

Risk Assessment - BFOC Land Activities

Date of Assessment: 13th March 2024 - Charlotte Russell

Last Review date: 6th March - Fran Cains-Ward

Next Review date: 6th March 2027

Description of Area: Blackland Farm Outdoor Centre

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

This Risk Assessment is to be used in conjunction with the Generic Activity Risk Assessment Document.

Instructor Led Activities

Archery						
Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Arrows	Major injury, person being shot by arrow	All users	<ul style="list-style-type: none"> ● Participants instructed to only point the bow down range. ● Participants instructed to stay behind the shooting line until given the command to collect arrows. Instructor to be aware of the whole range/ overshoot area for members of the public. ● All instructors have an Archery GB Instructor Award to ascertain competence of range management. ● Clear boundaries and warning signs to be established around the range. ● All ranges have safety netting or barriers to the rear of the targets and a clearly defined 'NO GO' area around the range. ● All sessions run in accordance with the SOP. 	5	1	5
Shooting injury to foot	Arrow impaling foot	All users	<ul style="list-style-type: none"> ● All participants wear closed toe shoes or boots – no open toed sandals. ● Participants taught how to carry arrows correctly to reduce likelihood of injury. ● Correct ways of shooting demonstrated and explained to all participants. 	3	1	3
Bosses, Targets	Crush injury, from bosses falling over.	All users	<ul style="list-style-type: none"> ● Correct technique for arrow retrieval to be demonstrated and monitored throughout the session to avoid bosses tipping. 	3	1	3
Arrow Removal	Impaling themselves or others with arrow	All users	<ul style="list-style-type: none"> ● Correct technique for arrow retrieval to be demonstrated and monitored throughout the session. 	3	2	6

Axe Throwing

Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Tools	Major injury, person being struck by tools	All users	<ul style="list-style-type: none"> Participants instructed to only point the tools down range. Participants instructed to stay behind the throwing line until given the command to collect tools. Instructor to be aware of the whole range/ overshoot area for members of the public. Participants must not stand directly behind active throwers. All instructors have appropriate training and assessment to ascertain competence of range management. Clear boundaries and warning signs to be established around the range. All ranges have a clearly defined 'NO GO' area around the range. All sessions run in accordance with the SOP. 	5	1	5
Blade / wooden handle	Injury to body part	All users	<ul style="list-style-type: none"> All participants wear closed toe shoes or boots. Participants taught how to hold and carry tools correctly to reduce likelihood of injury. Correct ways of throwing demonstrated and explained to all participants. Tools are checked when collisions occur by the instructor before participants collect their tools, if repairs are necessary they are carried out before the tools are handed back to the participants. 	3	1	3
Bosses, Targets	Crush injury, from bosses falling over.	All users	<ul style="list-style-type: none"> Correct technique for tool retrieval to be demonstrated and monitored throughout the session to avoid target tipping. 	3	1	3
Tool Removal	Impaling themselves or others with tool	All users	<ul style="list-style-type: none"> Correct technique for tool retrieval to be demonstrated and monitored throughout the session. 	3	2	6
Tools bouncing back	Major injury, person being struck by tools	All users	<ul style="list-style-type: none"> Minimum distance from target maintained through use of a throwing line. Correct technique is taught for throwing the tools. Clear zones around the targets. Targets kept moist to increase the likelihood of the tools sticking. 	2	2	4

Bungee Trampolines

Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Participants jumping into or getting caught in wires/ ropes.	Minor injury from bouncing into wires/ ropes	All users	<ul style="list-style-type: none"> Instructors given training on how to control a participant who is jumping erratically as per staff training and SOP. 	2	1	1
Participants kicking or bumping into Instructors	Minor injury to staff member or participant, possibly resulting in falling off the trampoline.	Instructor	<ul style="list-style-type: none"> Instructors are given training on where to stand to mitigate risk. 	2	2	4
Electricity	Electric shock, burn	All users	<ul style="list-style-type: none"> Circuits related to activity must include an RCD. Activity to be stopped if wet weather persists. Tarps available to protect electric motors in the event of light rain. 	4	1	4

Bushcraft

Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Fire Lighting activity	Burns in particular to face and hands	All users	<ul style="list-style-type: none"> Use of any flammable liquids is prohibited. Loose hair and clothes must be tied back or removed. Water accessible before the start of the session, instructor to control the amount of fire-starting material (cotton wool/ tinder) given to active groups. All participants to be kneeling when lighting fire. When participants give oxygen to the fire, this must be done on a solo basis and at a safe distance to the side of the fire (i.e., not from above). Instructor to monitor at all times. When cooking popcorn, the instructor must ensure the device is held as to not cause injury- gloves are available if necessary. 	4	2	8
Falling onto the fire	Burns in particular to face and hands	All users	<ul style="list-style-type: none"> Participants are advised only to walk around the fire lighting areas. A group leader or instructor always oversees behaviour. Instructor to ensure fire is extinguished when finished. 	4	2	8

Smoke inhalation	Smoke inhalation, causing coughing, lung irritation Affecting specifically people with asthma	All users	<ul style="list-style-type: none"> • Medical conditions known by the group leader and instructor prior to activity taking place. • Position group around fire according to wind direction, instruct participants affected to move if wind direction changes. • Participants encouraged to take regular breaks from the vicinity of the fire/smoke. • Instructors to limit the use of smoke causing materials, such as wet wood, being used in the fire. • When participants give oxygen to the fire, this must be done in the direction of the wind and at a safe distance away from the fire. 	3	2	6
Knives and other sharp tools	Cuts, stabs, etc.	All users	<ul style="list-style-type: none"> • Instructors to be fully trained in use of knives. • First Aid Kits to be present on session in case of injury. • Participants are not permitted to use sharp tools. • Knives to be locked away whilst not on session, secured by instructor when on session as to avoid unauthorised use. • Knives are checked regularly for dull blades and sharpened when necessary to ensure ease of use. 	2	2	4
Water - Hygiene	Weils & lymes disease	All users	<ul style="list-style-type: none"> • Hand sanitizer available to use throughout the session. The instructor advises the group to wash their hands after the session. 	4	1	4
Cooking	Burns to face, hands or mouth, allergic reaction to food allergies	All users	<ul style="list-style-type: none"> • When toasting marshmallows or cooking all participants to remain a safe distance from the fire by using sticks or tongs to avoid close contact with the fire. Instructors to brief participants to keep burning or soft marshmallows still to avoid hot sugar being transferred to participants skin/clothing. • When cooking popcorn, the instructor must ensure the device is held as to not cause injury- gloves are available if necessary. • Instructors brief the group that food will be hot and allow time to cool down before eating. • All participants kneel around the fire. • Instructor to have medical information for the group prior to session including any dietary needs. • Food supplies must be compliant with food hygiene standards, including their storage and use. • Hand sanitiser available for use when using food products on session. 	4	2	8
Shelter Building Activity - Collapse	Injury or bruising	All users	<ul style="list-style-type: none"> • Instructors to monitor the use and building of shelters, ensuring that they are structurally sound and not at risk of collapse. • Instructors inform participants that they must not enter shelters until they have checked that they are not at risk of collapse. 	3	1	3

Manual Handling	Injury from incorrect manual handling (logs, etc)	All users	<ul style="list-style-type: none"> • Clear Instructions for lifting and carrying at the start of the activity given by the instructor to the group. • Instructor/ leader to monitor the session closely. Correct manual handling procedures enforced by instructor as per their manual handling training. • Instructors have been trained in manual handling. 	2	2	4
Dead Hedge Building	Injury from use of mallets	All users	<ul style="list-style-type: none"> • Clear instructions for use of mallet given by instructor, with supervised use. • Short, controlled strokes, keeping fingers and hand clear of striking area required. Safe space around working area at all times. • Wooden mallets used. Where the ground is hard or difficult, instructor to use mallet. • Wooden mallet to be checked fit for purpose and use before used. 	2	3	6

Low Ropes

Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Entrapment of hair	Minor injury	All users	<ul style="list-style-type: none"> • All loose hair is tied back or tucked away. 	2	2	4
Wires	Wire splinters, cuts	All users	<ul style="list-style-type: none"> • Instructor to brief the group on the correct way to assist each other. • Active participants restricted per element as per SOP. 	2	2	4
Falling off obstacle	Minor injury, and hitting head	All users	<ul style="list-style-type: none"> • Instructor to ensure group members to assist each other around the course with them spotting each other. • Helmets worn by all participants. 	2	2	4
Manual Handling	Minor injuries, bruises, sprains & strains, muscular injuries	All users	<ul style="list-style-type: none"> • Clear Instructions for lifting, carrying, storing at the start of the activity given by the instructor to the group. • Instructor/ leader to monitor the session closely. Correct manual handling procedures enforced by instructors as per their manual handling training. 	2	2	4

Nightline

Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Collision due to blindfolded participants	Injury	All users	<ul style="list-style-type: none"> Instructors trained on how to manage groups effectively to ensure participants remain safe from hazards. All participants wear helmets to protect from minor bumps. 	2	2	4
Low hanging tree branches and low obstacles	Injury, bruising.	All users	<ul style="list-style-type: none"> All participants will wear helmets to protect from minor bumps. Instructor to manage participant movements throughout the session to ensure risk is managed. 	2	2	4

Team Build

Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Manual Handling	Minor injuries, bruises, sprains & strains, muscular injuries	All users	<ul style="list-style-type: none"> Clear Instructions for lifting, carrying, storing at the start of the activity given by the instructor to the group. Instructor/ leader to monitor the session closely. Correct manual handling procedures enforced by instructors as per their manual handling training. 	2	2	4
Camping Equipment in Activity Areas	Minor injuries, trips, slips.	All users	<ul style="list-style-type: none"> Clear boundaries are set to avoid tents and camping areas when team building is run at the group's campsite. A check of the area team build is being run in is done prior to the activity beginning, to ensure the area is free of hazards. 	2	1	2
Handling of Wooden Activity Equipment	Splinters, cuts, grazes	All users	<ul style="list-style-type: none"> Groups are made aware of risks prior to commencing activity. Other controls see Generic RA Equipment Failure. 	1	1	1
Fall From Height	Minor injuries, bruises, etc	All users	<ul style="list-style-type: none"> If an element or task requires participants being lifted or 'off-ground', such as 'Spider's Web' or 'Bench', instructors must give clear instructions for action, including the use of spotters and correct manual handling. 	3	1	3

On Site Walk						
Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Moving Vehicles	Injury caused by collision	All users	<ul style="list-style-type: none"> Groups are encouraged to walk not run. Vehicles are only permitted to drive up to 5 MPH. Participants advised to be aware of carparks and road users throughout the session. 	3	1	3
Water	Illness, injury, Drowning	All	<ul style="list-style-type: none"> Instructors to ensure that participants do not walk or enter water sources or streams. Instructors to encourage handwashing of participants at the end of the session to mitigate against water borne disease. 	5	1	5
Flora/Fauna	Injury or illness	All	<ul style="list-style-type: none"> Participants instructed not to pick or touch flora/fauna. 	3	1	3
Injury or accidents associated with poor group behaviour	Missing person, injury	All	<ul style="list-style-type: none"> There must be scheduled headcounts throughout the walk, clear boundaries defined, and when walking together there should be an adult at the front of the party and an adult at the back to ensure that group members stay between the two adults. 	3	2	6
Over-exertion	Injury or illness	All	<ul style="list-style-type: none"> Instructors must ensure that pace is appropriate for all participants and breaks are taken as appropriate. 	3	1	3

Off Site Walk						
Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Road and traffic	Injury resulting from traffic collision	All	<ul style="list-style-type: none"> Instructors position themselves at the front and back of the group (if more than 2, position in the middle of group). Instructor to wear high vis. Instructors to ensure group walk in a single file. 	4	2	8
Railway crossing	Injury resulting from train	All	<ul style="list-style-type: none"> The crossing has a clear line of sight of the railway line. When crossing the railway line, instructors will position themselves either side of the railway line, ensuring the line is clear before getting the group to cross. 	5	1	5

Remote Environment	Injury and illness / safeguarding	All	<ul style="list-style-type: none"> Instructors to carry additional equipment (group shelter, spare clothes, high-vis, emergency blanket, torch, Cups and water). Exit points located throughout the route. Duty Manager and Emergency Procedures Policy in place. Participants are encouraged to use facilities prior to leaving the site. In the event of participants needing to use toileting facilities, instructors must make a dynamic assessment of risk and mitigate as far as reasonably practicable. 	3	2	6
Injury or accidents associated with poor group behaviour	Missing person, injury	All	<ul style="list-style-type: none"> There must be scheduled headcounts throughout the walk, clear boundaries defined, and when walking together there should be an adult at the front of the party and an adult at the back to ensure that group members stay between the two adults. 	4	2	8
Livestock	Aggressive or unwanted behaviour from livestock, injuries	All	<ul style="list-style-type: none"> Instructors to brief participants on passing calmly and slowly around grazing livestock. 	3	1	3
Fauna and Flora	Injury or allergy resulting from flora/ fauna damage to environment	All	<ul style="list-style-type: none"> Participants instructed not to pick or touch flora/fauna. 	3	1	3
Water	Illness, injury, Drowning	All	<ul style="list-style-type: none"> Instructors to ensure that participants do not walk or enter water sources or streams. Instructors to encourage handwashing of participants at the end of the session to mitigate against water borne disease. 	5	1	5
Members of the public	Safeguarding / nuisance behaviour	Participants	<ul style="list-style-type: none"> Instructors to ensure good group management and that members of the public are given the right of way on public routes. Members of the public should be managed by the instructors directly. Assistance can be provided by the onsite Duty Manager. 	2	2	4

Scramble

Hazard	Potential	Persons	Controls	Severity	Likelihood	Risk Rating
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	outcome					
Offsite Walk to get to activity base	Misc	All users	<ul style="list-style-type: none"> Refer to Offsite Walk RA. 			
Members of the public	Safeguarding / nuisance behaviour	Participants	<ul style="list-style-type: none"> Instructors to ensure good group management and that members of the public are given right of way on public routes with an awareness that Stone Farm Rocks is a public resource and should be shared accordingly. Members of the public should be managed by the instructors directly. Assistance can be provided by the onsite Duty Manager. Emergency Procedures Policy in place. 	3	2	6
Remote Environment	Injury and illness / safeguarding	All	<ul style="list-style-type: none"> Instructors to carry additional equipment as detailed in the SOP (e.g. group shelter, spare clothes, etc). Duty Manager and Emergency Procedures Policy in place. Participants encouraged to use facilities prior to leaving the site. In the event of participants needing to use toileting facilities, instructors must make a dynamic assessment of risk and mitigate as far as reasonably practicable. 	3	2	6
Fall From Height	Minor injuries, bruises, etc	All users	<ul style="list-style-type: none"> Instructor to ensure that participants are correctly briefed on spotting techniques. Instructors ensure that boundaries are clearly defined. Instructor to ensure that participants are correctly briefed on known hazards such as the edges / faces of cliffs and use designated paths to access different areas. 	4	1	4
Entrapment	Minor injury	All users	<ul style="list-style-type: none"> Instructors ensure that boundaries are clearly defined. Instructor to ensure that participants are correctly briefed on known hazards such as the edges / faces of cliffs and use designated paths to access different areas. Instructor to ensure that routes taken are appropriate for group and individual participants. Emergency Procedures Policy in place. 	2	2	4
Head Height obstacles	Injury, bruising.	All users	<ul style="list-style-type: none"> All participants will wear helmets to protect from minor bumps. Instructor to manage participant movements throughout the session to ensure risk is managed. 	2	2	4

Self-Led Activities

Aeroball						
Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Incompetent or Insufficient Supervision by responsible person	Injury	All users	<ul style="list-style-type: none"> ● The group leader must sign to say they have received the SOPs and RAs for the activity and agree to ensure that both documents are abided whilst the activity is being run by the responsible person. ● Copies of the SOPs and RAs are available in hard copy at each activity base. 	3	2	6
Collision	Participants collide with other participants causing injury.	All users	<ul style="list-style-type: none"> ● Responsible person to ensure there is good participant control during the session. ● Responsible person to ensure participants that are not in the Aeroball are occupied and safe. ● Responsible person to ensure that only one participant enters each bed of the Aeroball. 	3	1	3
Incorrect Landing	Muscle sprain, strain, injury	All users	<ul style="list-style-type: none"> ● Responsible person to ensure that all participants know how to bounce and stop effectively. ● Responsible person to include brief that no somersaults are attempted. 	2	3	6
Trampoline Springs	Pinched/ injury to fingers / hands	All users	<ul style="list-style-type: none"> ● Responsible person include briefing that hands must be kept away from springs. ● Protective mats to be in place around the edge of the Aeroball bed. ● Responsible person to always remain vigilant 	2	2	4

Mounting / Dismounting of Aeroball	Incorrectly done, causing injury	All users	<ul style="list-style-type: none"> Responsible person must demonstrate a safe, stable method of mounting/dismounting. Responsible person to always remain vigilant. 	2	2	4
Shoes	Sprained ankle / injury from trips / falls Damage to Equipment	All users	<ul style="list-style-type: none"> Participants must remove shoes prior to entering the aeroball structure. Responsible person to ensure any removed shoes are stored in an appropriate area / away from participants. 	2	2	4
Aeroball Netting	Friction Burns	All users	<ul style="list-style-type: none"> Responsible person to brief participants on the hazard and ensure participants bounce in the middle of the bed. Responsible person to ensure that participants do not hang from the nets. 	2	2	4
Physical Activity	Muscle Strains	All users	<ul style="list-style-type: none"> Responsible person to ensure a thorough warm up is carried out prior to the activity commencing. 	2	2	4
Over-Exertion	Fatigue, injury	All users	<ul style="list-style-type: none"> Responsible person to ensure that participants take regular breaks. 	2	2	4

Boulder Wall						
Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Incompetent or Insufficient Supervision by responsible person	Injury	All users	<ul style="list-style-type: none"> The group leader must sign to say they have received the SOPs and RAs for the activity and agree to ensure that both documents are abided by whilst the activity is being run by the responsible person. Copies of the SOPs and RAs are available in hard copy at each activity base. 	3	2	6
Falling from the wall	Minor injuries	All users	<ul style="list-style-type: none"> The responsible person must sign to say they have read the SOPS, and take responsibility for the group. Holds are checked regularly for stability. Limited number of climbers at once. Feet do not go higher than 1m high / above the colour green on the mural. Group members must spot each other. 	2	2	4

Participants falling on top of each other	Potential of people falling on top of each other	All users	<ul style="list-style-type: none"> All users must be alert in the area. There must be a Responsible person present ensuring that climbers are well-spaced out. 	2	2	4
Helmets	Strangulation	All users	<ul style="list-style-type: none"> No helmets to be worn on activity. 	3	1	3

Orienteering/ Trails

Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Incompetent or Insufficient Supervision by Responsible person	Injury	All users	<ul style="list-style-type: none"> The group leader must sign to say they have received the SOPs and RAs for the activity and agree to ensure that both documents are abided whilst the activity is being run by the Responsible person. 	3	2	6
Roadways and Motor vehicles	Injury caused by collision	All users	<ul style="list-style-type: none"> Groups are encouraged to walk not run. Vehicles are only permitted to drive up to 5 MPH. Participants advised to be aware of carparks and road users throughout the session. 	3	1	3
Water	Illness, injury, Drowning	All	<ul style="list-style-type: none"> Responsible person to ensure that participants do not walk or enter water sources or streams. Responsible person to encourage handwashing of participants at the end of the session to mitigate against water borne disease. 	5	1	5
Flora/Fauna	Injury or illness	All	<ul style="list-style-type: none"> Responsible person to instruct participants not to pick or touch flora/fauna 	3	1	3
Poor group behaviour	Missing person, Injury or accidents associated with	All	<ul style="list-style-type: none"> There must be regular monitoring of groups and participants throughout the session, with clear boundaries defined. If monitoring remotely, groups of participants must be in a minimum of 3 persons, with instruction given that any incidents should be dealt with by the 2nd person staying with the injured person and the 3rd relocating a group leader. The group leader must stay in a specific starting area. Basic navigation skills should be taught at the beginning of the session. The responsible person must ensure that there is a clear signal to end the session or return to the specific starting area when required (i.e. time, whistle, etc). 	3	3	9

Over-exertion	Injury or illness	All	<ul style="list-style-type: none"> Instructors must ensure that pace is appropriate for all participants and breaks are taken as appropriate 	3	1	3
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Tunnels						
Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Incompetent or Insufficient Supervision by responsible person	Injury	All users	<ul style="list-style-type: none"> The group leader must sign to say they have received the SOPs and RAs for the activity and agree to ensure that both documents are abided whilst the activity is being run by the responsible person. Copies of the SOPs and RAs are available in hard copy at each activity base. 	3	2	6
Solid Tunnels	Participants hitting their head or back on the tunnels causing injury, bruising or breaks	All users	<ul style="list-style-type: none"> Bump helmets are provided. Responsible person to brief participants to be aware of surroundings in the tunnels. 	2	2	4
Confined space	Participants getting disorientated inside the tunnels/having a panic attack.	All users	<ul style="list-style-type: none"> Participants are not forced into the system- Challenge by choice. If extra assistance is required, the group can contact the office. 	1	1	1
Standing water	Dirty water can be harmful and carry water borne disease.	All users	<ul style="list-style-type: none"> Responsible person must advise participants to wash their hands after the session. 	2	2	4
Animals trapped/ dead in the tunnels.	Disease from dead animals	All users	<ul style="list-style-type: none"> Entrance covers are in place to reduce the likelihood of animals getting into the tunnels. If any foreign object found in the tunnels report to centre staff who will take appropriate action. 	2	2	4

Traditional Games

Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Incompetent or Insufficient Supervision by responsible person	Injury	All users	<ul style="list-style-type: none"> The group leader must sign to say they have received the SOPs and RAs for the activity and agree to ensure that both documents are abided whilst the activity is being run by the responsible person. Copies of the SOPs and RAs are available in hard copy at each activity base. 	3	2	6
Injuries from inadequately managed activity with thrown objects	Minor injury, person impacted by thrown object	All users	<ul style="list-style-type: none"> Participants instructed to not throw objects directly at others. Participants instructed to remain within the boundaries of activity. Group Leader to be aware of the whole activity area for members of the public. 	2	1	2

Sucker Archery

Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Incompetent or Insufficient Supervision by responsible Person	Injury	All users	<ul style="list-style-type: none"> The group leader must sign to say they have received the SOPs and RAs for the activity and agree to ensure that both documents are abided whilst the activity is being run by the responsible person. Copies of the SOPs and RAs are available in hard copy at each activity base. 	3	2	6
Injuries from inadequately managed shooting range	Minor injury, person being shot by arrow	All users	<ul style="list-style-type: none"> Participants instructed to not point a bow at people. Participants instructed to stay behind the shooting line until given the command to collect arrows. Group Leader to be aware of the whole range/ overshoot area for members of the public. Arrows are plastic with a flat sticky end that uses suction to stick onto the target. Low powered bows used for this activity with the target being a plastic target which stands up on its own. 	1	2	2

Evening Activities

Instructed Campfire						
Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Fire Lighting activity	Burns in particular to face and hands	All users	<ul style="list-style-type: none"> ● Instructors are trained according to SOPs, use of any flammable liquids is prohibited. ● Loose hair and clothes must be tied back or removed. ● Water accessible before the start of the session. ● When instructors give oxygen to the fire, this must be done on a solo basis and at a safe distance to the side of the fire (i.e. not from above). 	4	2	8
Falling onto the fire	Burns in particular to face and hands	All users	<ul style="list-style-type: none"> ● Instructors must ensure group members' positioning is monitored. ● Instructors must not get too close to the fire. ● Instructor to ensure fire is extinguished when finished. 	4	2	8
Smoke inhalation	Smoke inhalation, causing coughing, lung irritation Affecting specifically people with asthma	All users	<ul style="list-style-type: none"> ● Medical conditions known by the group leader and instructor prior to activity taking place. ● Position group around fire according to wind direction, instruct participants affected to move if wind direction changes. ● Participants encouraged to take regular breaks from the vicinity of the fire/smoke. ● Instructors to limit the use of smoke causing materials, such as wet wood, being used in the fire. 	3	2	6
Knives and other sharp tools	Cuts, stabs, etc	All users	<ul style="list-style-type: none"> ● Campfire resources should be prepared prior to the session by an appropriate person in line with other RAs (e.g. use of axes etc). 	2	2	4
Water - Hygiene	Weils & lymes disease	All users	<ul style="list-style-type: none"> ● Hand sanitizer available to use throughout the session. The instructor advises the group to wash their hands after the session. 	4	1	4

Cooking	Burns to face, hands or mouth, allergic reaction to food allergies	All users	<ul style="list-style-type: none"> When toasting marshmallows or cooking all participants to remain a safe distance from the fire by using sticks or tongs to avoid close contact with the fire. Instructors to brief participants to keep burning or soft marshmallows still to avoid hot sugar being transferred to participants skin/clothing. Instructors brief the group that food will be hot and allow time to cool down before eating. All participants sit or kneel around the fire. Instructor to have medical information for the group prior to session including any dietary needs. Food supplies must be compliant with food hygiene standards, including its storage and use. Hand sanitiser available for use when using food products on session. 	4	2	8
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Evening activity - Wide Game / Sports Games / Disco

Hazard	Potential outcome	Persons	Controls	Severity	Likelihood	Risk Rating
Participants getting lost	Missing person	All users	<ul style="list-style-type: none"> Boundaries explained to participants. Time limits put in place. The group briefed on what to do if they get lost. For younger groups it should be considered having adults accompanying them. Instructor to head count before the game starts, in any breaks and at the end. 	1	2	2
Misuse of equipment	Injury	All users	<ul style="list-style-type: none"> Instructors to give a clear explanation of the task and how any equipment should be used. Instructors to discuss any specific responsibilities with the accompanying adults. 	3	1	3
Collision or rough play	Injury	Participant	<ul style="list-style-type: none"> Participants are briefed on appropriate and expected nature of play. Participants not following the rules will be removed from the session. 	3	2	6
Physical Activity	Muscle Strains	All users	<ul style="list-style-type: none"> Responsible person to ensure a thorough warm up is carried out prior to the activity commencing. 	2	2	4
Over-Exertion	Fatigue, injury	All users	<ul style="list-style-type: none"> Responsible person to ensure that participants take regular breaks. 	2	2	4

Roadways and Motor vehicles	Injury caused by collision	All users	<ul style="list-style-type: none"> • Vehicles are only permitted to drive up to 5 MPH. • Boundaries given to not include areas near roads or car parks. 	3	1	3
Water	Illness, injury, Drowning	All	<ul style="list-style-type: none"> • Boundaries set to ensure that participants do not walk or enter water sources or streams. 	5	1	5