

# Risk Assessment - BFOC For All on Site Activities

**Date of Assessment:** 13th March 2024 - Charlotte Russell

**Last Review date:** 2nd March 2026 - Fran Cains-Ward

**Next Review date:** 2nd March 2027

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

## Risk Assessment Matrix

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



**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

## Definitions:

## 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	Controls	Severity	Likelihood	Risk Rating
Slips, Trips, Falls	Injury resulting from slip, trip or fall	All	<ul style="list-style-type: none"> <li>Participants and instructors wear appropriate closed toe footwear for the environment.</li> <li>Activity bases frequently checked and maintained to ensure risk of slips trips and falls is mitigated (e.g. removal of trip hazards if possible).</li> <li>Some of the activities take place in the natural environment where the ground is often uneven, wet, slippery.</li> <li>Instructor to highlight trip/slip hazards that cannot be mitigated to group.</li> <li>Areas are well lit where reasonable, with flood lighting available for appropriate activities where necessary.</li> </ul>	3	2	6
Weather	Illness or injury resulting from weather	All	<ul style="list-style-type: none"> <li>Instructors and participants advised to wear sunscreen in relevant conditions, as well as covering up exposed skin with clothing. Sunscreen is available onsite for use free of charge.</li> <li>Instructors and participants advised to stay hydrated, seek shade where possible in relevant conditions. Multiple water points onsite that are clearly labelled as drinking water.</li> <li>Instructors and participants advised to wear appropriate clothing for the weather conditions.</li> <li>In the event of lightning storm, the 30/30 rule is followed- <a href="https://www.rospa.com/leisure-water-safety/leisure-safety/lightning">https://www.rospa.com/leisure-water-safety/leisure-safety/lightning</a></li> <li>In the event of winds higher than 25mph averaged over a 3-minute period, all outdoor activities must be stopped. This is monitored through a centralised live local weather station by the Duty Manager.</li> <li>Duty Manager to monitor weather conditions throughout activity delivery.</li> <li>Instructors first aid trained with first aid kits available to deal with environmental hazards (e.g. foil blankets).</li> </ul>	5	1	5
Dogs	Injury and / or allergy	All	<ul style="list-style-type: none"> <li>Instructors are not permitted to have dogs present whilst delivering activity sessions.</li> <li>Participants' dogs are not permitted in activity delivery areas.</li> <li>All dogs on site must be on leads when groups are present or kept within the confines of the office or staff residential areas.</li> <li>Dog owners must clear up after their dogs responsibly.</li> </ul>	3	1	3

Insect / flora and fauna	Bites stings illness resulting from allergy	All	<ul style="list-style-type: none"> <li>● Instructors are encouraged to report known insect nests or hives to management for action.</li> <li>● Instructor to ensure that disclosed medical information is known and controlled where possible (e.g., allergy to wasp stings).</li> <li>● Instructors first aid trained with first aid kits available.</li> <li>● Activity areas are maintained to be as free as reasonably possible of stinging or irritating flora.</li> </ul>	3	2	6
Participants with additional needs	Equipment damage, loss of group control	Groups that have participants with additional needs, instructors	<ul style="list-style-type: none"> <li>● All groups are asked to provide any medical information for their groups prior to arrival that the instructors can access.</li> <li>● The instructor will check with the leader for any additional needs information at the start of the session.</li> <li>● Centre leadership team available on a radio for additional support if required.</li> </ul>	2	3	6
Failure of Equipment	Major injury or death	All	<ul style="list-style-type: none"> <li>● A routine visual inspection is completed prior to an activity beginning.</li> <li>● PPE checks are carried out routinely by a competent person.</li> <li>● Operational Inspections of all activity areas are completed routinely by a competent person.</li> <li>● See Activity Policy for further controls.</li> </ul>	5	1	5
Failure of Trees	Major injury or death	All	<ul style="list-style-type: none"> <li>● A routine visual inspection is completed prior to an activity beginning.</li> <li>● Operational inspections of all activity areas are completed routinely by a competent person.</li> <li>● A tree survey of all high-use areas (including activity areas) is completed annually, with priority works scheduled accordingly.</li> </ul>	5	1	5
Unsupervised persons	Major injury or death	Unsupervised persons	<ul style="list-style-type: none"> <li>● All activities areas are left secure by either gate being locked, equipment raised in the air, Jacob's ladder rungs removed and locked, and ladders removed and locked.</li> <li>● All groups have leaders who are responsible for all site users and their supervision.</li> </ul>	5	1	5
Insufficient Adult Supervision	Minor injury and loss of group control	All	<ul style="list-style-type: none"> <li>● Each activity group has a supervising adult with them as well as the instructor who is responsible for running the session. On occasion where there are not enough adults present to have one per group, there can be one in each activity zone with the approval from the duty manager, as long as this provides adequate supervision and behavioural controls.</li> </ul>	3	1	3

Injury or accidents associated with poor group behaviour	Injury or damage to equipment	All	<ul style="list-style-type: none"> <li>Each group will have a supervising adult responsible for the group's behavior.</li> <li>Boundaries are set by the instructor for the base or operating areas in the safety briefing.</li> <li>Instructors must stop sessions if poor group behaviour persists or pause the session and ask for assistance from the Duty Manager to manage behaviour if viable.</li> </ul>	3	1	3
Pre- existing health issues including personal injury or illness	Injury or illness	Anyone with a pre-existing medical condition	<ul style="list-style-type: none"> <li>All groups are required to provide any medical information for their groups prior to arrival that the instructors can access. Group leaders are responsible for participant medication.</li> <li>All groups will ensure that essential medication is accessible.</li> <li>The instructor will check with the leader for any medical information at the start of the session.</li> </ul>	3	2	6
Running drop-in sessions	Injury caused by participants not having a full safety brief	All	<ul style="list-style-type: none"> <li>Staff aware of the participant ratios as per SOP in the area and everyone to be given the appropriate rules.</li> <li>An additional volunteer or staff member will be added to the session to manage participants in the area to ensure safety briefing/ fitting of PPE is carried out effectively.</li> </ul>	1	3	3
Medical Emergency	Minor to major injury	All	<ul style="list-style-type: none"> <li>Instructors (8 hr minimum) and Duty Managers (16 hr minimum) are first aid trained and available during office hours and on call overnight. In the unlikely event an instructor does not hold a 8hr minimum first aid qualification a individual risk assessment will be carried out.</li> <li>First Aid provision is stipulated to be provided by visiting groups in the first instance.</li> <li>First aid kits are available in all activity areas and vehicles plus grab bags and a larger kit in the office.</li> <li>An Emergency Procedures Policy is in place.</li> <li>PHAROS response system is in place.</li> </ul>	5	1	5
Other Emergency.	Minor to major injury	All	<ul style="list-style-type: none"> <li>Emergency Action Plan in place for emergency procedures, including subscription to PHAROS crisis management.</li> </ul>	5	1	5
Jewellery	Entrapment injuries, ear injuries from earrings	All	<ul style="list-style-type: none"> <li>All participants advised to remove or tuck all jewellery that may cause entrapment or other injury before the start of the session. This particularly applies to long or hooped jewellery.</li> <li>Rings must be removed if not possible; they must be taped over with</li> </ul>	3	2	6

			the risk clearly explained to the participants.			
Incompetent Instructing Staff	Injury	All	<ul style="list-style-type: none"> <li>See Centre Activity Policy / SOPs for minimum standards and ongoing monitoring processes etc.</li> </ul>	5	1	5
Injuries from poor environmental visibility	Injury	All	<ul style="list-style-type: none"> <li>When running activities in low light torches should be used to highlight any areas of hazard, or large areas should be floodlit. If an area is unable to be safely lit to mitigate risk, the activity should not be run.</li> <li>Instructors to brief participants of the hazard of low light and the need to be vigilant for hazards.</li> </ul>	5	1	5