

Local and Onsite Activity Risk Assessments



ARCHERY Shooting should always be done with backs to the wash block. Archery takes place on the camp field unless the number of girls camping there prohibits this. (approx30+)

HAZARD	Likelihood and severity of injury	Control measures	Remaining risk
Non-archer shot by arrow	Likely Fatal	<ul style="list-style-type: none"> * use of flags to warn non-users * Instructor awareness of the whereabouts of other center users * archers made aware of the risks associated with the activity * netting in position behind the bosses subject to weather conditions * gates to camp field closed * shooting ALWAYS under the supervision of a GNAS qualified leader * shooting suspended as soon as soon as the shooting area is entered 	Low
Student shot by arrow	Possible Minor	<ul style="list-style-type: none"> * students to be briefed regarding collection of arrows * Instructors to follow Safe Operating Procedures * netting always behind bosses subject to weather conditions * count arrows every time collected and at end of session 	Low
Arrows rebounding and collection	Possible Serious	<ul style="list-style-type: none"> * ensure students are aware of and understand correct collection procedure * ensure students do not move forward of the shooting position until all shooting has stopped * no running to bosses or with arrows * broken/blunt arrows removed from service * archers shoot from shooting line only 	Low
Student injured by using wrong equipment or incorrectly	Possible Minor	<ul style="list-style-type: none"> * ensure right eye/left eye dominance is checked * bow weight and size is suitable for each archer * ensure all archers use appropriate arm protection and beginners are closely supervised * ensure archers are instructed as to correct technique for positioning bow arm * particular care taken with adult women * check arrow length for all archers using the prescribed technique and issue arrows of required minimum length * ensure archers are instructed as to correct technique in positioning the arrow 	Low
Entanglement with string	Possible Minor	<ul style="list-style-type: none"> * ensure archers tie back long hair * ensure archers remove loose/dangling jewelry * instruct archers in appropriate clothing on booking & again at start of session 	Low
Equipment Failure	Possible Serious	<ul style="list-style-type: none"> * equipment to be inspected before & after each session * equipment to be inspected annually * damaged equipment to be removed from service 	Low
Boss falling on archer	Possible Serious	<ul style="list-style-type: none"> * Instructor to check boss is correctly erected & anchored via hook & rope. * stand checked prior to session 	Low

INFLATABLE ASSAULT COURSE

HAZARD	Who it affects	Control measures	Remaining risk
Falling off	Everyone using the assault course	<ul style="list-style-type: none"> • Suitable person in charge • Limit numbers in each activity slot to the number recommended by factsheet (or as dictated by size of inflatable and common sense)- 12 • Secondary adult helper is in attendance. • Secondary adult helper is first aid qualified. • Only 2 at a time on the inflatable • First aid kit is fully stocked and is visible to all participants • Good practice and safety on inflatable to be presented to participants during initial introduction. • Operator must be able to attract the notice of all participants very quickly – eg, whistle, “STOP”, etc. • Ensure crash mats are placed around inflatable. • Nets have been added to aid climbing the wall. • The inflatable must not be used during strong winds or rain nor if strong winds are forecast. 	Low
Collisions	Everyone using the assault course	<ul style="list-style-type: none"> • As above • Operator to put users into groups of similar physical size 	Low
Tripping	Everyone using the assault course	<ul style="list-style-type: none"> • Trip hazards such as anchor points, cables, etc. highlighted to operator • Cables placed out of main thoroughfares Inflatable and fan is staked off with barriers if necessary	Low
Slipping	Everyone using the assault course	<ul style="list-style-type: none"> • Inflatable fitted with rain cover in case of light rain • No liquids to be allowed on inflatable • Inflatable switched off in the event of heavy or persistent rain • Do not used if ground around is water logged. 	Low
Safety of Electric blowers	Anyone walking round the back of the inflatable	<ul style="list-style-type: none"> • Electrical equipment is PAT tested where appropriate • All electrical equipment to be safety checked by site services team prior to use if necessary. • All electrical cabling to be channeled in such a way as to prevent hazard to pedestrians and vehicles. • Blower is staked off with barriers or cones 	Low

In the event of fire, nobody should attempt to tackle it, but instead call the emergency services and evacuate immediate area.

BODY ZORB

HAZARD	Who it affects	Control measures	Remaining risk
Faulty equipment (Bruises cuts & Abrasions)	Everyone using the equipment	<ul style="list-style-type: none"> All equipment should be checked by the instructor, prior to, during and after each session 	Low
Misuse of equipment (Bruises cuts & Abrasions)	Everyone using the equipment	<ul style="list-style-type: none"> As above Instructor to brief group on correct usage, Instructor to remain vigilant to ensure group are using equipment as instructed Instructor to ensure shoulder straps are correctly adjusted. 	Low
Other Equipment Around the area (Slips, Trips & Falls)	Everyone using the equipment	<ul style="list-style-type: none"> Trip hazards such as anchor points, cables, etc. highlighted to operator Cables placed out of main thoroughfares Inflatable and fan is staked off with barriers if necessary Instructors to make sure riders do not have anything in their pockets and that nothing is thrown in to the area. 	Low
Spectator gets hit by bodyzorb	Users and spectators	<ul style="list-style-type: none"> Instructor to make sure no one is allowed to enter the area without a body zorb. 	Low
Riders hurts their ankle from rolling	Users	<ul style="list-style-type: none"> The instructor is to remain vigilant at all times and ensure riders know the rules Low risk due to nature of the equipment 	Low
Rider gets hurt inside zorb	Users	<ul style="list-style-type: none"> Instructors to tell riders to only bump in to each other when they can see each other and not to bump from behind 	Low
Electric Pump (Electrocution)	Instructor	<ul style="list-style-type: none"> Only instructors should operate the pump Instructor should ensure that the cable and pump are kept as dry as possible. 	Low
Strong winds	Users	<ul style="list-style-type: none"> The zorbs should not be used outside if there are strong winds or if strong winds are forecast. 	Low
Someone gets claustrophobic or wants to gets out	Users	<ul style="list-style-type: none"> The instructor will be able to tell if they are claustrophobic when the rider gets in to the zorb Make it clear to riders that they can get out at any time by coming to the side or staying down on the ground. 	Low

BOULDERING HUT

HAZARD	Who it affects	Control measures	Remaining risk
Falling off the wall-slipping and loosing grip	Users	<ul style="list-style-type: none"> • Leader to read Bouldering Wall guidelines • Leaders to supervise at all times 	Low
Equipment failure- holds move and come off the wall	Users and instructors	<ul style="list-style-type: none"> • Monthly checks 	Low
Fallen on- participants falling/slipping onto person on floor	Users and instructors	<ul style="list-style-type: none"> • Participants taught good technique i.e. three points of contact at all times • Participants told not to stand/walk directly next to wall when in use 	Low

BOUNCY CASTLE

HAZARD	Who it affects	Control measures	Remaining risk
Falling off	Everyone using the equipment	<ul style="list-style-type: none"> • Suitable person in charge • Limit numbers in each activity slot to the number recommended by factsheet (or as dictated by size of inflatable and common sense) • Secondary adult helper is in attendance if necessary. • Secondary adult helper is first aid qualified. • First aid kit is fully stocked and is visible to all participants • Good practice and safety on inflatable to be presented to participants during initial introduction. • Operator must be able to attract the notice of all participants very quickly – eg, whistle, “STOP”, etc. • Ensure crash mats are placed around inflatable. 	Low
Collisions	Everyone using the equipment	<ul style="list-style-type: none"> • As above • Operator to put users into groups of similar physical size 	Low
Other Equipment Around the area (Slips, Trips & Falls)	Everyone using the equipment and walking around the side	<ul style="list-style-type: none"> • Trip hazards such as anchor points, cables, etc. highlighted to operator • Cables placed out of main thoroughfares • Inflatable and fan is staked off with barriers if necessary • 	Low
Slipping	Users	<ul style="list-style-type: none"> • Inflatable fitted with rain cover in case of light rain • No liquids to be allowed on inflatable • Inflatable switched off in the event of heavy or persistent rain 	Low
Safety of electric blowers	Everyone walking around the side	<ul style="list-style-type: none"> • Electrical equipment is PAT tested where appropriate • All electrical equipment to be safety checked by site services team prior to use if necessary. • All electrical cabling to be channeled in such a way as to prevent hazard to pedestrians and vehicles. • Blower is staked off with barriers or cones 	Low

In the event of fire, nobody should attempt to tackle it, but instead call the emergency services and evacuate immediate area.

CAMPFIRE

HAZARD	Who it affects	Control measures	Remaining risk
Skin contact with burning hot wood/ember	Everyone using the equipment	<ul style="list-style-type: none"> All fires built in designated camp fire circle / Alter pits All participants except person adding fuel to sit in outer circle Only one person a time to add fuel to the fire Ensure fire bucket with water is at hand 	Medium
Clothing catching fire from standing too close	Everyone using the equipment	<ul style="list-style-type: none"> As above 	Low
Tripping over wood on floor	Everyone using the equipment and walking around the area	<ul style="list-style-type: none"> All wood to be stored in wood pile and fire fed from that pile. No additional logs lying around Surrounding area to be checked before event and loose loop put on wood pile 	Low
Slipping	Users & Instructor	<ul style="list-style-type: none"> As above 	Low

Ensure fire bucket with water is at hand at all times

First Aid kit should be present at all times

CAMPFIRE COOKERY

HAZARD	Who it affects	Control measures	Remaining risk
Skin contact with burning hot wood/ember	Everyone using the equipment	<ul style="list-style-type: none"> All fires built in designated camp fire circle / Alter pits All participants except person adding fuel to sit in outer circle Only one person a time to add fuel to the fire Ensure fire bucket with water is at hand 	Medium
Clothing catching fire from standing too close	Everyone using the equipment	<ul style="list-style-type: none"> As above 	Low
Tripping over wood on floor	Everyone using the equipment and walking around the area	<ul style="list-style-type: none"> All wood to be stored in wood pile and fire fed from that pile. No additional logs lying around Surrounding area to be checked before event and loose loop put on wood pile 	Low
Slipping	Users & Instructor	<ul style="list-style-type: none"> As above 	Low
Cuts from cooking utensils	Users and Instructors	<ul style="list-style-type: none"> Ensure all users are shown the correct way to use equipment before they start Keep a first aid box to hand 	Low

Ensure fire bucket with water is at hand at all times

First Aid kit should be at hand at all times

CYCLING

HAZARD	Who it affects	Control measures	Remaining risk
Equipment failure ie helmets/ bike failure	Everyone using the equipment	<ul style="list-style-type: none"> • Bikes checked before and after use especially brakes/ helmets. • Leader to carry a pump and puncture repair kit. 	Low
Traffic accident	Everyone using the equipment	<ul style="list-style-type: none"> • Ensure group know Highway Code • Adult to every 6 under 18s to supervise • Use of High Visibility clothing • Avoid cycling at night and dusk • Compulsory and proper use of helmets • Keep off 'A' roads and those heavily used by traffic • Use cycle paths where possible • Carry first aid kit • Carry mobile phone fully charged • Check group know hand signals 	Low
Risks from riding as a group	Everyone using the equipment	<ul style="list-style-type: none"> • Ride in single file or pairs if appropriate/keep left. • Leader at the back to keep a view of all participants • Carry mobile phone fully charged • Riders to keep together at all times • Great care taken on bends • Shout if about to stop suddenly 	Low
Weather Inclement Hypothermia/Exposure/ Rain / Ice	Users & Instructor	<ul style="list-style-type: none"> • Ensure correct clothing, including waterproofs, are carried • Each participant to carry water. • 1st Aid kit to be carried by supervisor • Sunscreen used and carried if necessary. • Consider and control the speed of the group • Cancel if necessary • Be prepared to carry out a detour if necessary 	Low
Poor health/fitness of rider	Users	<ul style="list-style-type: none"> • Leader to carry completed health forms for all participants • Cycle at pace of slowest 	Low
Road crossings	Users & leaders	<ul style="list-style-type: none"> • Cross as a group • Dismount to cross if necessary if very busy road 	Low
Poor road surface	Users	<ul style="list-style-type: none"> • Leader to signal to the group-shout/pre agreed signal 	Low
Choice of stopping places	Users & Leaders	<ul style="list-style-type: none"> • Avoid road junctions and bends • Warn riders behind you are stopping. 	Low

		<ul style="list-style-type: none"> • Choose places where road is not blocked.- eg layby • If unsure of route, stop well in advance to check map • Check for presence of back marker at junctions and if necessary wait in suitable place. 	
Animal on road	Users & Instructors	<ul style="list-style-type: none"> • Front rider to shout warning, reduce speed and point at animal for rest to see. • Pass all animals very slowly including ridden horses 	Low
Parked Vehicles	Users & instructors	<ul style="list-style-type: none"> • Front rider to shout warning and reduce speed. • All riders to give hand signal and overtake 	Low

GEOCACHING

HAZARD	Who it affects	Control measures	Risk
Trips and falls	Users	<ul style="list-style-type: none"> Brief group about possible dangers of terrain ie tree roots, step, banks, grass if wet. Ensure participants have suitable footwear on and laces are tied correctly 	Medium twist or fracture
Becoming lost	Users	<ul style="list-style-type: none"> At least 4 in each group going off site. Ensure everyone knows the cut-off time and where to meet Instructor to keep a copy of the coordinates of the geocaches being looked for so that a search may be made in the event of a group being late. Check each GPS is working correctly before start. Group to stay together. 	Low
Wildlife	Users and instructors	<ul style="list-style-type: none"> Ensure group knows to keep away from nesting birds and all animals seen. NB Slow worms are in the woods at Bron and are harmless but girls often mistake them 	Low bite
Brambles and Scrub	Users	<ul style="list-style-type: none"> Participants recommended to wear trousers and long-sleeved tops 	Low

FISHING

HAZARD	Who it affects	Control measures	Risk
Falling in lake; drowning; hypothermia	Users	<ul style="list-style-type: none"> • 4 leaders with all groups. • Groups not exceeding 20. • No games to be played in the vicinity • Instructor on hand at all times • Girls reminded of need to be sensible • All can swim 50 metres clothed. • First Aider present with blankets 	Medium twist or fracture
Injury caused by rod to another	Users	<ul style="list-style-type: none"> • Instructions given on how to use the rod by Instructor • Gaps between fishers on the bank and sufficient space behind. 	Low
Brambles and Scrub	Users	<ul style="list-style-type: none"> • Participants recommended to wear trousers and long-sleeved tops 	Low

INDOOR COOKERY

HAZARD	Who it affects	Control measures	Risk
Hot fryer (Burns)	Users	<ul style="list-style-type: none"> • Ensure fryers can't be reached by attendees • Ensure all staff using them are fully trained. • Fryers to remain in the main kitchen. • Chef to pre-cook all chips. • Chef to cook the Monkey Fritters in the main kitchen. 	Medium
Cuts	Users	<ul style="list-style-type: none"> • All food pre-cut by trained kitchen staff 	Low
Hair caught in equipment	Users	<ul style="list-style-type: none"> • Long hair to be tied back 	Low

ORIENTEERING

HAZARD	Who it affects	Control measures	Risk
Fall and slips	Users	<ul style="list-style-type: none"> • Sensible footwear worn. • Participants discouraged from running. • At night each participant must have a torch/light • Participants to be in small groups. • Advise groups of natural trip hazards such as potholes/tree roots/banks/ slippery slopes. • Advise participants to adhere to signage indicating access to area is unsafe 	Medium twist or fracture
Safeguarding from strangers	Users Abduction	<ul style="list-style-type: none"> • Minimum of 3 per group • Participants advised if other adults on site • Participants to comply with Safe from Harm policies • Leaders vigilant • Security lighting at dusk • Participants to stay on site at all times 	Low
Inclement weather	Users	<ul style="list-style-type: none"> • Ensure correct clothing, including wet weather gear, is carried • Participants to carry water • Advise participants to adhere to any signage indicating access to area is unsafe • Postpone/Cancel activity if weather very bad. 	Low
Insect bites and Allergies	Users and leaders Allergic reaction	<ul style="list-style-type: none"> • Recommend participants to bring their own insect repellent • Sufferers from Hay Fever should have bring their own medication 	Medium

ADDITIONAL MEASURES

A time limit should be set for each activity.

Dependent on age and ability of group, adult supervision for each group may be required

PIONEERING

HAZARD	Who it affects	Control measures	Risk
Hair caught in equipment	Users	<ul style="list-style-type: none"> • Long hair to be tied back 	Low
Fall and slips	Users	<ul style="list-style-type: none"> • Sensible footwear worn. • Participants discouraged from running. • Participants to be in small groups. • Advise groups of natural trip hazards such as poles/ropes. • Ensure the ground area is level and free from obstructions before starting the activity. 	Medium twist or fracture
Poles	All participants	<ul style="list-style-type: none"> • Ensure correct manual handling techniques are used when moving the poles • Take care when collecting & returning poles to the store, longer poles are 2 person lift. • Monitor participants when moving poles 	High
Ropes	All Participants	<ul style="list-style-type: none"> • Do not swing ropes around. • Be aware of the end of the rope when rapping around a pole that the end doesn't "whip" someone nearby. • Take care not to trap fingers between the ropes and poles • Remind participants during the activity to keep their fingers away when tightening ropes. 	High
Mallets & Pegs	All users	<ul style="list-style-type: none"> • Ensure area is clear of other participants before using a mallet and pegs to tighten the ropes • Instructor must ensure everyone knows what to do before they start by giving a demonstration. 	High

SLACK LINE

HAZARD	Who it affects	Control measures	Risk
Hair caught in equipment	Users	<ul style="list-style-type: none"> • Long hair to be tied back 	Low
Falling from Slackline	Users	<ul style="list-style-type: none"> • Maximum height of line is 50cms • Soft landing cleared of all hazards before activity • Only 1 person allowed on the line at any one time • Buddy system in place • Only Instructor allowed in close proximity to participant • All participants to queue at behind one end of the line • Instruct participants that if they begin to fall step to one side • Do not use in strong winds 	Medium twist or fracture
Equipment Failure	Users	<ul style="list-style-type: none"> • Equipment to be checked monthly and before each use • Any wet line is dried before putting away 	Low
Poor group discipline	Users	<ul style="list-style-type: none"> • Group leader reminded they are responsible for group discipline • Instructor may cancel session • Ratio of 1 Instructor to 8 participants adhered to. 	LOW High risk of injury of damage to equipment
Trip Hazard	Users	<ul style="list-style-type: none"> • Use Hi Viz tape on anchors 	LOW High risk of injury or damage to equipment

SPORTS CHALLENGE

HAZARD	Who it affects	Control measures	Risk
Falling from height, falling off the equipment, minor injury	Users	<ul style="list-style-type: none"> Weekly checks to ensure the mats are in place and no hard objects i.e. stones or sticks are by the equipment 	Low
Slips and trips	Users	<ul style="list-style-type: none"> Regular weekly checks to make sure the equipment is clean and free from mud that could make it slippery. Anti-slip tape fitted to all flat surfaces that are walked on. Do not use if the area is water logged. 	Low
Collisions	Users	<ul style="list-style-type: none"> Only 1 person at a time on each obstacle Younger children should be supervised. 	Low
Hair caught in equipment	Users	<ul style="list-style-type: none"> Long hair to be tied back 	Low

WATER ZORBS

HAZARD	Who it affects	Control measures	Risk
Faulty equipment (Bruises cuts & Abrasions)	Users & instructors	<ul style="list-style-type: none"> • All equipment should be checked by the instructor, prior to, during and after each session • Users should be eased in to and out of pool and avoid them being dropped • 2 Instructors should be on duty 	Low
Misuse of equipment (Bruises cuts & Abrasions)	Users	<ul style="list-style-type: none"> • Instructor to brief group on correct usage, Instructor to remain vigilant to ensure group are using equipment as instructed 	Low
Wet Poolside (slips & trips)	Users	<ul style="list-style-type: none"> • Instructors to brief WALKING only around the pool 	Low
Other Equipment Around the Pool (Slips, Trips & Falls)	Users & Instructors	<ul style="list-style-type: none"> • Instructor to check for any hazardous objects prior to the session and remove if necessary. 	Low

ZIPLINE

HAZARD	Who it affects	Control measures	Risk
Falling from height, falling off the seat, minor injury	Users	<ul style="list-style-type: none">• Ensure the chippings are evenly spread before use	Low
Slips & trips	Users	<ul style="list-style-type: none">• All wooden surfaces have been covered in “chicken wire” to provide a non-slip surface	Low
Collisions	Users	<ul style="list-style-type: none">• Ensure runway is clear before leaving the start ramp• Only 1 person at a time to ride on the zip wire• Younger children should be supervised	Low
Collision with structure	Users	<ul style="list-style-type: none">• Weekly inspections to ensure the carriage stops are positioned correctly a suitable distance from the end of the runway, check indicator is in the centre of the tyre.	Low
Hair caught in equipment	Users	<ul style="list-style-type: none">• Long hair to be tied back	Low

ZORBING

HAZARD	Who it affects	Control measures	Risk
Strong wind causing Zorb to go off course	Users	<ul style="list-style-type: none"> Activity will not take place outside if there is a strong wind or if strong winds are forecast 	Low
Sun causing partial blindness/overheating/dehydration	Users	<ul style="list-style-type: none"> Participants must wear sunscreen and carry spare Participants must have regular drinks of water NO sunglasses to be worn inside the Zorb Leader with first Aid qualification to be present 	Low
Grass un-level	Users	<ul style="list-style-type: none"> Field surveyed before activity to check no hazards in the way such as pot holes, wood, tent pegs The zorbs should not be used if the ground is water logged. 	Low Bruising
Correct Zorb inflation	Users	<ul style="list-style-type: none"> Must be tested before use in order to prevent the ball from bursting-it needs to be 'squashy' 	Medium Bruising
Puncture in Zorb	Users	<ul style="list-style-type: none"> Instructor to carry a puncture repair kit and pump Check field before Zorb is used for hazards. 	Low
Falling over inside zorb	Users	<ul style="list-style-type: none"> Participant instructed in how to use the Zorb without falling over If they do fall, Instructor will stop Zorb if participant is in distress 	Medium Bruising
Falling out of side openings	Users	<ul style="list-style-type: none"> Participant will be instructed on how to keep the Zorb upright. If the participant trips on the hole the Instructor will stop the Zorb 	Medium Injury
Tiredness	Users	<ul style="list-style-type: none"> Instructor to keep a check on fatigue level of participant and stop the session if necessary 3 mins approx. All participants to be warned of fogging up of Zorbs is sign of over-exertion and they should stop 	High Injury
Clothing	Users	<ul style="list-style-type: none"> Loose jewelry should NOT be worn Long hair should be tied back Shoes are NOT WORN inside the Zorb Watches will be removed All objects in pockets will be removed Glasses will NOT BE WORN in the Zorb No food to be eaten in the Zorb including chewing gum 	Low
Spectators being run over	Spectators	<ul style="list-style-type: none"> Instructor to ensure that all spectators stand behind the start of the course/ blue barriers The Course is clearly marked with barriers between the Zorb and the spectators Spectators are instructed not to sit on the inflatable barriers 	Low

Risk assessments Carried out by Nick Jessop 25.05.17

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