

# Risk Assessment - BFOC Generic Site Risks for Customers

**Date of Assessment:** 13th March 2024, Rachael Fisher

**Last Reviewed:** 14th March 2026

**Standard Review date:** 1st April 2027

**Description of Area:** Blackland Farm Outdoor Centre



## Risk Assessment Matrix

| Severity / Likelihood | 1 Rare | 3 Possible | 5 Almost Certain |
|-----------------------|--------|------------|------------------|
| 5 Catastrophic        | 5      | 15         | 25               |
| 3 Moderate            | 3      | 9          | 15               |
| 1 Insignificant       | 1      | 3          | 5                |

## Definitions:

**Severity;** How severely could the hazard hurt someone or cause damage?

Catastrophic: Injury would require expert medical attention, and has the potential to be fatal

Major: Injury would require the participant to stop doing the activity, medical treatment is beyond the skills of a basic first aider

Insignificant: Minor injury requiring simple first aid or no treatment

**Likelihood;** How likely is it to happen?

Almost certain: Expected to occur in all circumstances

Possible: Might possibly occur at some time

Rare: May occur only in exceptional circumstances

## Risk Score:

| Risk Score | Risk Level | Action Required                            |
|------------|------------|--|
| 20-25      | Extreme    | Immediate action required                  |
| 12-16      | High       | Action plan required                       |
| 6-10       | Moderate   | Specific monitoring or procedures required |
| 1-5        | Low        | Manage through routine procedures          |

| Hazard              | Potential outcome | Persons Affected | Controls  | Severity | Likelihood | Risk Rating |
|---------------------|-------------------|------------------|---|----------|------------|-------------|
| Slips, Trips, Falls | Injury            | All              | <ol style="list-style-type: none"> <li>1. General good housekeeping is carried out, this is covered in BFOC staff training and encouraged of all site users.</li> <li>2. Areas are well lit where reasonable, with additional floodlighting available if deemed necessary. Kit List for groups includes torch.</li> <li>3. Speed bumps are painted routinely for visibility.</li> <li>4. Wet floor signs are available for use to alert visitors to hazards.</li> <li>5. All visitors made aware in the booking pack that the site is rural and many areas of grounds require additional care.</li> </ol> | 3        | 3          | 9           |
| Manual Handling     | Pain or strain    | All              | <ol style="list-style-type: none"> <li>1. Good manual handling practice is covered in BFOC staff training and encouraged of all site users.</li> <li>2. Trolleys are available where appropriate for large or heavy loads.</li> <li>3. Driving permitted on-site to assist with manual handling.</li> <li>4. Visitors on-site responsible for ensuring good manual handling for their associated guests.</li> </ol>   | 1        | 3          | 3           |

|                    |                                      |     |  |   |   |   |
|--------------------|--------------------------------------|-----|--|---|---|---|
| Working at Height  | Injury including fractures, bruises. | All | <ol style="list-style-type: none"> <li>1. Working at Height practice is covered in BFOC staff training.</li> <li>2. Visitors on-site are responsible for ensuring good working at height practices for their associated guests.</li> </ol>   | 2 | 1 | 2 |
| Electronic Devices | Electric shock, fire, burns          | All | <ol style="list-style-type: none"> <li>1. All BFOC owned appliances are compliant, including being subject to Portable Appliance Testing annually.</li> <li>2. Any devices that show damage likely to cause damage reported to site staff and removed from service immediately.</li> <li>3. Good practice regarding use of electronic devices is covered in BFOC staff training and encouraged of all site users.</li> </ol>   | 2 | 1 | 2 |
| Fire               | Injury, damage                       | All | <ol style="list-style-type: none"> <li>1. Fire safety measures in place for campsites and buildings, provided by BFOC.</li> <li>2. Fire risk assessments provided for residential accommodation.</li> <li>3. Residential accommodation has automatic fire detection systems in place, maintained and tested in line with guidance.</li> <li>4. Fire procedures including evacuation plans are developed, displayed and implemented in residential accommodation.</li> <li>5. Regular checks of fire systems and features are carried out, including fire exit doors and escape routes.</li> <li>6. The Duty Manager is available for support and assistance 24/7 when visitors are on-site.</li> </ol> | 2 | 1 | 2 |

|                                     |   |  |   |   |   |   |
|-------------------------------------|---|--|---|---|---|---|
| Medical Emergency                   | Minor to major injury   |  | <ol style="list-style-type: none"> <li>1. Instructors and Duty Managers are first aid trained and available during office hours, and on-call overnight.</li> <li>2. First Aid provision is stipulated to be provided by visiting groups in the first instance.</li> <li>3. First Aid kits available in all activity areas, plus grab bags and large kits in vehicles and offices.</li> <li>4. Emergency Action Plan in place for emergency procedures.</li> </ol>   | 3 | 3 | 9 |
| Other Emergency                     | Minor to major injury   |  | <ol style="list-style-type: none"> <li>1. Emergency Action Plan in place for emergency procedures, including subscription to PHAROS crisis management.</li> </ol>   | 5 | 1 | 5 |
| Outside Areas                       | Allergies to flora / fauna, minor injuries from flora and fauna |  | <ol style="list-style-type: none"> <li>1. Whole site tree surveys carried out every five years.</li> <li>2. Tree Management Plan in place for managing trees</li> <li>3. Where reasonably practicable, brambles and nettles are removed from major walkways.</li> <li>4. Where reasonably practicable, pests are removed from residential and activity areas (such as wasp nests)</li> <li>5. All visitors to the site are made aware that the site is rural and risks associated with natural areas are to be expected.</li> </ol> | 1 | 3 | 3 |
| Cleaning and Other Use of Chemicals | Injury, Burns, Harm from contact or inhalation                  |  | <ol style="list-style-type: none"> <li>1. COSHH training provided to all relevant BFOC staff.</li> <li>2. Chemicals belonging to BFOC are kept in locked areas, accessible only to trained staff.</li> </ol>  | 1 | 1 | 2 |

|                     |                               |                    |  |   |   |   |
|---------------------|-------------------------------|--------------------|--|---|---|---|
|                     |                               |                    | 3. Visitors to the site provide their own cleaning products and assessments.   |   |   |   |
| Safeguarding Issues | Harm, Abuse, Injury           | Vulnerable Persons | <ol style="list-style-type: none"> <li>1. Relevant BFOC staff undergo a DBS check, safer recruitment practices, safeguarding training and adhere to safeguarding policy.</li> <li>2. Contractors and visitors report to reception on arrival.</li> <li>3. BFOC staff given clear training and guidance for assisting participants safely in high risk activities, such as harness fitting.</li> <li>4. BFOC staff are instructed to not engage in unsupervised 1-1 contact and use open spaces for instruction.</li> <li>5. Separate gender facilities provided to groups where required.</li> </ol> | 3 | 1 | 3 |
| Gas Appliances      | Injury, ill health, Poisoning | All                | <ol style="list-style-type: none"> <li>1. BFOC provided gas appliances are checked and serviced by a Gas Safe engineer.</li> <li>2. BFOC provided Duke of Edinburgh Expedition gas stoves are stored securely, and operated in line with guidance.</li> <li>3. Visitors providing their own gas and appliances take responsibility for their storage and use.</li> </ol>   | 3 | 1 | 3 |
| Asbestos            | Harm from inhalation          | All                | <ol style="list-style-type: none"> <li>1. BFOC maintains and controls an asbestos register- all asbestos is regularly checked for its condition.</li> <li>2. Any asbestos deteriorating to a point of harm will be removed.</li> </ol>   | 3 | 1 | 3 |

|                          |                         |     |  |   |   |   |
|--------------------------|-------------------------|-----|--|---|---|---|
| Water systems            | Ill health, infection.  | All | <ol style="list-style-type: none"> <li>1. Legionella Risk Assessment carried out by competent contractor, controls carried out.</li> <li>2. Potable water is tested every six months by competent contractor.</li> <li>3. Potable water tanks are treated as required.</li> </ol>  | 1 | 1 | 1 |
| Movement of Vehicles     | Injury                  | All | <ol style="list-style-type: none"> <li>1. Speed Limit signs in place and enforced.</li> <li>2. Speed Bumps in place</li> <li>3. Areas isolated from vehicles if deemed necessary, i.e. with cones and or traffic barriers.</li> <li>4. Delivery drivers must check in at the office before driving further on-site.</li> </ol>   | 5 | 1 | 5 |
| Dogs                     | Injury / allergy        | All | <ol style="list-style-type: none"> <li>1. Dogs must be on a lead around site when groups are present, or kept within the confines of the office or staff buildings (if dogs belong to staff).</li> <li>2. Dogs are not allowed into visitor buildings with the exception of assistance dogs.</li> <li>3. Deep cleans must be carried out after assistance dogs have been in visitor buildings.</li> <li>4. Dog owners are asked to clean, clear and dispose of any feces.</li> </ol> | 3 | 1 | 3 |
| Unauthorized use of site | Injury, ill-health, etc | All | <ol style="list-style-type: none"> <li>1. Terms of use state that "External suppliers of any kind are not permitted without prior written approval from Blackland Farm Outdoor Centre."</li> </ol>   | 3 | 1 | 3 |

|                        |                           |                            |  |   |   |   |
|------------------------|---------------------------|----------------------------|--|---|---|---|
|                        |                           |                            | <ol style="list-style-type: none"> <li>2. Terms of use state that “Guests must not use the grounds for any service that contradicts policy or direction for use.”</li> <li>3. When booking, guests must state the reason for their visit.</li> <li>4. Use of the site is monitored, any activity deemed unsafe or without proper control of hazard will be stopped by BFOC.</li> <li>5. All contractors must undergo a contractor control process, including the production of risk assessments for onsite activities.</li> <li>6. Authorized onsite activity is risk assessed.</li> </ol>                             |   |   |   |
| Adventurous Activities | Injury including fatality | Adventurous Activity Users | <ol style="list-style-type: none"> <li>1. All adventurous activities run in line with their own risk assessments and our Adventurous Activities Policy.</li> </ol>   | 5 | 1 | 5 |
| Security               | Harm, damage              | All                        | <ol style="list-style-type: none"> <li>1. Field gates to the site remain closed when not in use. Access is given by code to authorized site users, and changed regularly.</li> <li>2. Main entrance gates closed outside of office hours, BFOC staff have access to code.</li> <li>3. All visitors must report to reception.</li> <li>4. All adults must wear a visitor or school lanyard when visiting BFOC.</li> <li>5. CCTV imagery and recordings are collected at the main entrance in the interest of security and crime prevention.</li> <li>6. Alarm systems in place for at risk buildings onsite.</li> </ol> | 1 | 3 | 3 |

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  | <ul style="list-style-type: none"> <li>7. Public Footpath runs through the site, this is well signposted and monitored for trespass.</li> <li>8. BFOC staff are trained to challenge any adults not wearing lanyards, or who are unsupervised.</li> <li>9. Group leaders are responsible for their group during their stay.</li> </ul> |  |  |  |
|--|--|--|--|--|--|--|

This Risk Assessment should be reviewed annually, or more frequently if an incident or injury occurs, or environmental conditions, or guidance changes.