature in the cavebus and be prepared to stop the activity if the temperature gets too warm.  Cages fitted in top areas of all cavebuses to allow cool air to enter the system.  Open bus fire exit to allow cool air in. On coach versions ensure the safety chains or panels are in place across fire doors. Open emergency doors labelled "Emergency door and vent" when in use to cool the cave down.	Low	Open all emergency doors when the cave is not in use to allow air into the system and allow the system to cool down.  <b>Do not leave doors marked "Emergency exit only" open when participants are in the cave.</b>

Bodily injuries. (Bumps, Scrapes, Falls).	Participants, Instructors, Maintenance Staff.  (Low risk)	<p>All participants must wear a helmet when inside the cavebus (including entering and exiting the cavebus). Participants and instructors must wear appropriate clothing (covering all limbs).</p> <p>Participants will stay at least two metres away from each other in the cavebus at all times. Participants to be briefed to leave space between each other on entry.</p> <p>Instructors familiar with the cavebus layout (including the emergency exits and emergency passageway).</p> <p>Instructors aware of first aid facilities (may not always be onboard, but may be provided by the organising event/location).</p> <p>All emergency exit doors fastened from the outside to stop them failing. Design of the doors makes them failsafe, so that it is not possible to drop an emergency door into the cave system.</p>	Low	<p>Read the short risk assessment to the participants and ask them questions to check understanding.</p> <p>Cavebus staff to undergo regular retraining.</p> <p>Event staff to only be left with the activity when they feel competent.</p> <p>Where maintenance staff are lone working, site to be aware of their presence in the cavebus and check in at 30 minute intervals. Lone working to be avoided where possible.</p>
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