

Scout Adventures

Youlbury – Combined Risk Assessments 2021

This document contains the risk assessments for instructed activities at Youlbury. It is structured as:

- Generic Off ground** All hazards which are common to activities where participants leave the floor as part of a high ropes or climbing type experience.
- Activity Specific Off Ground** Additional specific hazards for each activity.
- Generic On ground** All hazards which are common to activities where participants participate at ground level including team building type activities, bushcraft, and target sports.
- Activity Specific On Ground** Additional specific hazards for each activity.

Severity Factor & Remaining Risk Assessment

Each risk assessment uses a standard way of interpreting the potential risk, and residual risk after relevant controls have been applied – these are detailed below.

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 Off Ground Activity Risk Assessment

Risk Assessment of: Generic Off Ground Activities

Date: 11/06/2021

Location for Activity: All Off Ground Bases

Centre: Youlbury

Reviewed by: Philip Jarczyk

Review Date: January 2021

This document should be used in conjunction with the site specific risk assessments for individual off ground activities.

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Injury caused by fall from height	Participants	High	Instructors are trained and assessed by competent persons. Instructor safety system is in place to protect them from a fall. Approved safety systems & procedures in place to protect participants and ensure they are always safeguarded from falling, including safe routes and PPE. Participants briefed and shown at the start of sessions the process of the activity. The safety briefing includes explaining a waiting area to the group.	Low
Injury caused by failure of equipment/ base/ surroundings, including objects falling from height	Anyone in vicinity	Medium	All participants and instructors will wear a helmet throughout the activity. Activity will be set up in line with APS including functional checks before use. Participants told to remove all objects from pockets at the start of the session. All safety equipment is inspected on a daily, monthly and annual basis with appropriate records kept. All structures, trees and anchor bolts are checked on quarterly basis by a competent person and annually by an independent inspector.	Low
Slips and trips caused by uneven surfaces	Anyone in vicinity	Medium	Careful consideration of route to/from activity, participants made aware of hazards All unused equipment and ropes are kept tidy or away in the appropriate store. Participants are instructed to wear appropriate footwear, no open or slip on shoes.	Low
Injury caused by entrapment, including strangulation	Participants	High	At the start of the session, participants are instructed to tie long hair back and remove any loose items of clothing and/or dangling jewellery from their person. Participants are briefed to keep their hands low on the abseil rope, keeping clear of the figure of 8 abseil device. All harnesses are checked when they are put on and again before the participant completes the activity. Ropes are checked to not cause injury via strangulation.	Low
Injury resulting from unsupervised use of equipment	Anyone in vicinity	High	Where possible operational equipment is removed or made inaccessible when not supervised. Visual deterrents used where deemed to benefit – e.g. signage, fences, etc.	Low

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Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Injury resulting from participation in the activity	Participants	Medium	Participants are fully briefed on how to be safe during the activity and this will be monitored by the instructor throughout the activity. All staff are first aid trained and have a first aid kit & radio nearby to contact help.	Low
Injury resulting from environmental/weather conditions	Entire group	Medium	If thunder is heard or lightening seen then the activity should stop immediately. The activity may continue 30 minutes after the last thunder was heard. If high winds occur then the instructor's ongoing risk assessment and judgement will decide whether to continue or put a stop to the session. Staff and participants should have suitable clothing during the activity. Staff should be vigilant for signs of foreseeable conditions related to the weather conditions and take appropriate action - e.g. hypothermia, dehydration.	Low
Injury caused by participant misbehaving	Entire group	Low	Instructor provides a comprehensive safety briefing to all members of the group including the basic rules and expectations of them during the activity. The adult or leader with the group is fully responsible for the group's behaviour.	Low
Risk of equipment failure due to weight	Anyone in the vicinity	High	Maximum weight limit of <u>18 stone (120kg)</u> for off ground activities. This will be communicated to customers through pre-arrival information.	Low
Use of Off Ground Activities at Night	Anyone in the vicinity	Medium	The instructor must conduct an additional check to ensure the activity is well lit using additional lighting before starting the activity. Instructor will ensure that the waiting area is lit so the group is visible to them No activity without additional lighting should be used in hours of darkness without an additional RA being completed. In case of light failure the instructor should carry an additional source of light to provide visibility whilst lowering all participants immediately to the floor	Low

Element Specific Off Ground Risk Assessment

Risk Assessment of: Off Ground Element Specific

Date: 15 Sep. 21

Location for Activity: Various locations

Centre: Youlbury

Completed by: Dan Woodhouse

Review Date: January 2022

This document should be used in conjunction with the Generic Off Ground Risk Assessment which covers hazards and control measures common to all off ground elements.

Crate stacking: - Linear

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Injury caused by falling crates	Anyone in vicinity	Medium	Crate passers only to pass crates, not to throw them, can use the haul rope. Crate passers briefed where to stand after stacking to avoid injury. Group warned of potential hazard, climbers encouraged to push crate stack away from the rest of the group. Stacking Crates to fall sideways instead of forward	Medium

3G Swing:

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Abrasions/Rope burn	Participants and instructors	Medium	Participants instructed and supervised to haul the rope in a safe manner; participants instructed to stand well clear of pole before swing is released; double check Pro Traxion position as per APS.	Low
Pro Traxion	Participants	High	Participants instructed to keep appendages clear of Pro Traxion whilst hauling rope; cone must be placed between pullers and the pole as a clear barrier; instructor to supervise haul rope at all times.	Low
Quick release jam or participants fail to pull cord.	Participants	Medium	Instructor to perform an assisted lower off as per training and TSD.	Low
Impact with stairs or obstacles whilst swinging.	Participants	High	Instructor to remove steps and check area is clear of any obstacles before the swing is hauled up, double check before it is released.	Medium

Element Specific Off Ground Risk Assessment

Risk Assessment of: Off Ground Element Specific

Date: 15 Sep. 21

Location for Activity: Various locations

Centre: Youlbury

Completed by: Dan Woodhouse

Review Date: January 2022

Jacob's Ladder: - Tower & Linear

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Unsupervised use of the activity	Anyone in Vicinity	High	Removable bars to be removed and securely stored when the activity is not in use	Low
Collision with activity equipment	Participants	Medium	Clear safety briefing given and lower off carried out by instructor.	Low

High All Aboard: - Tower

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Unsupervised use of the activity	Anyone in vicinity	High	Climbing pegs on lower pole removed when activity is not in use.	Low
Collision with activity equipment	Participants	Medium	Clear safety briefing given and lower off carried out by instructor.	Low

Bouldering: - Barn

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Unsupervised use of the activity	Anyone in vicinity	High	Barn to be locked when not in use Bouldering Mats should be put away behind the archery netting.	Low
Impact from falling off the bouldering wall	Participants or Staff	High	Bouldering Mats must be in place before use. Spotters must be used whilst climbing is taking place.	Low

Element Specific Off Ground Risk Assessment

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Leap of Faith: - Tower

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Shoulder Injury	Participants	Medium	Participants are instructed to grab the trapeze bar with both hands and release with both hands only when instructed.	Low
Unsupervised use of the activity	Anyone in Vicinity	High	Removable staples to be removed and securely stored when the activity is not in use	Low

Aerial Trek:

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Becoming stranded on the course due to injury, sickness or fear	Participants	High	Instructor to remove participant from course using approved rescue techniques	Low
Unsupervised use of the activity	Anyone in Vicinity	High	Removable staples to be removed and securely stored when the activity is not in use	Low

Zip Wire:

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Rope burn on lower off	Participants	Medium	Instructor to control descent; clear instruction given during safety brief and prior to descent that only the Rig handle should be held	Low
Impact with moving return rope	Participants	Medium	Participants are instructed to keep away from rope as it's being returned; instructors training to lower retrieval rope safely	Low
Unsupervised use of the activity	Anyone in Vicinity	High	Zip Wire Tower to be locked when not in use.	Low

Generic On Ground Activity Risk Assessment

Risk Assessment of: Generic On Ground Activities

Date: 11/06/21

Location for Activity: All on ground bases

Centre: Youlbury

Reviewed by: Philip Jarczyk

Review Date: June 2022

This document should be used in conjunction with the site specific risk assessments for individual ground based activities.

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Injury or accidents associated with group behaviour and adventurous activities	All	Medium	A ratio of 1:12 for group members to instructors, visiting staff may assist. An activity safety briefing is delivered to help orientate guests and identify any particular hazards. Venue choice will be determined by guest wants, needs and ability and environmental conditions; Boundaries set at base and closely supervised. Venue checked as being clear of avoidable hazards. Clear responsibilities are outlined in the pre-course information sent out.	Low
Injury caused by failure of equipment/ base/ surroundings, including object falling from height	All	Medium	Proper briefing of guests, behaviour monitored and managed appropriately, vigilance by all staff during activity and especially if guests are blindfolded. Activities take place at low level – no activity above the reach of participants. The building of any structures is closely monitored to prevent collapse. Guidance to suitable footwear given before session. Activity is set up in line with APS including functional checks before use. Lifting of heavy equipment is avoided or managed with clear briefings. All equipment is checked for fitness of purpose. All relevant health and safety guidelines are followed. The instructor will ensure access to a first aid kit and radio to call for help.	Low
Injury resulting from unsupervised use of equipment	Anyone in area	Medium	Where possible operational equipment is removed or made inaccessible when not supervised. Visual deterrents used where deemed to benefit – e.g. signage, fences, etc.	Low
Injury resulting from environmental/weather conditions	All	Medium	Pre-session briefing will include information about suitable clothing. Activity may be changed due to conditions, monitor for likely progressing conditions due to weather conditions e.g. hypothermia, dehydration	Low

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Review Date: June 2022

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Health issues including personal injury or illness	All	Medium	All groups are required to provide information about significant medical requirements and will ensure that any essential medication is accessible. An adequate warm up will be carried out and repeated if necessary. Activities will be varied to avoid excessive strain.	Low
Injury from activities involving structures or build elements	All	Medium	All participants are shown how to use the equipment safely. Everybody is shown spotting technique. Everybody must wear PPE as directed by the activity APS. No one to use the course unless accompanied by a suitable instructor. No running is allowed in the area at any time. Suitable footwear must be worn at all times. Platforms are cleared of slippery items such as mud and leaves. Participants are made aware of hazards of walking on wires. Participants are told never to wrap ropes around their arms or any other body parts.	Low
Injury during self-led sessions	All	Medium	Ensure teacher/group leader has been given a safety briefing on the activity and is provided with an activity briefing card. Groups own risk assessment applies when carrying out self-led activities, centres cannot be held responsible for any group's decisions whilst undertaking self-led activities.	Low

Activity Specific On Ground Risk Assessments

Risk Assessment of: Generic Off Ground Activities

Date: 15 September 2021

Location for Activity: All on ground activities

Centre: Youlbury

Completed by: Dan Woodhouse

Review Date: January 2022

This document should be used in conjunction with the generic on ground risk assessment which covers hazards and control measures common to all on ground elements.

Orienteering:

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Road traffic	Participants	Medium	Ensure that participants are aware of roads, use warning signs.	Low
Lack of site boundary	Participants	Low	Good briefing and whistle to bring group back when needed.	Low

Shelter Building:

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Hit by shelter building sticks	Participants and staff	medium	Participants are told to watch out for others, be aware of their surroundings and an instructor / teacher is able to assist if needed.	low

Pioneering:

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Hit by Poles	Participants and staff	medium	Participants are told to watch out for others, be aware of their surroundings and an instructor / teacher is able to assist if needed.	low
Injury from Buggy impact.	Participants and staff	medium	Participants are briefed on correct way to use brake ropes, not to stand in the path of the buggy and not to put their feet or hands near the moving barrels. Feet not to be used to slow the buggy.	low

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Completed by: Dan Woodhouse

Review Date: January 2022

Tomahawk Throwing:

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Misuse of Tomahawks &/or Practice Sticks	Participants and staff	High	Make sure that the Tomahawks are not taken out of the enclosure. The participants do not have access to the tomahawks when they are not being supervised. Commands used to control throwing time. Participants are not allowed in the enclosure unless it is their turn.	Low
Tomahawk &/or Practice Sticks Hitting Participants	Participants and staff	High	Participants are instructed on the correct way and when to throw. If a Tomahawk bounces back, participants are instructed to move.	Medium
Entanglement	Participants and staff	Medium	Scout scarves removed, long hair tied back, long earrings removed or taped over. Clothing checked for 'baggy' sleeves.	Low

Go-Karts:

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Impact from karts	All	Medium	Perimeter of kart track identified, activity supervised by a competent adult. Spectators to stay outside the perimeter.	Low
Impact with the ground/stationary object	Participants	Medium	Activity supervised by a competent adult at all times to ensure that rules are complied with. Helmets worn by all drivers.	Low
Impact with other carts	Participants	Medium	Safety briefing given and understood by all participants prior to activity commencing. Activity supervised by a competent adult at all times to ensure that the rules are complied with. Karts all travel in same direction round the track at all times.	Low
Manual Handling	Staff, Users	Medium	All Karts taken to and from the track by manual handling trained centre staff, Karts not to be taken from the track by groups.	Low

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Sensory Trail:

Collision with people / objects whilst blindfolded.	Participants	Medium	Instructor to brief and supervise activity, keep those blindfolded safe from impacting other people or obstacles in a way that could injure.	Low
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Backwoods Cooking & Fire Lighting:

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Burns	Participants	Medium	Clear rules about behaviour close to fire and not reaching over/into fire given, instructor to check understanding before moving on. Use long sticks to cook with, avoid touching food until cooled. Keep participant numbers to a minimum around fire. Water tap nearest to campfire circle to be used for burns/scolds first aid. Highlighted during intro/safety briefing. Water/fire buckets available in immediate vicinity of fire.	Low
Hygiene	Participants	Medium	Ensure all who are participating clean and then sanitise before they handle food substances. Maintain good food hygiene procedures – e.g. not mixing raw and cooked meats, use clean equipment,.	Low
Use of Tools	Participants	Medium	All participants showed how to safely use tools and supervised whilst using them. Appropriate PPE to be used.	Low
Allergic Reactions	Participants	Medium	Instructors will be made aware of any special dietary requirements within the group; first aider present at each session	Low
Fire spreading out of control	All	High	Fire wood stored a safe distance away from fire; fire bucket located within easy reach; area cleared of flammable materials prior to session commencement; instructor to monitor fire size.	Medium

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Rifle Shooting:

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Impact from pellet	All	High	Instructor gives clear and simple instructions / rules of the range. At all times participants are supervised by a qualified instructor. Instructor checks everyone has understood the rules at the start. Access to the range is controlled and a solid barrier exists between the firing stations and the waiting area. Access to pellets is controlled by the instructor. Signs warning people of the danger if they enter the area. Physical barriers to prevent people walking into the danger area.	Medium
Rifle being stored loaded	All	Medium	The instructor to check at the end of the sessions that the rifle's barrel is clear. All rifles are stored in the broken position.	Low
Loading the rifle (danger of loading whilst pointing at another person)	All	High	Instructor to give clear demonstration and instructions on the safe way in which to load the rifle. Instructor to supervise whilst participants are loading their rifles. Participants told not to put their finger near the trigger when loading the rifle, one hand holding the barrel. Number of people at the firing points controlled by the instructor.	Low
Crushed fingers	Participants	Medium	Instructor demonstrates where participants are to put their hands when they are loading the rifle. Instructor to supervise to make sure they are following the instructions, holding the barrel not the trigger when loading.	Low
Over shoots and side shoots	All	High	Participants given clear instruction on the direction of shooting. Range perimeter in sound condition. Physical stop behind targets to stop stray pellets.	Low
Unauthorised use	All	High	All rifles and pellets removed from the range after use and stored securely and separately. Instructor to hold NSRA qualification.	Low

Activity Specific On Ground Risk Assessments

Risk Assessment of: Generic Off Ground Activities

Date: 15 September 2021

Location for Activity: All on ground activities

Centre: Youlbury

Completed by: Dan Woodhouse

Review Date: January 2022

Archery:

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Misuse of bows	All	High	Instructors are adequately trained and hold their GNAS Leader award or Scout Association Archery Permit Bows will be kept at the shooting line at all times. Participants can only use the bows whilst under supervision. Participants should not dry shoot (shoot without arrow) the bow. Bows should be kept pointing down the range at all times and never towards a person or away from the range.	Medium
Misuse of arrows	All	High	Arrows are counted at the start and end of the session. Participants are instructed to ensure that arrows are always pointing down the range or towards the ground at all times. Instructor demonstrates (VAK) how to load and shoot an arrow. All spare arrows are removed from the shooting line if the instructor needs to step away from it for any reason.	Low
String hitting the arm	Participants	Low	Participants are instructed on the correct shooting process, including keeping the bow arm slightly bent to prevent over extension of the elbow. Participants are provided with an arm bracer for their bow arm and instructed how to use it correctly.	Low
Arrows in the target and on the ground	Participants	High	Participants are instructed not to run on the range. Participants are instructed to approach the targets from the side of the target to ensure they do not walk into arrows which may not be visible. Participants are shown how to correctly remove arrows from the targets, ensuring they stand to the side of the arrow and check there is no one behind them before pulling them out.	Low

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Hike: - Day and Night

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Other Path Users	All	Medium	Instructor ensures noise is kept to a minimum and a good distance kept when passing animals. Respect shown to walkers. Instructors easily identified in Scout Adventures uniform.	Low
Group Management	All	Medium	Instructors trained in routes along established, well maintained paths. Ensure group are together when changing paths/direction. Road walking and crossings kept to a minimum. Where crossings are necessary, instructors wear high visibility items.	Low
Lost Participant	Participant	Medium	Regular head counts taken by instructors, adults at front and rear of group. Instructors trained in procedure for a lost participant. Stop the group, calls Duty Manager, retrace the route with group leader while the other instructors stay, keep the group contained. Participants briefed to wait where they are if they get separated.	Low
Impact from Cyclist / Vehicle	All	High	Instructors to remain alert to cyclists and keep group to one side so they can pass, road walking and crossings kept to a minimum. Groups should walk single file on roads and where crossings are necessary, instructors wear high visibility jackets.	Medium
Night Walking Conditions	All	Medium	Ensure all participants have torches / stick with someone who has a torch, that instructors have a torch and are highly visible. Instructors to be competent walking the route in dark conditions.	Low

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Review Date: January 2022

Fencing:

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Misuse of equipment	All	Medium	Instructor to maintain the group control and only allow activity that is in line with BFA guidelines. Activity supervised by a competent adult at all times to ensure that rules are complied with. Clear explanation and demos to me made by the instructor.	Low
Unsupervised use of equipment	All	Medium	Where possible operational equipment is removed or made inaccessible when not supervised.	Low
Faulty equipment	All	Medium	Equipment checked before, during and after the session as well as recorded checks every 3 months. All faults should be recorded on log book.	Low
Health Issues including personal injury or illness	Participants	Medium	Adequate warm up done at the start and cool down at the end of the session. Skill progression in line with the ability of the group. All the groups are required to provide information about significant medical requirements and will ensure that any essential medication is accessible.	Low
Unauthorised access to the fencing area	All	Medium	All members of the group not participating and spectators must remain in designated safety area. Instructor should monitor and enforce this rule. Brief spectators where is safe to stand.	Low
Slips, trips and falls	All	Low	Activity area checked by the instructor prior to use and all obstacles removed.	Low
Exhaustion	Participants	Low	Ensure that the group has access to water during hot weather. Take breaks if necessary.	Low

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Evening Sessions: Angry Birds, Mini-Olympics, Beetle Drive, Dragon's Den, Centre Builder, Wide Games.

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Injury from catapult elastic and/or projectile	Participants	Medium	Construction and use to be supervised by a competent adult. Spectators to stay behind the shooting area, demo shot given.	Low
Injury from misuse of sports kit or other equipment.	Participants	Medium	Activity supervised by a competent adult at all times to ensure that rules are complied with. Clear explanation and demos.	Low
Cuts from paper edges and laminated plastic edges.	Participants	Low	First aid kit and trained adult present to deal with any small cuts, behaviour supervised by competent adult to reduce risk further.	Low