

Activity Information & Risk Assessment Document

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This document is reviewed annually and at other times as necessary. All activities are constantly monitored by Centre Staff and amendments may be made to allow for new equipment or working practices. This document may be altered at any time.

Eaton Vale Scout & Guide Activity Centre Risk Assessment
HEALTH & SAFETY AT WORK ACT 1974



EATON VALE SCOUT AND GUIDE ACTIVITY CENTRE
Ltd

HEALTH & SAFETY POLICY

It is the policy of Eaton Vale Scout and Guide Activity Centre Ltd, to provide a safe and healthy working environment in compliance with the terms of the Health & Safety at Work Act 1974 and associated legislation as follows:-

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our full and part time employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure the safe handling and use of substances;
- To provide information, instruction and supervision for all employees both full and part time;
- To ensure that all full and part time employees are competent to do their tasks, and give them adequate training;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions;
- To ensure the health and safety of all visitors and members of the public who may be affected by the operation of Eaton Vale; and
- To review and revise this policy as necessary at regular intervals.

Signed

Date 25th April 2010

Last review date 25th April 2010
Next review date 01 September 2010
Signed



Member of Liberty Mutual Group

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations) (and as amended), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs any relevant employee of the class or description to which such certificate relates. These requirements will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form)

Policy Number: VCP200951700

1. **NAME OF POLICY HOLDER:** Eaton Vale Scout & Guide Activity Centre Limited


2. **DATE OF COMMENCEMENT OF INSURANCE:** 31 December 2009

3. **DATE OF EXPIRY OF INSURANCE:** 30 December 2010

We hereby certify that subject to paragraph 2:-

- the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies(b): and
- (a) the minimum amount of cover provided by this policy is no less than £5,000,000(c)

Signed on behalf of **Liberty Mutual Insurance Europe Limited**
(Authorised Insurers)



.....Authorised Signatory

- Where the employer is a company to which regulation 3(2) of the Regulation applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- Specify applicable law as provided for in regulation 4(6) of the Regulations.
- See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Liberty Mutual Insurance Europe Limited
3RD Floor, 2 Minster Court, Mincing Lane, London EC3R 7YE

Vision Underwriting Limited

Registered Office: 3rd Floor, Two Minister Court, Mincing Lane, London EC3R 7YE

Registered in England - Number 4451375

Authorised and regulated by the Financial Services Authority

25th April 2010
September 2010
Signed

Eaton Vale Scout & Guide Activity Centre Risk Assessment



Activity Leader/Supervisor qualifications.

Activity lead Assist	National Governing Body	Min Qualification	
To Instruct or Lead Climbing – indoor wall	MLTB/BMC	SPA Training Guide Assoc C&A Award CWSA Award	In Centre Training
To Instruct or Lead Abseiling	MLTB/BMC	SPA Training	In Centre Training
To Instruct or Lead Kayak/Canoe	BCU	BCU Level 1 Coach	BCU FSRT
To Instruct or Lead Archery	GNAS	Leader award	In Centre Training
To Instruct or Lead Air Rifle Shooting	NSRA	Diploma	In Centre Training
To Instruct or Lead Grass Sledging	None	In Centre Training	In Centre Training
To Instruct or Lead Pedal Go- karts	None	In Centre Training	In Centre Training
To Instruct or Lead Placid water rafting	BCU	BCU FSRT	In Centre Training
To Instruct or Lead Ice Climbing	None	In Centre Training	In Centre Training
To Instruct or Lead Team building Problem solving	None	In Centre Training	In Centre Training
Pioneering	None	In Centre Training	In Centre Training
To Instruct or Lead The Rock Climbing machine	None	In Centre Training	In Centre Training
To Instruct or Lead Crate Stacking	None	In Centre Training	In Centre Training
To Instruct or Lead Blind Trail	None	In Centre Training	In Centre Training
To Instruct or Lead Orienteering	BOF	Level 1 Orienteering	In Centre Training

Last review date 25th April 2010
 Next review date 01 September 2010
 Signed

Eaton Vale Scout & Guide Activity Centre Risk Assessment

Activity – Abseiling



Location

This activity takes place on a purpose built structure with 2 abseil platforms at 7 and 10 metre heights.

Access

Access to the platforms is by flights of stairs with hand rails on both sides.

Equipment

A climbing harness is provided and fitted by the instructor. Helmets are provided and fitting is demonstrated. A left or right-handed glove is provided depending on the participant. Other equipment may be used by the instructor as required.

Health & Hygiene

The activity takes place outside and is subject to the prevailing weather conditions. No special personal equipment is required other than normal clothing for the conditions. Footwear should be sensible for the activity and the conditions. The activity may take place in most weather conditions and the decision to start or stop a session is made with consideration given to the age, preparedness for the activity and experience of the group. The activity will not take place if there is the likelihood of lightning.

Hazard	Hazard Effect	Risk Control Measures	Action
Falling from the abseil tower	Slight to severe injury. Death	The stair well is enclosed and fitted with handrails on both sides. The platforms are surrounded with railings and toe boards and each abseil point is gated. The gate is opened for each abseiler and closed as the descent is started.	
Falling objects	Slight to severe injury. Death	Abseil platforms kept clear of unattached objects. Base of tower is a hard hat area.	
Poor instruction & leadership	Inappropriate activity, slight to severe injury, uncontrolled outcomes.	Minimum qualification requirement for instructors is The Single Pitch Award (SPA). Other local awards are accepted only after on site appraisal by centre staff. Continuous appraisal by Centre management and feedback from user groups.	
Equipment failure	Falling	Equipment checked visually and by handling on each use. Each use of harness and rope is recorded. Worn equipment is destroyed and replaced. Harness is fitted by an instructor.	
Hair, clothes, fingers or other items catching in equipment	Descent stopped due to jammed equipment. Hair pulled, fingers trapped or broken.	Participants instructed to keep hands away from abseil device. Hair kept back by helmet, hair band or tucking into clothing. In the event of jammed equipment the abseil rope is released which will immediately free the jam, the abseiler is lowered on the safety rope.	

Activity Session Content

The whole group must be present at the start of the session as all information on the activity is provided at this time. All participants are fitted with a harness. Fitting helmets is demonstrated and gloves are made available. The procedures for access to the tower and for the conduct of the activity are given verbally to the whole group before the activity starts. Harnesses are provided for each participant and must not be swapped between persons. Helmets are limited to 6 in total to control numbers on the tower at any one time, helmets are swapped between participants after each descent. There are 5 rigged abseil positions offering 3 different abseils, the system of operation is designed to permit efficient, quick and safe use of equipment with a minimum of equipment exchange between participants or abseil positions.

Note

In the event of a problem that results in a jammed abseil device or a frozen abseiler the abseil rope will be released and the abseiler will be lowered to the ground by the safety rope. Abseilers are NEVER pulled back to the top of the abseil tower.

Eaton Vale Scout & Guide Activity Centre Risk Assessment

Activity – Air Rifle Target Shooting



Location

This activity takes place on a purpose built range that provides a safe enclosed area. The range is constructed to restrict the direction that the air rifles can be aimed.

Equipment

The air rifles are .177 calibre and are designed for target shooting. They have short stocks and barrels, which make them easier for young people to control. Eaton Vale Activity Centre cannot permit personal weapons to be brought or used on site. Air rifles with a .22 calibre are not permitted. The targets used are purpose designed rifle targets circular in shape. Shooting at improvised targets is not permitted. Eye protection is provided and must be worn.

Health & Hygiene

The pellets used in the air rifles are made of lead. Spent and dropped pellets should not be picked up or taken from the pellet catchers and participants should wash their hands after this activity and before eating.

Hazard	Hazard Effect	Risk Control Measures	Action
Shooting at others	Bruising Penetration wounds	Clear instructions and good group control from the instructor Awareness of the potential for harm.	
Shooting at yourself	Bruising Penetration wounds	Clear instructions and demonstration from the instructor Awareness of the potential for harm.	
Ricochet / rebounding pellets	Pellet rebounding at shooter. Skin damage. Eye damage.	Shoot only at paper targets. Wear eye protection provided	
Poor instruction & leadership	Bruising to shoulder Uncontrolled behaviour Indiscriminate shooting	Minimum qualification requirement for instructors is The National Small-Bore Rifle Association (NSRA) Airgun Instructors Diploma. Continuous appraisal by Centre management and feedback from user groups.	
Accidental discharge	Potential shooting	Clear instructions. Air rifles always point down range. Finger off trigger until ready. Reasonable and considered care of equipment by participants.	
Ingestion of lead	Possible choking. Build up of toxic material/poisoning	Warn against eating pellets. Wash hands before eating.	

Activity Session Content

Air rifle shooting is a safe and enjoyable activity. Attention is drawn to the positive aspects of safe and controlled use of the air rifles without labouring the potential for harm. Participants are instructed that the air rifle points down range at all times without exception. If this is the case it is impossible to shoot at anything but the target.

Participants are instructed on how to prepare the air rifle for shooting. How to hold the air rifle. How to aim and shoot the air rifle. How to leave the air rifle when shooting has finished. How to score the target. Individual help is given as required.

Participants who are unable to follow simple instructions or control their actions will be removed from the range.

Eaton Vale Scout & Guide Activity Centre Risk Assessment

Activity - Archery.



Location

This activity takes place on a purpose built range that provides a safe enclosed area. Safety backstop netting is hung behind the target bosses.

When occasion and site use permits it is possible to organise alternative forms of archery like clout shooting. The location of targets and layout of the range is organised as appropriate to provide a safe environment. Alternative archery is only available by prior agreed arrangement. Safety procedures are applied in the same way to all forms of archery.

Equipment

Take down recurve bows in various draw weights are provided along with aluminium arrows to suit bow and archer. A wrist brace is provided.

Hazard	Hazard Effect	Risk Control Measures	Action
Injury from arrows - shooting at people	Penetration wounds Minor to major	Clear instructions and good group control from the instructor. Awareness of the potential for harm. Establishment of shooting and waiting lines. Procedures established and followed	
Injury from arrows - walking onto arrows during collection	Penetration wounds Minor to major	Clear instruction on collection procedure. Instructor supervision Running prohibited.	
Equipment failure	No effect Glass fibre wounds from bow limbs. Whip from string	Equipment visually checked at each use. Damaged equipment repaired as required or destroyed. Regular monthly checks on all parts subject to wear or movement	
Poor instruction & leadership	Bruises from string contact. Muscle strains. Uncontrolled behaviour Indiscriminate shooting	Minimum qualification requirement for instructors is The Grand National Archery Society (GNAS) Sports Leader Award. Continuous appraisal by Centre management and feedback from user groups	
Equipment misuse	Shooting a bow "dry" without an arrow resulting in bow failure. Playing with arrows	Equipment never left unattended. Arrows removed from shooting area if activity is suspended for short periods of time. Equipment locked away when not in use.	

Activity Session Content

Archery is a safe and enjoyable activity. Safe procedures are established to ensure that the activity conducted in a controlled manner. Participants are shown how to hold a bow, fit an arrow, draw, aim and shoot. Collection of arrows from the target face and the ground is demonstrated.

Persons who are unable to follow simple instructions or control their actions will be removed from the range.

Eaton Vale Scout & Guide Activity Centre Risk Assessment

Activity - Canoeing



Location.

This activity takes place on the River Yare above Keswick mill and below Cringleford Bridge. The river has a constant gentle flow and is between 0.5 and 2 metres deep. The river is not more than 20 metres wide at any point.

Access

A purpose built slipway and heading provide access direct from Eaton Vale Activity Centre.

Equipment

Buoyancy aids and paddles are provided. The Canoes have multiple seats and are made of polyethylene. Glass fibre or wood Canoes are not used.

Health & Hygiene

Appropriate clothing must be worn with consideration given to the prevailing weather conditions at the time of the activity and the fact that clothes will get wet. Footwear suitable for treading water in should be worn. Full toilet and hot shower facilities are available and all participants in this activity are asked to shower and change clothing after the activity.

Hazard	Hazard Effect	Risk Control Measures	Action
Falling in the water	No effect. Cold shock, panic, collision injury, hypothermia, drowning	Buoyancy aid worn at all times. Qualified instructors trained in rescue techniques & first aid. Group briefed by instructor on safety and capsize procedures. Activity session plan modified to accommodate weather conditions and participants age and ability.	
Water borne infections. Weils disease	Infection, illness, varying symptoms, death	Cuts and abrasions covered with waterproof dressings. Group briefed on risks. Shower advised after activity.	
Poor instruction & leadership	Muscle strains & injury through incorrect techniques. Group separation. Drowning	Minimum qualification requirement for instructors is BCU level 1 coach + Foundation Safety & Rescue + current first aid qualification. Continuous appraisal by Centre management and feedback from user groups.	
Equipment failure.	No effect. Drowning.	Visual check of buoyancy aid and paddle on each use. Repair or destruction of damaged equipment. Regular testing of buoyancy aid.	
Hypo/Hyper Thermia	Too hot/cold, minor to severe effects	Group leader awareness of individual susceptibility. Instructor awareness of prevailing conditions. Ability to evacuate to indoor facilities quickly – 300metres	
Collision with other Canoes or obstructions	No effect. Bruised/trapped fingers/limbs Capsize – see falling in the water	Avoid or remove visible obstructions. Keep fingers inside Canoes	
Debris/rubbish in river	Cuts to feet from unseen rubbish in river bed	Footwear to be worn	

Activity Session Content

All participants must wear a buoyancy aid. This will be fitted and checked by the instructor. Instruction will be given on how to carry and hold a paddle and what to do in the event of a capsize. It is not part of a normal session to ask or encourage participants to capsize deliberately. Participants who actively seek to capsize themselves or others will be removed from the water. The instructor will aim to provide an experience that is enjoyable and safe for all members of the group. The content of the session will be varied to suit the ability of the group and the conditions prevailing at the time of the activity.

Use of the river for swimming/jumping in may be possible at the end of the session buoyancy aids must be worn.

Eaton Vale Scout & Guide Activity Centre Risk Assessment

Activity – Grass Sledging



Location

This activity takes place on a purpose built slope that is grass covered and has barrier rails to direct and control the direction of travel.

Equipment

Manufacturer supplied sledges for use on grass. Helmets are provided.

Hazard	Hazard Effect	Risk Control Measures	Action
Impact with side barrier or other sledge	Trapped fingers, bruising.	Ensure hands are on brake handles and feet are in sledge. Active and firm group control. Ensure slope is clear before commencing run.	
Dangerous activity- Running down the slope pushing a sledge, Pushing a sledge into the path of another	Impact injury. Minor to severe.	Ensure the slope is clear before commencing run. Active and firm group control.	
Poor instruction & leadership	Dangerous or irresponsible activity that could result in injury	Active and responsible group control. There is no NGB qualification or award for this activity. Centre staff undertake site specific training. Responsible adult group/youth leaders may run the activity after equipment hand over by centre staff. Continuous appraisal by Centre management and feedback from user groups.	
Roll over	Grazing bruising broken fingers.	Do not permit participants to run down the slope pushing a sledge.	

Activity Session Content

Centre staff or responsible group/youth leaders can supervise the activity after equipment briefing and hand over by centre staff. In the presence of the whole group centre staff will demonstrate and indicate the features of the grass sledges and the slope. Instructions are printed on the sledges. These are 1.Sit back in seat. 2.Keep feet in sledge. 3. Keep hands on handles. The use of the brakes for steering and braking is explained, helmet fitting is demonstrated and a group member is selected for a test run. Holding the sledge while the occupant gets in and the initial push are demonstrated. Instruction is given on dismounting and returning the sledge. It is possible that occupants can direct the sledge at the side barriers. This is not considered to be a problem as the barrier will redirect the sledge however it is explained that hands must be on the brake handles and not outside the sledge. Leaders and participants are reminded to look and ensure the slope is clear before allowing a sledge to run. Centre staff will satisfy themselves that the session is running properly before finally handing over to group/youth leaders.

Note

If the activity is to be operated by group/youth leaders over a number of sessions with different participants the leaders present at the initial briefing and hand over MUST remain at the activity for all subsequent sessions. Responsibility may not be delegated to other leaders unless centre staff undertake a further briefing and hand over.

Last review date 25th April 2010
Next review date 01 September 2010
Signed

Eaton Vale Scout & Guide Activity Centre Risk Assessment

Activity – Indoor Climbing Wall.



Location

The climbing wall is located inside Icen house. Electronic door locks control access. The wall is a purpose built facility and no other activity takes place in the area. The floor area along the wall has shock absorbing rubber tiles set level with the main floor. Ventilation to the outside is fan assisted and air movement is maintained by wall mounted fans. The whole building is centrally heated.

Equipment

A climbing harness and a helmet are provided and fitted by the instructor. Ropes and additional equipment are provided as required. Foot wear is personal and is provided by the participant. Footwear must be clean, dry and suitable for use indoors. Not outdoor boots.

Health & Hygiene

Climbing is a strenuous activity that requires free movement. Tight fitting, restrictive or too much clothing is not recommended. Footwear should be trainers or climbing shoes. Boots are not permitted. A coat is recommended when leaving the activity if weather conditions require it. Footwear must be clean, dry and suitable for the activity. If this activity is combined with other or outdoor activities a clean change of footwear may be required.

Hazard	Hazard Effect	Risk Control Measures	Action
Falling off the wall	Grazes, Strains, broken bones, Spinal injury.	Helmets are worn by participants when on the wall, to protect their head from contact with the wall. Low level traversing of the wall at a max height from the floor of 0.5m. All other climbing activities require participants to wear a harness and to be attached to a safety rope that is controlled or supervised by an instructor	
Equipment Failure	Falling	Equipment checked visually and by handling on each use. Each use of helmet, harness and rope is recorded. Worn equipment is destroyed and replaced. Equipment is fitted by an instructor.	
Poor instruction & leadership	Muscle strains & injury through incorrect techniques. Uncontrolled behaviour.	Minimum qualification requirement for instructors is Level 1 GirlGuiding UK award or the Single Pitch Award (SPA) Other local awards may be accepted only after on site appraisal by Centre staff. Continuous appraisal by Centre management and feedback from user groups	
Tripping – stepping back	Falling over	Climbers are lowered carefully off the wall and allowed to balance before the safety rope is fully released. Floor area is kept clear of obstruction. Running is not permitted.	
Losing grip of hands or feet. Slipping	All above hazard effects	Losing grip may be part of participating in this activity. When bouldering or traversing at low level climbers are protected by the play floor. When climbing ropes are used for fall protection. Footwear must be clean, dry and suitable in order to maximise grip.	

Activity Session Content

The instructor will appraise the group on arrival and adjust the session plan to suit the group taking into account previous experience, age, size, preparedness for the activity and any other relevant factors including information from the group leader. Helmets are always fitted at the start of the session. Harness may be fitted at an appropriate time in the session. Some form of warm up exercise to suit the group is undertaken. Experience of the wall is gained through simple games and/or low level traversing (crossing) on the wall. Climbing takes place at a level appropriate to the group. Belaying is controlled by the instructors for inexperienced groups or with group participation depending on ability. The session is concluded with a warm down exercise.

Last review date 25th April 2010
 Next review date 01 September 2010
 Signed

Eaton Vale Scout & Guide Activity Centre Risk Assessment

Activity - Kayaking.



Location.

This activity takes place on the River Yare above Keswick mill and below Cringleford Bridge. The river has a constant gentle flow and is between 0.5 and 2 metres deep. The river is not more than 20 metres wide at any point.

Access

A purpose built slipway and heading provide access direct from Eaton Vale Activity Centre.

Equipment

Buoyancy aids and paddles are provided. The kayaks are single seat only and are made of polyethylene. Glass fibre or wood kayaks are not used.

Health & Hygiene

Appropriate clothing must be worn with consideration given to the prevailing weather conditions at the time of the activity and the fact that clothes will get wet. Footwear suitable for treading water in should be worn. Full toilet and hot shower facilities are available and all participants in this activity are asked to shower and change clothing after the activity.

Hazard	Hazard Effect	Risk Control Measures	Action
Falling in the water	No effect. Cold shock, panic, collision injury, hypothermia, drowning	Buoyancy aid worn at all times. Qualified instructors trained in rescue techniques & first aid. Group briefed by instructor on safety and capsize procedures. Activity session plan modified to accommodate weather conditions and participants age and ability.	
Water borne infections. Weils disease	Infection, illness, varying symptoms, death	Cuts and abrasions covered with waterproof dressings. Group briefed on risks. Shower advised after activity.	
Poor instruction & leadership	Muscle strains & injury through incorrect techniques. Group separation. Drowning	Minimum qualification requirement for instructors is BCU level 1 coach + Canoe Safety Test + current first aid qualification. Continuous appraisal by Centre management and feedback from user groups.	
Equipment failure.	No effect. Drowning.	Visual check of buoyancy aid and paddle on each use. Repair or destruction of damaged equipment. Regular testing of buoyancy aid (twice yearly).	
Hypo/Hyper Thermia	Too hot/cold, minor to severe effects	Group leader awareness of individual susceptibility. Instructor awareness of prevailing conditions. Ability to evacuate to indoor facilities quickly – 300metres	
Collision with other kayaks or obstructions	No effect. Bruised/trapped fingers/limbs Capsize – see falling in the water	Avoid or remove visible obstructions. Keep limbs inside kayak.	
Debris/rubbish in river	Cuts to feet from unseen rubbish in river bed	Footwear to be worn	

Activity Session Content

All participants must wear a buoyancy aid. This will be fitted and checked by the instructor. Instruction will be given on how to carry and hold a paddle and what to do in the event of a capsize. It is not part of a normal session to ask or encourage participants to capsize deliberately. Participants who actively seek to capsize themselves or others will be removed from the water. The instructor will aim to provide an experience that is enjoyable and safe for all members of the group. The content of the session will be varied to suit the ability of the group and the conditions prevailing at the time of the activity.

Use of the river for swimming/jumping in may be possible at the end of the session buoyancy aids must be worn.

Last review date 25th April 2010
Next review date 01 September 2010
Signed

Eaton Vale Scout & Guide Activity Centre Risk Assessment

Activity – Pedal Go-karts



Location

This activity takes place on a purpose built track or at suitable times on the car park and road of the centre.

Equipment

The go-karts are simple pedal powered vehicles with adjustable seats. The range of adjustment enables the karts to cope with children of average size for age 7 to adults. Helmets are provided.

Health & Hygiene

The go-karts can be very strenuous particularly if pedalled in a competitive manner. Clothing suitable for the weather conditions and the activity should be worn, footwear that is firmly on the foot is essential, trainers that are laced up are ideal but flip flops are not suitable.

Hazard	Hazard Effect	Risk Control Measures	Action
Impact with go-kart, run over	Impact injury, minor to severe	Group leaders to ensure that pedestrians keep off the track. Drivers to be careful and sensible in the pit stop area. Active and firm group control	
Roll over- caused by the driver applying the brake on a tight turn	Grazing or skin abrasion, broken bones.	Active and firm group control.	
Poor instruction & leadership	Dangerous or irresponsible activity that could result in injury from impact with or by a go-kart.	Active and responsible group control. There is no NGB qualification or award for this activity. Centre staff undertake site specific training. Responsible adult group/youth leaders may run the activity after equipment hand over by centre staff. Running the activity on the centre car park and road is supervised by centre staff only. Continuous appraisal by Centre management and feedback from user groups	
Shoe laces caught in pedals	Constriction of foot, strain	Shoe laces properly done up	
Dangerous activity – driving against direction of travel, bumping	Impact injury, minor to severe	Active and firm group control.	

Activity Session Content

Centre staff or responsible group/youth leaders can supervise the activity after equipment briefing and hand over by centre staff. In the presence of the whole group centre staff will demonstrate and indicate the features of the go-karts and track. The method of adjustment for the seat is demonstrated. The position and function of the brake, pedals and steering wheel is indicated. Fitting helmets is demonstrated. The use of the pit lane for change over of drivers and the track for racing is discussed. The importance of pedestrians keeping off the track and drivers keeping on it is impressed on the group. Only one direction of travel around the track is permitted.

Group members are invited to try a small number of laps to familiarise themselves with the karts and track. Possible options for further activity are given. These could be timed laps or team races with pit stops and driver changes. At this point the equipment can be handed over to group leaders. The activity is simple but requires active leadership to direct and control group activity.

Note

If the activity is to be operated by group/youth leaders over a number of sessions with different participants the leaders present at the initial briefing and hand over **MUST** remain at the activity for all subsequent sessions. Responsibility may not be delegated to other leaders unless centre staff undertake a further briefing and hand over.

Eaton Vale Scout & Guide Activity Centre Risk Assessment

Activity – The Rock, Moving/revolving climbing wall.



Location

The rock is located in the hall of Icen house. Electronic door locks control access. Large crash mats surround the machine.

The building is centrally heated.

Equipment

No special activity related equipment is required.

Health & Hygiene

Climbing is a strenuous activity that requires free movement. Tight fitting, restrictive or too much clothing is not recommended. Footwear should be trainers or climbing shoes. Boots are not permitted. A coat is recommended when leaving the activity if weather conditions require it.

Hazard	Hazard Effect	Risk Control Measures	Action
Unprepared ness for the activity	Strains, sprains, muscle injury.	Warm up applicable to the group and the level of exertion expected	
Climbing too high – over the wall	Fall	Sensor beam stops wall if climber goes too high	
Climbing too low – under the wall	Crush	Sensor beam stops wall if climber goes too low	
Poor instruction & leadership	Uncontrolled behaviour	Supervisors/instructors are given site and activity specific training and experience. Continuous appraisal by Centre management and feedback from user groups.	

Activity Session Content

The wall can be operated by manual control or by pre programmed climb. The machine can display height climbed, speed of climb, angle of climb and time elapsed. This enables many different goals or competitions to be set within each group. 2 climbers can use the wall at a time. The session normally starts with a warm up climb lasting 1 minute. Subsequent climbs depend upon the level of the group and the outcome desired.

Eaton Vale Scout & Guide Activity Centre Risk Assessment

Activity – Rafting



Location

This activity takes place on the river Yare above Keswick mill and below Cringleford Bridge. The river has a constant gentle flow and is between 0.5 and 2 metres deep. The river is not more than 20 metres wide at any point.

Equipment

Buoyancy aids and paddles are provided. The rafts are built from wooden spars, ropes and barrels. Suitably skilled group/youth leaders may construct and use the rafts themselves or centre staff will organise the activity to suit the requirements of the group.

Health & Hygiene

Appropriate clothing must be worn with consideration given to the prevailing weather conditions at the time of the activity and the fact that clothes will get wet. Footwear suitable for treading water in should be worn. Full toilet and hot shower facilities are available and all participants in this activity are asked to shower and change clothing after the activity.

Hazard	Hazard Effect	Risk Control Measures	Action
Falling in the water	No effect. Cold shock, panic, collision injury, hypothermia, drowning	Buoyancy aid worn at all times. Qualified instructors trained in rescue techniques & first aid. Group briefed by instructor on safety and capsizing procedures. Activity session plan modified to accommodate weather conditions and participants age and ability.	
Water borne infections. Weils disease	Infection, illness, varying symptoms, death	Cuts and abrasions covered with waterproof dressings. Group briefed on risks. Shower advised after activity.	
Poor instruction & leadership		Minimum qualification requirement for instructors is a current first aid qualification and a qualification in a water based activity. Continuous appraisal by Centre management and feedback from user groups	
Hypo/Hyper Thermia	Too hot/cold, minor to severe effects	Group leader awareness of individual susceptibility. Instructor awareness of prevailing conditions. Ability to evacuate to indoor facilities quickly – 300metres	
Equipment failure.	No effect. Drowning.	Visual check of buoyancy aid and paddle on each use. Repair or destruction of damaged equipment. Regular testing of buoyancy aid (twice yearly). Regular check of wooden spars for decay. Regular check of ropes and barrels.	
Collision with other rafts, craft or obstructions	No effect. Bruised/trapped fingers/limbs	Avoid or remove visible obstructions. Ovoid other water craft. Leader awareness of proximity of other rafts. Swimming is not permitted while rafts are on the water.	
Debris/rubbish in river	Cuts to feet from unseen rubbish in river bed	Footwear to be worn	

Activity Session Content

- Sessions that are not conducted by centre staff.- a kit is provided and advice is available to suit the needs of the group. Buoyancy aids are provided and must be worn.
- Sessions conducted by centre staff – The rafts may be constructed prior to the session or as part of the session depending on the requirements of the group. Centre staff accompany the group onto the water and maintain safety while conducting an enjoyable water based experience,

Use of the river for swimming/jumping in may be possible at the end of the session buoyancy aids must be worn.

Last review date 25th April 2010
Next review date 01 September 2010
Signed

Eaton Vale Scout & Guide Activity Centre Risk Assessment

Activity – Crate Stacking



Location

This activity takes place on a purpose built structure at a height of 10 metres.

Equipment

A climbing harness is provided and fitted by the instructor. Helmets are provided and fitting is demonstrated. Other equipment may be used by the instructor as required.

Health & Hygiene

The activity takes place outside and is subject to the prevailing weather conditions. No special personal equipment is required other than normal clothing for the conditions. Footwear should be sensible for the activity and the conditions. The activity may take place in most weather conditions and the decision to start or stop a session is made with consideration given to the age, preparedness for the activity and experience of the group. The activity will not take place if there is the likelihood of lightning.

Hazard	Hazard Effect	Risk Control Measures	Action
Tripping over crates	Slight to severe injury	Clear instructions and good group control by centre and group staff/volunteers	
Falling objects	Slight to severe injury. Death	All participants and instructors to wear helmets whilst in activity area. Group control, Clear communication & Group made aware of possible dangers.	
Poor instruction & leadership	Inappropriate activity, slight to severe injury, uncontrolled outcomes.	Minimum qualification requirement for instructors is site specific training. Local & national awards are accepted only after on site appraisal by centre staff. Continuous appraisal by Centre management and feedback from user groups.	
Equipment failure	Slight	Equipment checked visually and by handling on each use. Each use of harness and rope is recorded. Worn equipment is destroyed and replaced. Harness is fitted by an instructor.	
Belay Techniques	Severe injury to Death	The system and monitoring of belaying and the use of members of the group is evaluated on each activity and will depend upon age, appropriateness' and suitability of the group to perform this. A minimum of 2 people are required to tail the live line.	

Activity Session Content

The whole group must be present at the start of the session as all information on the activity is provided at this time. All participants are fitted with a harness. Fitting helmets is demonstrated. Harnesses are provided for each participant and must not be swapped between persons.

The procedures attaching a climber and instructions for the belay team are given to the whole group at the beginning of the session.

A maximum of 3 climbers are to be on the tower at anyone time. Each climber requires a belay team of 3 people. The remaining group will build a tower of crates under the feet of the climbers.

A staircase of crates may be built at the base of the tower to enable a greater height reach for the tower builders.

Close supervision of the belay team is maintained by Eaton Vale instructors.

Tower may only be pushed over under clear instructions from an Eaton Vale instructor.

The group reminded at regular intervals of the dangers of a falling crate.

Once the tower has fallen the climber is lowered by Eaton Vale Instructors only.

Last review date 25th April 2010
 Next review date 01 September 2010
 Signed

Eaton Vale Scout & Guide Activity Centre Risk Assessment



Activity – Ice Climbing

Location

This activity takes place on a purpose built structure at a height of 10 metres.

Equipment

A climbing harness is provided and fitted by the instructor. Helmets are provided and fitting is demonstrated. Other equipment may be used by the instructor as required.

Health & Hygiene

The activity takes place outside and is subject to the prevailing weather conditions. No special personal equipment is required other than normal clothing for the conditions. Footwear should be sensible for the activity and the conditions. The activity may take place in most weather conditions and the decision to start or stop a session is made with consideration given to the age, preparedness for the activity and experience of the group. The activity will not take place if there is the likelihood of lightning.

Hazard	Risk	Possible Actions	Action Recommended	Review / Comments
Facial injury from ice axe	High	Instructions on safe use. Cover back of ice axe with safety material. Reduce length of sharp pick.	Provide instruction on use and handling. Cover back of ice axe with safety material Weld washer on pick to prevent severe penetration.	
Participants falling	Medium	Make sure ground anchors in place. Training of belaying staff. Use of Gri Gri belaying device.	Install safe ground anchors. All operating staff to hold SPA Training as a minimum qualification. Provide Gri Gri's for use as belaying device.	
Horse play between participants	Low	Give guidance on usage & warn of the dangers horseplay whilst undertaking the activity.	Add to rules.	
Harnesses failing or ill fitting.	Medium	Check fitting by authorised staff. Provide harnesses that one size fits all.	Train staff. Provide suitable one size harness's	
Crampon boots failing	Low	Check fitting of boots is correct.	Instructors to advise and show correct fitting of boots.	
Infection from boots.	Low	Spray with anti bacterial spray.	Boots to be sprayed with antibacterial spray.	
Spiking from points of crampons	Medium	Guidance to participants on usage of crampons	Include in instructions to remain sat down on bench until ready to climb.	
Artificial ice becoming unfit for use	Low	Regular checks on condition. Replace sheets when necessary	Regular inspections made by operating staff. Sheets turned over every 6 months and replaced annually.(see Abseil tower log.)	

Activity Session Content

The whole group must be present at the start of the session as all information on the activity is provided at this time. All participants are fitted with a harness. Fitting helmets is demonstrated. Harnesses are provided for each participant and must not be swapped between persons.

The procedures attaching a climber and instructions for the belay team are given to the whole group at the beginning of the session.

A maximum of 2 climbers are to be on the Ice wall at anyone time. Each climber requires a belay team of 3 people. The remaining group stay in the waiting area, and watch, fitting on boots with the help of instructors / supervising teachers. Close supervision of the belay team is maintained by Eaton Vale instructors.

To climb up the Ice wall using the Ice Crampons and the specially adapted ice climbing boots.

Eaton Vale Scout & Guide Activity Centre Risk Assessment



Activity – Blind Trail

Location

This activity takes place on a purpose built blind trail assault course. And flat areas of the centre grounds.

Equipment

Helmets are provided and fitting is demonstrated. Along with blind folds.

Health & Hygiene

The activity takes place outside and is subject to the prevailing weather conditions. No special personal equipment is required other than normal clothing for the conditions. Footwear should be sensible for the activity and the conditions. The activity may take place in most weather conditions and the decision to start or stop a session is made with consideration given to the age, preparedness for the activity and experience of the group.

Hazard	Risk	Possible Actions	Action Recommended	Review / Comments
Poor instruction & leadership	Low	Dangerous or irresponsible activity that could result injury	Active and responsible group control. There is no NGB qualification or award for this activity. Centre staff undertake site specific training. Responsible adult group/youth leaders may run the activity after equipment hand over by centre staff. Continuous appraisal by Centre management and feedback from user groups.	
Slips, trips, falls	High	Fall on even ground, wet grass (especially at night)	<ol style="list-style-type: none"> Sensible outdoor shoes advised. Children supervised at all times. Ensure on a weekly basis that all outside lights are in a good working condition. 	
Horse play between participants	Low	Give guidance on usage & warn of the dangers horseplay whilst undertaking the activity.	Add to rules.	
Supervision	Medium	Young people playing on activity while not being supervised by Adult Leaders	<ol style="list-style-type: none"> Ensure when the Activity is not in use that young people are told not to touch the activity All Group leaders advised that the activity is to be only used with adult supervision. 	
Using the Blind Trail Assault Course.	Medium High Medium Medium High Medium	<ol style="list-style-type: none"> Participant may get separated from the rest of the group and get lost Falling over items get lost Area used to big for participants Rope Burn Falling off objects on the course 	<ol style="list-style-type: none"> Leaders to ensure that all Participants are correctly supervised at all times and if taking place at night touches to be used. All participants to be told to check where they are walking (to avoid tree stumps etc...) At the end of the activity, all items put away. Leaders to decide on how much room to use for the activity and ensure young people know where the boundaries are. explain to participants to hold the rope loosely . and not a tight grip Supervision by an instructor on 'A' frame when children are climbing over it. 	

Activity Session Content.

The whole group must be present at the start of the session as all information on the activity is provided at this time. Fitting helmets is demonstrated when the assault course is used. And correct fitting of blind folds is shown.
A maximum of 2 participants are to be on each activity section of the assault course at any one time anyone time.

This activity is designed for the participants to use their senses other than sight to explore the outdoors.
Working in pairs (one blind folded) the other the leader, guide the blind folded person around the course.
Tell participants to use simple communication skills to guide each other around the course, Remembering that the blind folded person is totally reliant on their partner, to tell them where they have to go, and how to get over and under obstacles in their way on the course. (And avoid them!) Close supervision of the group is maintained by Eaton Vale instructors.

Last review date 25th April 2010
Next review date 01 September 2010
Signed

Eaton Vale Scout & Guide Activity Centre Risk Assessment



Activity – Orienteering

Location

This activity takes place in The Grounds of Eaton Vale Activity Centre .

Equipment

Maps, answer sheets, clipboards and pencils.

Health & Hygiene

The activity takes place outside and is subject to the prevailing weather conditions. No special personal equipment is required other than normal clothing for the conditions. Footwear should be sensible for the activity and the conditions. The activity may take place in most weather conditions and the decision to start or stop a session is made with consideration given to the age, preparedness for the activity and experience of the group.

Hazard	Risk	Possible Actions	Action Recommended	Review / Comments
Poor instruction & leadership	Low	Dangerous or irresponsible activity that could result in injury	Active and responsible group control. Centre staff undertake site specific training. Responsible adult group/youth leaders may run the activity after equipment hand over by centre staff. Continuous appraisal by Centre management and feedback from user groups.	
Slips, trips, falls	High	Fall on even ground, wet grass (especially at night)	1. Sensible outdoor shoes advised. 2. Children working in groups at all times at all times. 3. Ensure on a weekly basis that all outside lights are in a good working condition.	
Horse play between participants	Low	Give guidance on usage & warn of the dangers horseplay whilst undertaking the activity.	Add to rules.	
Supervision	Medium	Young people playing on activity while not being supervised by Adult Leaders	1.Ensure when the Activity is not in use that young people are told not to touch the activity 2.All Group leaders are advised that the activity is to be used with out adult supervision	
Getting lost	Medium	1.Participant may get separated from the rest of the group and get lost	1. Instructors to ensure that all Participants are correctly supervised at all times (working in groups of 3) and if taking place at night touches to be used.	
Slips, Trips, Falls.	High	2.Falling over	2. All participants to be told to check where they are walking (to avoid tree stumps etc...)	
Loosing items on the course	Medium	3.items get lost	3. At the end of the activity, count in all items, all items then to be put away in the correct place.	
Man made obstructions Vehicular movement	Medium	4.Being hit /run over by a moving vehicle.	4. Participants warned of the possibility of encountering moving traffic on the drive and car park. Avoid crossing the drive / car park.	
Wire fences, hedges	High	5. Hurting them self's trying to climb over a fence / hedge.	5. Participants advised not to climb over fences or hedges as shortcuts.	
Falling in to the river, pond or dykes.	Medium	6. drowning	6. Have deep water signs, and buoys, situated along the bank of the river, warn participants not to go near the river or the edges of the pond and dykes, trying to jump over it as a short cut.	

Activity Session Content.

The whole group must be present at the start of the session as all information on the activity is provided at this time.

Participants will need a basic understanding of orienteering, before participants start the course

They will be gone though a basic understanding of the following:

A 'map walk' will be done with participants to check and re-enforce their understanding of map colours, symbols, scale and map setting.

Shown control markers, there is a sample control at the start. The map includes a 'control card' for participants to record the codes for each control visited. A time limit will be given for the orienteering activity.

Participants will be told what to do if they get lost, the perimeter boundaries of the area, any out of bounds areas, hazards e.g. road, fallen trees, steep embankments, river, ponds and dykes. And wire fences (these should not be crossed).

Last review date 25th April 2010
Next review date 01 September 2010
Signed