

Scout Adventures - Broadstone Warren

Off-ground Activity Risk Assessments (Generic and Element Specific)

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

- Abseil
- Climbing
- Crate Stacking
- Cargo Net
- Leap of Faith
- Jacobs Ladder
- Gauntlet
- Zip Wire

To use this risk assessment:

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

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 still requires dynamic risk assessment 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 Off ground Risk Assessment

Broadstone Warren

- ! ○ This document should be used in conjunction with the Element Specific Risk Assessment for off ground activities.
- A qualified rescuer must be on site and contactable during all high ropes 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	<ul style="list-style-type: none"> ○ A ratio of 1:12 for group members to instructors. Visiting staff may provide extra supervision. ○ 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 to all groups. 	Low
Injury caused by fall from height	Group	High	<ul style="list-style-type: none"> ○ Instructors are trained and assessed by competent persons. ○ Instructor safety system is in place to protect them from a fall. ○ Approved safety systems and procedures are in place to protect participants and ensure they are always safeguarded from falling, including safe routes and PPE. 	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> ○ Participants are briefed and shown at the start of the session the process of the activity. ○ The safety briefing includes explaining a waiting area to the group. 	
Injury caused failure of equipment/ base/ surroundings, including objects falling from height	Any	Medium	<ul style="list-style-type: none"> ○ All participants and instructors will wear a helmet throughout the activity. ○ Activity will be set up in line with activity procedure document including functional checks before use. ○ Participants are told to remove all objects from their 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 an annual basis by a competent person. 	Low
Slips and trips caused by uneven surfaces	Any	Low	<ul style="list-style-type: none"> ○ Careful consideration of route to and from activity, and make participants aware of any hazards within base area. ○ All unused equipment and ropes are kept tidy or away in the appropriate store. ○ Participants are instructed to wear appropriate footwear with no open toe or slip on shoes. 	Low
Injury caused by entrapment, including strangulation	Group	High	<ul style="list-style-type: none"> ○ At the start of the session, participants are instructed to tie long hair back and remove any dangling jewellery from their ears or around their necks or wrists as well as rings. ○ All loose items of clothing are removed. 	Low

ELEMENT SPECIFIC OFF GROUND RISK ASSESSMENT – BROADSTONE WARREN

Document Managed by: Ben Savage, lead Instructor

Last Edited: 20 April 2022 Formal review date: January 2023

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> ○ All harnesses are checked when they are put on and again before the participant completes the activity. ○ Ropes are checked so as not to cause injury through strangulation. 	
Injury resulting from unsupervised use of equipment	Any	High	<ul style="list-style-type: none"> ○ Where possible operational equipment is removed/locked or made inaccessible when not supervised. ○ Visual deterrents used where deemed to benefit – e.g. signage, fences, etc. 	Low
Injury resulting from participation in the activity	Group	Medium	<ul style="list-style-type: none"> ○ Participants are fully briefed in how to be safe during the activity and this will be monitored by the instructor throughout the activity. ○ All staff are first aid trained. ○ All Instructors will have a first aid kit and a radio nearby to contact help. 	Low
Injury resulting from environmental/weather conditions	All	Medium	<ul style="list-style-type: none"> ○ If thunder is heard or lightening seen then apply the 30:30 rule. If the gap between thunder and lightning (flash to bang) is less than 30 seconds then move to safety for 30 minutes. Repeat with each new thunder/lightening. ○ If high winds occurs (Beaufort 6 or above – Large branches move in wind), then instructor to stop the session. ○ Staff and participants should have suitable clothing during the activity. 	Low

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Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> Staff should be vigilant for signs of foreseeable conditions related to the weather conditions and take appropriate action - e.g. hypothermia, dehydration. 	
Fall from height due to being over the allowed weight limit for off ground activities	All	High	<ul style="list-style-type: none"> Ensure that all instructors are aware of the weight limit and know what to look for in participants. If this is suspected then the instructor to either politely enquire away from the group's knowledge or call for assistance from senior staff. 	Low
Injury caused by participant misbehaving	All	Low	<ul style="list-style-type: none"> 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 responsible for the group's behaviour whilst they are on the session. 	Low
Injury caused by fall from height	Group	High	<ul style="list-style-type: none"> Instructors are trained and assessed by competent persons. Instructor safety system is in place to protect them from a fall. Approved safety systems and procedures are in place to protect participants and ensure they are always safeguarded from falling, including safe routes and PPE. Participants are briefed and shown at the start of the session the process of the activity. The safety briefing includes explaining a waiting area to the group. 	Low

ELEMENT SPECIFIC OFF GROUND RISK ASSESSMENT – BROADSTONE WARREN

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Element Specific Off ground Risk Assessment

Broadstone Warren

- ! This document should be used in conjunction with the Generic Risk Assessment for off ground activities.
- A qualified rescuer must be on site and contactable during all high ropes activities.

Abseil

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Access to Abseil	Trespassers, Group	High	<ul style="list-style-type: none"> Maximum of two participants at abseil rail. All Group to be on a safety rope when at abseil rail. Tower locked when not in use, tower area is fenced and gated. 	Low
Entrapment in figure of eight	Participant	Medium	<ul style="list-style-type: none"> Groups are briefed to keep their hands low on the abseil rope, keeping clear of the figure of 8 abseil device. Participants receive demonstration/briefing of how to descend. 	Low
Participant suffering medical condition or freezing during descent.	Participant	Medium	<ul style="list-style-type: none"> Participants briefed on how to descend. Instructor discussed medical concerns with group leader at start of the session. Instructor trained to perform full rescue and lower participant to ground. 	

Climbing

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Access to Tower	Trespassers, Group	High	<ul style="list-style-type: none"> ○ Tower locked when not in use, tower area is fenced and gated. 	Low
All other hazards covered by generic risk assessment				

Cargo Net

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Unauthorised access to Activity	Group	High	<ul style="list-style-type: none"> ○ Activity element secured when not in use – net raised out of reach and clipped back. 	Low
Entrapment	Participant	Medium	<ul style="list-style-type: none"> ○ Participants instructed to stay on their own side of the element to prevent knotting of the rope when climbing. ○ On site rescuer is able to rescue participant who becomes entrapped. 	Low
Instructor falling while setting up the base	Instructor	Medium	<ul style="list-style-type: none"> ○ Instructor to be belayed up staples when unclipping the net to protect them if they slip. 	Low

Crate stacking

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Injury caused by falling crates	Anyone in vicinity	Medium	<ul style="list-style-type: none"> ○ Crate passers only to pass crates, not to throw them. ○ Crate passers to use the haul rope to pass crates once out of reach. ○ Crate passers briefed where to stand after stacking to avoid injury. 	Medium

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> Group warned of potential hazard, climbers encouraged to push crate stack away from the rest of the group. Stacking Crates pushed to fall sideways instead of forward 	

Gauntlet & Jacobs Ladder

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Unsupervised use of the activity.	Anyone in Vicinity.	High.	<ul style="list-style-type: none"> Lower beams of the element removed and stored securely when not in use. When in use participants are supervised at all times. There are visible signs informing passers-by to not use the equipment unless accompanied by a qualified instructor. 	Low.
Injury from vertical metal wire	Participant	Medium	<ul style="list-style-type: none"> Brief at the start of the session to not use vertical wires when doing the activity. Base inspected quarterly to check for damage to the wires. 	Low.
Entrapment.	Participant.	Medium.	<ul style="list-style-type: none"> Participants instructed to stay on their own side of the element to prevent knotting of the rope when climbing. On site rescuer is able to rescue participant who becomes entrapped. 	Low.
Incorrect climbing technique leading to sporting injury.	Participants	Medium	<ul style="list-style-type: none"> Safety briefing to include how participants can help each other; Gripping on to arms Standing on knees to climb up Pulling another participant up from their waist harness Safety briefing includes instruction for participants to remain on their side of the ladder. 	Low

Leap of Faith

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Shoulder Injury	Participant	Medium	<ul style="list-style-type: none"> Participants are instructed to grab the trapeze bar with both hands and release with both hands only when instructed. 	Low
Incorrect set up of rope (wrong end threaded)	Participant	High	<ul style="list-style-type: none"> Instructor trained to thread rope in correct direction with the live rope exiting on the trapeze end of the set up and not closest to the tree. 	Low
Trapeze bar moving during use	Participant	Medium	<ul style="list-style-type: none"> Shunt is used to prevent the bar moving during use. 	Low
Unsupervised use of the activity	Anyone in Vicinity	High	<ul style="list-style-type: none"> 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
Impact with the ground on landing causing ankle/leg injuries	Participant	Medium	<ul style="list-style-type: none"> Landing area is bedded with woodchip to absorb impact force. Ground instructor to rake woodchip in between participants to prevent compaction. Participants zip rope to be pulled tight to ensure they land at the landing zone. 	Low
Participant spinning and landing backwards	Participant	Medium	<ul style="list-style-type: none"> Woodchip in landing zone to absorb impact force. Quarterly base checks ensure no plants are growing through the woodchip inspect for other hazards. 	Low
Collision with a person crossing the footpath	Participant, pedestrian	High	<ul style="list-style-type: none"> Route across footpath is fenced with chain gate when in use. 	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> Ground instructor to control crossing and use “clear” system to ensure the route is safe. 	
Participant slipping while climbing up to the platform	Participant	High	<ul style="list-style-type: none"> Participant clipped to ALF system to catch participant if they fall. 	Low
Participant freezing while climbing to or on the platform	Participant	Medium	<ul style="list-style-type: none"> Participants briefed on how to climb and how ALF system works. Participants able to down climb to safety. On site rescuer able to rescue participant who will not move. 	Low
Participants getting lost in other activities while walking to the start of the zip	Participants	Medium	<ul style="list-style-type: none"> Participants briefed on route to use when moving back to the start of the zip. Route used is through the adjacent field and not between activity bases. 	Low
Unsupervised use of the activity	Anyone in Vicinity	High	<ul style="list-style-type: none"> Access point is fenced to deter trespass. Ladder is removed when base is not in use. 	Low

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Scout Adventures - Broadstone Warren

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

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

- Archery
- Backwoods Cooking
- Camp Fire/Fire Lighting
- Evening Sessions
- Fencing (Not yet in use)
- Low Rope
- Orienteering
- Pedal Go carts
- Pioneering
- Sensory Trail (Not yet in use)
- Shelter Building
- Team Building
- Tomahawk Throwing
- Tunnel Trail (Not yet in use)

To use this risk assessment:

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

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 still requires dynamic risk assessment 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

Broadstone Warren

! This document should be used in conjunction with the Element Specific Risk Assessment for on ground 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	<ul style="list-style-type: none"> ○ A ratio of 1:12 for group members to instructors. Visiting staff may provide extra supervision. ○ 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 to all groups. 	Low
Injury caused by failure of equipment/ base/ surroundings, including object falling from height	All	Medium	<ul style="list-style-type: none"> ○ Appropriate equipment used. ○ 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. 	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> ○ Visual checks are carried out by staff on an ongoing basis. ○ 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 a radio will be nearby. 	
Injury resulting from unsupervised use of equipment	Any	Medium	<ul style="list-style-type: none"> ○ All equipment and venues will be left safe and secure when unattended, and unauthorised access prohibited. 	Low
Injury resulting from environmental/weather conditions	All	Low	<ul style="list-style-type: none"> ○ If thunder is heard or lightening seen then apply the 30:30 rule. If the gap between thunder and lightning (flash to bang) is less than 30 seconds then move to safety for 30 minutes. Repeat with each new thunder/lightening. ○ Instructor of the session to make participants aware of the ground they will be on and to take into consideration their surroundings e.g. trees and fences. Activity may be changed due to conditions. ○ 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

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Health issues including personal injury or illness	All	Medium	<ul style="list-style-type: none"> ○ All groups are required to provide information about significant medical requirements and will ensure that any essential medication is accessible. ○ Instructor to discuss potential health risks with the group leader at the start of the session. ○ 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 equipment, structures or build elements.	All	Medium	<ul style="list-style-type: none"> ○ All participants are shown how to use the equipment safely. ○ Everybody is shown spotting technique for balance elements. ○ Everybody must wear PPE if directed by the activity APS. ○ No one may be on the course unless accompanied by a suitable instructor. ○ 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 and other slippery surfaces. ○ Participants are told never to wrap ropes around their arms or any other body parts. 	Low
Injury from activities involving self-led equipment/sessions	All	Medium	<ul style="list-style-type: none"> ○ Ensure teacher/group leader has been given a safety briefing on the activity and is provided with Self Led Guidance Sheet with activity guidelines on it. 	Low

Element specific on ground Risk Assessment

Broadstone Warren

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

Orienteering

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Road traffic	Participants	High	<ul style="list-style-type: none"> o Ensure that participants are aware of roads. o Main site area is segregated from vehicles. 	Low
Lack of site boundary	Participants	Low	<ul style="list-style-type: none"> o Good briefing and whistle to bring group back when needed, use timings to limit travel distance. 	Low
Lost Participant	Participant	High	<ul style="list-style-type: none"> o Regular head counts taken by instructor. Clear time limits used and competitive penalties. o Instructors trained in procedure for if a participant does not return – Contact duty manager, search areas with group but leave someone at “home” location. Participants briefed to wait where they are if they get lost – ask an adult to direct them to the activity centre reception. 	Medium

Shelter Building:

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
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Foreign objects or dangerous items in areas	Participants	Medium	<ul style="list-style-type: none"> Check the area prior to use with a daily check. Ensure that any hazards are removed (e.g. timber with nails) 	Low
Hit by shelter building sticks	Participants and staff	medium	<ul style="list-style-type: none"> Participants are told to watch out for others, be aware of their surroundings and an instructor / teacher is able to assist if needed. 	low
Shelter collapse on participants	Participants	Medium	<ul style="list-style-type: none"> Participants taught to shake shelter before climbing inside and check it is sturdy. Participants briefed not to climb onto of shelters. 	

Team Building

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	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.				

Pioneering (instructed)

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Hit by Poles	Participants and staff	medium	<ul style="list-style-type: none"> Participants are told to watch out for others, be aware of their surroundings and an instructor / teacher is able to assist if needed. 	low

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	<ul style="list-style-type: none"> Make sure that the Tomahawks are not taken out of the enclosure. 	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> ○ 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. 	
Tomahawk &/or Practice Sticks Hitting Participants	Participants and staff	High	<ul style="list-style-type: none"> ○ Participants are instructed on the correct way and when to throw. ○ If a Tomahawk bounces back, participants are instructed to move. 	Medium
Tomahawk/angel being over thrown or released backwards	Spectators	High	<ul style="list-style-type: none"> ○ Overshoot areas are marked and fenced to prevent entry. ○ Spectating areas clearly demarked at side of range. 	
Entanglement	Participants and staff	Medium	<ul style="list-style-type: none"> ○ Scout scarves removed, long hair tied back, long earrings removed or taped over. Clothing checked for 'baggy' sleeves. 	Low

Pedal Go-Karts (Instructed)

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Impact from karts	All	Medium	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ Activity supervised by a competent adult at all times to ensure that rules are complied with. Helmets worn by all drivers. 	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Impact with other carts	Participants	Medium	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ 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

Sensory Trail

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Collision with people / objects whilst blindfolded.	Participants	Medium	<ul style="list-style-type: none"> ○ Instructor to brief and supervise activity, keep those blindfolded safe from impacting other people or obstacles in a way that could injure. ○ Participants briefed to move slowly and with caution. 	Low
Other users walking into the night line	Pedestrians	Low	<ul style="list-style-type: none"> ○ Trail to be visually marked on trees with bright colours or warnings. 	Low

Backwoods Cooking

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Burns	Participants	Medium	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ All participants showed how to safely use tools and supervised whilst using them. Appropriate PPE to be used. 	Low
Allergic Reactions	Participants	Medium	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ Fire wood stored a safe distance away from fire; fire bucket located within easy reach; area 	Medium

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			cleared of flammable materials prior to session commencement; instructor to monitor fire size.	

Archery

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Misuse of bows	All	High	<ul style="list-style-type: none"> ○ Instructors are adequately trained and hold their Archery GB instructor 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	<ul style="list-style-type: none"> ○ 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. 	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> ○ All spare arrows are removed from the shooting line if the instructor needs to step away from it for any reason. 	
String hitting the arm	Participants	Low	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ 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

Fencing

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
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Misuse of equipment	All	Medium	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ Where possible operational equipment is removed or made inaccessible when not supervised. 	Low
Faulty equipment	All	Medium	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ Activity area checked by the instructor prior to use and all obstacles removed. 	Low
Exhaustion	Participants	Low	<ul style="list-style-type: none"> ○ Ensure that the group has access to water during hot weather. Take breaks if necessary. 	Low

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

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Injury from catapult elastic and/or projectile	Participants	Medium	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> First aid kit and trained adult present to deal with any small cuts, behaviour supervised by competent adult to reduce risk further. 	Low

Low Ropes

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Falling Tree Branches.	All.	Medium.	<ul style="list-style-type: none"> Quarterly base checks completed to detect developing hazards and concerns. Daily checks completed by the instructor to identify hazards on the day. Trees are inspected by a competent person annually to check that they are still structurally sound. Participants all wear helmets in case their heads connect with a tree branch. Safety fencing around the activity base. 	Low.

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Injury to group out of instructor's line of sight.	Participants.	Medium.	<ul style="list-style-type: none"> ○ Instructor to ensure the position themselves to be able to adequately supervise the entire group. ○ Use accompanying adult to assist in supervision of parts of the course which are further away. 	Low.
Injury from falling off elements	Participants	Medium	<ul style="list-style-type: none"> ○ Instructor to be trained in the hazardous areas of the course (Ropes with the bungees and the spiders web) and to manage these areas with themselves or the leaders ○ Introduce spotting 	Medium
Injury from entrapment of fingers	Participants	Medium	<ul style="list-style-type: none"> ○ Instructors to include in their brief to not put fingers inside karabiners, rings or staples. 	Medium

Tunnel Trail

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Not yet in operation			<ul style="list-style-type: none"> ○ 	Low.

Campfire

Hazard	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Injury whilst collecting wood	All	Medium	<ul style="list-style-type: none"> ○ Brief to include staying within a designated area, not running, not moving big heavy objects (consider using a benchmark such as no thicker 	Low

			than your wrist) and not to carry too much at one time.	
Scratches and splinters	All	Low	<ul style="list-style-type: none"> ○ Instructor to warn group about the possibility of splinters and avoid any wood which looks like a hazard ○ All instructors first aid trained 	Low
Toxic smoke production	All	Medium	<ul style="list-style-type: none"> ○ Do not allow the burning of live trees ○ Do not allow the burning of plastics 	Low
Burns	All	High	<ul style="list-style-type: none"> ○ Have a designated area for fire lighting ○ Brief group to pay special attention in this area and especially do not run ○ Group briefed not to play with fire ○ Once something is in the fire do not remove (only exception is some food stuffs which will be removed by the instructor or designated leader) ○ Instructor to ensure area is supervised at all times ○ Water source to be nearby for quick treatment if necessary 	Low
Fire spreading / out of control	All	High	<ul style="list-style-type: none"> ○ Clear the area of all combustible material before the fire is set and lit ○ Do not build fires too big ○ Consider using an alter fire or similar containment method ○ Make sure fire is out before leaving ○ Bucket of water always kept nearby 	Low
Smoke inhalation	All	Medium	<ul style="list-style-type: none"> ○ Brief on hazard as appropriate 	Low

