

Air Rifles

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. 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
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.	Wear eye protection provided. Target stands have minimal surface area to minimise rebounds. Target stands have foam attached to vertical part to prevent/minimise ricochet/rebounds.
Poor instruction & leadership.	Uncontrolled behaviour Indiscriminate shooting.	Minimum qualification requirement for instructors. Continuous observations 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 Pellet (lead based).	Possible choking Build-up of toxic material/poisoning.	Good group control and participants made aware during session. Wash hands after session.
Equipment misuse.	Uncontrolled behaviour Unsupervised shooting.	Pellets removed from shooting area if activity is suspended for short periods of time. Equipment locked away when not in use. Signage on range instructing people to not go in unsupervised.
Slips, trips or falls.	Slipping or tripping on uneven ground.	Warn against uneven ground, don't allow running on the range.

Archery

Location

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

Equipment

Take down recurve bows in various draw weights are provided along with aluminium arrows to suit bow and archer. An Arm Brace is provided.

Hazard	Hazard Effect	Risk Control Measures
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 into arrows during collection.	Penetration wounds Minor to major.	Clear instruction on collection procedure. Instructor supervision. Running prohibited.
Equipment failure.	Glass fibre wounds from bow limbs and wood splinters from bow. Whip from string.	Equipment visually checked at each use. Damaged equipment repaired as required or destroyed.
Poor instruction & leadership.	Bruises from string contact. Muscle sprains. Uncontrolled behaviour Indiscriminate shooting	Minimum qualification requirement for instructors. Continuous observations 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. Signage on range instructing people to not go in unsupervised.
Entrapment	Bruising, bleeding	Instructors ensure archers tie back long hair and remove loose/dangling jewellery which might tangle with bow string.

Backwoods Cooking

Location

This activity takes place around the campfire circle.

Hazard	Hazard Effect	Risk Control Measures
Slips, Trips / Falls.	Head injury, sprains, and other injuries.	Instructors to ensure no one runs, no running rule to be passed on during safety brief. Lead Instructor to ensure that group is always under supervision during the session.
Broken equipment.	Injury from equipment (cuts, scrapes).	Instructors to check equipment before the participant is allowed to use it. If the equipment is broken it must be removed from service.
Physical Fire Area/Pit and fire itself.	Burns, scolds.	Instructor to ensure that participants are supervised at all times and not to go near the fire unless the instructor has said to do so. Young people to ensure when around a fire that they use a safe fire position 'one knee up and one knee down'. Instructors to manage number of people round the fire based on the group. Instructor to ensure that loose hair and clothing is tied up prior to approaching the fire. Bucket of water to be at Campfire area before fire is lit. Fire to be put out at the end of the session.
Self-lit Fire on logs	Burns, scolds.	Clear instructions and demonstration from the instructor Awareness of the potential for harm. Participants to be aware of others while practicing fire lighting and group to be spread out. Number of flints and steels used by participants and group is based on group attitude and response to safety instructions.
Food.	Contamination of food, allergic reactions, choking.	Instructor to ensure that group wash their hands prior to starting the activity and when finished. Instructor to check with group leader for any participants that may be allergic to food being used on session prior to activity starting. Instructor to ensure that food is cooked through enough as not to cause illness.

Eaton Vale Scout and Guide Activity Centre Ltd

Eaton Vale, Church Lane, Eaton, Norwich, NR4 6NN

Location: EVAC

Title : Food Allergens (Activity Sessions)	Date of Assessment : 02/11/2023	Risk Assessor : Susan Newton
Risk Assessment Reference : Food Allergens (Activity Sessions)	People involved in making this assessment : Susan Newton	
Task/ Process : Food Allergens	People at Risk : Any person with food allergies	

Hazard : Presence of allergens in food which may react with a customer’s immune system which in some cases may be fatal. There are 14 food allergens cereals containing gluten, crustaceans and molluscs, eggs, fish, peanuts, soya, nuts, milk, celery, mustard, sesame, sulphur dioxide, lupin.

Control Measures:

1. Food and food ingredients are purchased with clear product labelling and ingredient listing.
2. Senior staff have undertaken food hygiene training.
3. Staff are instructed to thoroughly clean equipment and utensils before undertaking activity with identified allergen.
4. A copy of labeling information readily available and kept to hand.
5. Separate utensils are used to prepare food that doesn’t contain a particular ingredient, to someone with a food allergy.

Documents Associated with this Risk Assessment:	
Review Date : 02/11/2023	Reviewer : Susan Newton

Buggy Building

Location

This activity takes place within the area outside of the activity store

Equipment

Wooden poles, small lengths of rope, Buggy Wheels, Helmets, Radio

Health & Hygiene

The buggies can be very strenuous particularly if being pulled. 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. Flip flops etc are not suitable.

Hazard	Hazard Effect	Risk Control Measures
Slips/Trips / Falls.	Head injury, sprains, and other injuries.	Field to be checked prior to session for any obvious hazards. Buggy's to be spaced out along site for 'race'. Lead Instructor to ensure that group is under supervision at all times during the session.
Broken equipment.	Slight to severe injury. (Bleeds, breaks, bruising).	Instructors to check equipment before the participants use it
Impact with Buggy, run over.	Impact injury, minor to severe.	Group leaders and instructors to remind users to keep a distance when buggies are moving. Transition of drivers only to be done when buggy is stationary. Active and firm group control. Only 3 'passengers' on a buggy at a time
Poor instruction & leadership.	Dangerous or irresponsible activity that could result in injury from impact with or by Buggy.	Active and responsible group control. Centre staff undertakes site specific training.
Body parts getting caught in buggy wheels.	Constriction of hands and feet strain & sprains.	Full instruction should be given about keeping body parts within the confinements of the buggy.
Manual handling	Strains and back injuries	Group to be shown and reminded of how to correctly lift buggy throughout session

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 jetty 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 possibly get wet.

Hazard	Hazard Effect	Risk Control Measures
Falling in the water.	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 ability.
Water borne infections. Weil's disease.	Infection, illness, varying symptoms, death.	Cuts and abrasions covered with waterproof dressings. Group briefed on risks. Shower advised either on site or at home after activity.
Poor instruction & leadership.	Muscle strains & injury through incorrect techniques. Group separation. Drowning.	Minimum qualification requirement for instructors and on-site assessment. Continuous observations by Senior members of Centre staff and feedback from user groups.
Lifting and dragging equipment	Muscle strains & injury through incorrect techniques.	Only to lift as part of a pair, one person can drag but using proper techniques through the centre's guidelines.
Equipment failure.	Drowning Slight to severe injury (Bleeds, breaks, bruising).	Visual check of buoyancy aid and paddle on each use. Repair or destruction of damaged equipment. Regular checking of buoyancy aid.
Hypo/ Hyperthermia.	Too hot/cold, minor to severe effects.	Group leader awareness of individual susceptibility. Instructor awareness of prevailing conditions and modify session to meet conditions.
Collision with other Canoes or obstructions.	Bruised/trapped fingers/limbs Capsize, falling in the water.	Avoid or remove visible obstructions. Keep fingers inside Canoes, instructor to give a safety brief so they can connect safely. Instructor to observe from the rear and relay information when needed.
Debris/rubbish in river.	Cuts to feet from unseen rubbish in riverbed.	Footwear to be worn by all at all times
Nettle Stings	Allergic reactions stings	Groups reminded to use their paddles to avoid colliding with nettles that line the bank
Wildlife on river	Distress, physical injury	Instructors to monitor wildlife on water. Ensure group keeps distance from swans.

Eaton Vale Scout and Guide Activity Centre

Risk Assessment



		During the Bird flu epidemic further inspections of the birds along the river will take place with calls being placed to RSPCA and DEFRA. Liaising with EVRA about further birds found in the area.
Dogs across the river	Stress, Psychological damage, Bites	Groups to be reminded that if the dogs do come to the bank and bark, they should remain calm and quiet and paddle away from the bank Instructor to try and ensure that groups stay close to the Eaton Vale bank as they are paddling

Cave Bus

Location

This activity takes place inside a purpose-built Cave Bus provided by Cave Bus and is maintained by them.

Equipment

Helmets and head torches are provided. In the bus spare batteries and torches are available

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 possibly get dirty.

Hazard	Hazard Effect	Risk Control Measures
Slips, trips, and falls	Breaks, Bruising, Bleeding	Participants must wear a helmet when inside the Cave bus. Instructors will ensure they are familiar with the Cave bus layout (including the emergency exits and emergency passageway). All emergency exit doors fastened from the outside to stop them failing.
Safety equipment	Breaks, Bruising, Bleeding	Instructors only to allow access to participants who have correctly fitted helmets, have suitable clothing that does not restrict movement, do not have jewellery on (dangling earrings, belly piercings) Instructors are to visually check that nothing restricts participants movement or could catch/snag/cause entrapment in the cave.
Headlamp failure	Panic, Mental Distress.	Brief participants not to worry if their lights fail; and have a spare torch handy to pass to participants. Open emergency exit doors to allow light into passage to calm any panicking participant.
Panic / Claustrophobia	Panic, Mental Distress.	Instructor to remain aware of participants within the cave so that can intervene to calm participant who may starting to panic before they become to distressed No part of the cave is more than 10m from an emergency exit. Instructor to open the nearest emergency hatches and assist participants to exit the cave.
Entrapment / Evacuation	Panic, Mental Distress, Physical Straining	Instructor to immediately open all hatches (allowing as much air and light in as possible). Assist and talk participants into freeing themselves by reversing their manoeuvres. In extreme circumstances instructors may need to physically intervene to enable participants to escape.
Inappropriate behaviour	Panic, Mental Distress,	As the tunnels are 'hidden' from adult sight instructors are to stay aware of movements of young people within the Cave Bus. Instructors listen to ensure that young people are still on the move and that young people aren't catching each other up. The top of the bus can be used as a waiting/passing place.

Climbing Challenge

Location

This activity takes place on a purpose-built structure at a height of 12 metres.

Equipment

A sit in 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, heavy rain or high winds over 30mph.

Hazard	Hazard Effect	Action Recommended
Unauthorised access to course.	Unsupervised persons on course falling from elements.	Restrict access by use of ladders covers, fencing and warning signs.
Slips, trips, falls	Slight to severe injury. (Bleeds, breaks, bruising.	Sensible outdoor shoes advised. Ensure before session that may require lighting that high ropes outside lights are in a good working condition. All participants to be told to check where they are walking (to avoid ground anchors etc.)
Course structure vandalised or damaged: severe storms/winds.	Course unsafe for use.	Course inaugural inspection by ERCA Type A to EN 15567 Part 1 Annual inspection by ERCA inspector. Before session instructors to check that all aspects of course: elements and components are in working order.
Unqualified Staff.	Course not used correctly. PPE not fitted correctly.	Staff should be suitably qualified and experienced before they are allowed to operate the course.
Extreme weather conditions.	Electrocution, unsafe passage on elements.	Adventure Constructions should not be used during electrical storms heavy rain or wind conditions of more than 30 mph.
Participants falling or slipping from height or elements.	Slight to severe injury. (Bleeds, breaks, bruising.	All participants to be connected to the course PPE whilst off ground. Staff to fully brief participants on how to use equipment.
Objects falling from above.	Slight to severe injury. (Bleeds, breaks, bruising.	All participants to remove objects from pockets, loose jewellery, all PPE to be CE approved and fitted correctly.
Inappropriate clothing or footwear.	Participants unable to negotiate course friction or other injuries caused by PPE or elements of course.	Instructors to ensure that Participant is wearing appropriate clothing and footwear, open toed shoes are not allowed.
Incapacity of Participants.	Participants unable to complete course, unnecessary trauma, rescues required.	Relevant medical conditions are made available to instructors. Instructors to assess Participants before allowing access to course.
Snagging of Jewellery or other personal property.	Entrapment injuries.	Instructors to advise Participants to remove all loose jewellery.
Snagging of hair.	Entrapment injuries.	Instructors to ensure participants tie back long hair.

Last updated 3 November 2023

Next review date 3 November 2024

Sam Fenton Deputy Manager

Eaton Vale Scout and Guide Activity Centre

Risk Assessment



Chewing gum or other food whilst on the course.	Choking.	Instructors to advise Participants not to chew gum or eat whilst on the course.
Badly fitted PPE.	PPE is not suitable for participant.	Small or large people will not be able to use the course those weighing over 120Kgs should not be allowed to access the course.
New or Wet lines or PPE.	Equipment slippery or stiff.	Instructors to handle new or wet equipment cautiously.
Bumping into elements on decent	Slight to severe injury. (Bleeds, breaks, bruising).	Slow controlled decent. No sudden drops or quick descent.

Climbing Games

Location

The climbing wall is located inside Iceni house. Numeric door locks control access. The wall is a purpose-built facility. 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 helmet is provided and fitted by the instructor.

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. Open toes shoes are not permitted.

Hazard	Hazard Effect	Risk Control Measures
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.
Poor instruction & leadership.	Muscle strains & injury through incorrect techniques. Uncontrolled behaviour.	Minimum qualification requirement for instructors and on-site assessment. Continuous observations by Centre management and feedback from user groups.
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. Footwear must be clean, dry and suitable in order to maximise grip.

Clout Archery

Location

This activity takes place on the main field.

Equipment

Recurve bows in appropriate draw weights are provided along with wooden arrows of suitable length to bow and archer. An Arm Brace is provided.

Hazard	Hazard Effect	Risk Control Measures
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 into arrows during collection.	Penetration wounds Minor to major.	Clear instruction on collection procedure. Instructor supervision. Running prohibited.
Equipment failure.	Glass fibre wounds from bow limbs and wood splinters from bow. Whip from string.	Equipment visually checked at each use. Damaged equipment repaired as required or destroyed.
Poor instruction & leadership.	Bruises from string contact. Muscle strains. Uncontrolled behaviour Indiscriminate shooting	Minimum qualification requirement for instructors. Continuous observations 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.
People walking on to range.	Penetration wounds Minor to major.	Instructor to keep an eye down range toward entrance and exit lanes. If some one is approaching the range clear instructions to group to stop firing. Have entry and exit lanes with clear signage that there is a live archery range.
Entrapment	Bruising, bleeding	Instructors ensure archers tie back long hair and remove loose/dangling jewellery which might tangle with bow string.

Crate Stacking

Location

This activity takes place on a purpose-built high ropes structure with a dedicated crate stacking platform.

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 or high winds over 30 mph.

Hazard	Hazard Effect	Risk Control Measures
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. (Bleeds, breaks, bruising)	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 and on-site assessment. Continuous observations by Centre management and feedback from user groups.
Equipment failure.	Slight to severe injury.	Equipment checked visually and by handling on each use. Worn equipment is destroyed and replaced. Harness is fitted by an instructor.
Poor Belay Techniques.	Slight to severe injury.	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.
Falling while not attached to ropes	Slight to severe injury.	Participants are allowed on to the platform but are not on any crates while not attached to a rope.
Falling while being lowered	Severe to Death	Slow controlled lowering, no sudden drops or increases in speed. Ensure participants land on their feet and not crates.

Eggbert's Escapades

Location

This activity takes place around the site normally within the tree area at the top of the Chapel (to the side of low ropes), campfire circle, or alpine village area.

Equipment

Eggbert's Escapades Box required. Ensure is fully stocked

Health & Hygiene

Participants should wash their hands after this activity and before eating. All food items should be stored correctly, and efforts should be made to keep them separate while on session

Hazard	Hazard Effect	Risk Control Measures
Slips, trips and falls	Slight to severe injury.	Area for activity to be checked for any potential hazards prior to event and as part of ongoing centre management.
Unexpected response to activity from children.	Slight to severe. Emotional harm, as well as physical, a potential risk.	Staff to support and supervise groups during session.
Food Allergies /intolerance/preferences	Slight to severe injury, allergic reaction/anaphylaxis.	Staff to ensure prior to activity that young person taking part doesn't have any allergies.
Choking on a dry cracker challenge	Slight to severe injury.	Close supervision of group during that activity.
Crush injury from group sitting challenge	Slight to severe injury.	Clear instructions to be given prior to challenge. If group are rowdy and not following instructions then this challenge should not be undertaken. People who wish to sit out should be allowed to.

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
Impact with side barrier or another 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 undertakes site specific training. Responsible adult group/youth leaders may run the activity after equipment hand over by centre staff. Continuous observations by Centre management and feedback from user groups.
Falling over.	Grazing bruising breaks.	Do not permit participants to run down the slope pushing a sledge.
Speed	Impact injury. Minor to severe.	Participants need to be fully aware of how to activate the break in the sledge

High Ropes (Jacobs Ladder, Climbing Challenge, Trapeze)

Location

This activity takes place on a purpose-built structure at a height of 12 metres.

Equipment

A full body 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, heavy rain or high winds over 30mph.

COVID-19 Compliance amendments:

We continue to update and amend our COVID precautions and measures in relation to government guidelines and industry standards.

Hazard	Hazzard Effect	Action Recommended
Unauthorised access to course.	Unsupervised persons on course falling from elements.	Restrict access by use of ladders covers, fencing and warning signs.
Slips, trips, falls	Slight to severe injury. (Bleeds, breaks, bruising.	Sensible outdoor shoes advised. Ensure before session that may require lighting that high ropes outside lights are in a good working condition. All participants to be told to check where they are walking (to avoid ground anchors etc.)
Course structure vandalised or damaged: severe storms/winds.	Course unsafe for use.	Course inaugural inspection by ERCA Type A to EN 15567 Part 1 Annual inspection by ERCA inspector. Before session instructors to check that all aspects of course: elements and components are in working order.
Unqualified Staff.	Course not used correctly. PPE not fitted correctly.	Staff should be suitably qualified and experienced before they are allowed to operate the course.
Extreme weather conditions.	Electrocution, unsafe passage on elements.	Adventure Constructions should not be used during electrical storms heavy rain or wind conditions of more than 30 mph.
Participants falling or slipping from height or elements.	Slight to severe injury. (Bleeds, breaks, bruising.	All participants to be connected to the course PPE whilst off ground. Staff to fully brief participants on how to use equipment.
Objects falling from above.	Slight to severe injury. (Bleeds, breaks, bruising.	All participants to remove objects from pockets, loose jewellery, all PPE to be CE approved and fitted correctly.
Inappropriate clothing or footwear.	Participants unable to negotiate course friction or other injuries caused by PPE or elements of course.	Instructors to ensure that Participant is wearing appropriate clothing and footwear, open toed shoes are not allowed.
Incapacity of Participants.	Participants unable to complete course, unnecessary trauma, rescues required.	Relevant medical conditions are made available to instructors. Instructors to assess Participants before allowing access to course.

Last updated 3 November 2023

Next review date 3 November 2024

Sam Fenton Deputy Manager

Eaton Vale Scout and Guide Activity Centre

Risk Assessment



Snagging of Jewellery or other personal property.	Entrapment injuries.	Instructors to advise Participants to remove all loose jewellery.
Snagging of hair.	Entrapment injuries.	Instructors to ensure participants tie back long hair.
Chewing gum or other food whilst on the course.	Choking.	Instructors to advise Participants not to chew gum or eat whilst on the course.
Trapped participants.	Instructors unable to rescue Participant.	Staff trained in Rescue Training.
Badly fitted PPE.	PPE is not suitable for participant.	Small or large people will not be able to use the course those under 1.2M tall or weighing over 120Kgs should not be allowed to access the course.
New or Wet lines or PPE.	Equipment slippery or stiff.	Instructors to handle new or wet equipment cautiously.

Indoor Climbing

Location

The climbing wall is located inside Iceni house. Numeric door locks control access. The wall is a purpose-built facility. 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.

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. Open toes shoes are not permitted.

Hazard	Hazard Effect	Risk Control Measures
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 Slight to severe injury. (Bleeds, breaks, bruising).	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 and on-site assessment. Continuous observations by Centre management and feedback from user groups.
Tripping stepping back.	Falling over Slight to severe injury. (Bleeds, breaks, bruising).	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.
Bumping in to holds on the wall on decent	Slight to severe injury. (Bleeds, breaks, bruising).	Slow controlled decent, allowing the participant time to walk steadily down the wall in an abseil position. No sudden drops or quick descent.

Jacobs Ladder

Location

This activity takes place on a purpose-built structure at a height of 12 metres.

Equipment

A full body 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, heavy rain or high winds over 30mph.

Hazard	Hazard Effect	Action Recommended
Unauthorised access to course.	Unsupervised persons on course falling from elements.	Restrict access by use of ladders covers, fencing and warning signs.
Slips, trips, falls	Slight to severe injury. (Bleeds, breaks, bruising.	Sensible outdoor shoes advised. Ensure before session that may require lighting that high ropes outside lights are in a good working condition. All participants to be told to check where they are walking (to avoid ground anchors etc.)
Course structure vandalised or damaged: severe storms/winds.	Course unsafe for use.	Course inaugural inspection by ERCA Type A to EN 15567 Part 1 Annual inspection by ERCA inspector. Before session instructors to check that all aspects of course: elements and components are in working order.
Unqualified Staff.	Course not used correctly. PPE not fitted correctly.	Staff should be suitably qualified and experienced before they are allowed to operate the course.
Extreme weather conditions.	Electrocution, unsafe passage on elements.	Adventure Constructions should not be used during electrical storms heavy rain or wind conditions of more than 30 mph.
Participants falling or slipping from height or elements.	Slight to severe injury. (Bleeds, breaks, bruising.	All participants to be connected to the course PPE whilst off ground. Staff to fully brief participants on how to use equipment.
Objects falling from above.	Slight to severe injury. (Bleeds, breaks, bruising.	All participants to remove objects from pockets, loose jewellery, all PPE to be CE approved and fitted correctly.
Inappropriate clothing or footwear.	Participants unable to negotiate course friction or other injuries caused by PPE or elements of course.	Instructors to ensure that Participant is wearing appropriate clothing and footwear, open toed shoes are not allowed.
Incapacity of Participants.	Participants unable to complete course, unnecessary trauma, rescues required.	Relevant medical conditions are made available to instructors. Instructors to assess Participants before allowing access to course.
Snagging of Jewellery or other personal property.	Entrapment injuries.	Instructors to advise Participants to remove all loose jewellery.
Snagging of hair.	Entrapment injuries.	Instructors to ensure participants tie back long hair.

Last updated 3 November 2023

Next review date 3 November 2024

Sam Fenton Deputy Manager

Eaton Vale Scout and Guide Activity Centre

Risk Assessment



Chewing gum or other food whilst on the course.	Choking.	Instructors to advise Participants not to chew gum or eat whilst on the course.
Badly fitted PPE.	PPE is not suitable for participant.	Small or large people will not be able to use the course those weighing over 120Kgs should not be allowed to access the course.
New or Wet lines or PPE.	Equipment slippery or stiff.	Instructors to handle new or wet equipment cautiously.
Bumping elements	Slight to severe injury. (Bleeds, breaks, bruising).	Slow controlled decent. No sudden drops or quick descent.

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.

Ratios

The maximum ratio of instructors to clients will be as follows:

Closed Cockpit Kayak 1:8.

Access

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

Equipment

Buoyancy aids, helmets 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.

Hazard	Hazard Effect	Risk Control Measures
Falling in the water.	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. Weil's 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 and on-site assessment. Continuous appraisal by Centre management and feedback from user groups.
Lifting, carrying and dragging.	Muscle strains & injury through incorrect techniques.	Ensure manual handling is followed
Equipment failure.	Drowning, Slight to severe injury (Bleeds, brakes, bruising).	Visual check of buoyancy aid and paddle on each use. Repair or destruction of damaged equipment.
Hypo/ Hyperthermia.	Too hot/cold, minor to severe effects.	Instructor awareness of prevailing conditions.
Collision with other kayaks or obstructions.	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 riverbed.	Footwear to be worn at all times
Head injury.	Head injury from falling.	Helmets worn
Nettle Stings	Allergic reactions stings	Groups reminded to use their paddles to avoid colliding with nettles that line the bank
Wildlife on river	Distress, physical injury	Instructors to monitor wildlife on water. Ensure group keeps distance from swans. During the Bird flu epidemic further inspections of the birds along the river will take place with calls being place

Eaton Vale Scout and Guide Activity Centre

Risk Assessment



		to RSPCA and DEFRA. Liaising with EVRA about further birds found in the area.
Dogs across the river	Stress, Psychological damage, Bites	Groups to be reminded that if the dogs do come to the bank and bark, they should remain calm and quiet and paddle away from the bank Instructor to try and ensure that groups stay close to the Eaton Vale bank as they are paddling

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.

Ratios

The maximum ratio of instructors to clients will be as follows:

Closed Cockpit Kayak 1:8.

Access

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

Equipment

Buoyancy aids, helmets 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.

Hazard	Hazard Effect	Risk Control Measures
Falling in the water.	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. Weil's 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 and on-site assessment. Continuous appraisal by Centre management and feedback from user groups.
Lifting, carrying and dragging.	Muscle strains & injury through incorrect techniques.	Ensure manual handling is followed
Equipment failure.	Drowning, Slight to severe injury (Bleeds, brakes, bruising).	Visual check of buoyancy aid and paddle on each use. Repair or destruction of damaged equipment.
Hypo/ Hyperthermia.	Too hot/cold, minor to severe effects.	Instructor awareness of prevailing conditions.
Collision with other kayaks or obstructions.	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 riverbed.	Footwear to be worn at all times
Head injury.	Head injury from falling.	Helmets worn
Nettle Stings	Allergic reactions stings	Groups reminded to use their paddles to avoid colliding with nettles that line the bank
Wildlife on river	Distress, physical injury	Instructors to monitor wildlife on water. Ensure group keeps distance from swans. During the Bird flu epidemic further inspections of the birds along the river will take place with calls being place

Last updated 3 November 2023

Next review date 3 November 2024

Sam Fenton Deputy Manager

Eaton Vale Scout and Guide Activity Centre

Risk Assessment



		to RSPCA and DEFRA. Liaising with EVRA about further birds found in the area.
Dogs across the river	Stress, Psychological damage, Bites	Groups to be reminded that if the dogs do come to the bank and bark, they should remain calm and quiet and paddle away from the bank Instructor to try and ensure that groups stay close to the Eaton Vale bank as they are paddling

Low Ropes

Location.

This activity takes place on a purpose-built course that is located around the edge of the chapel area.

Equipment

Helmets are provided for use by both participants and the instructors.

Health & Hygiene

All participants are to wear good shoes (no flip-flops or croc style shoes allowed).

Hazard	Hazard Effect	Risk Control Measures
Overweighting foot wire.	Falling, breakages	Only 1 participant per wire allowed, except for final long hanging vines wire, where 2 are permitted instructor to monitor at all times.
Hitting head	Head injury.	All participants to wear helmets at all times while in the area of the course. Instructor to ensure all participants (and instructor) is wearing their helmet.
Falling off course.	Strains, minor injuries, breakages.	Spotters to be used at all times, pre-trust exercise used to enforce spotting. Small manageable groups to be used (minimum groups of 3 used).
Slipping off course.	Strains, minor injuries, breakages.	Participants to wear sturdy footwear, instructor to check all footwear before starting course. No flip-flops or croc style shoes allowed.
Entrapment of fingers.	Fingers breaking.	Instructor to brief participants not to put fingers in any eye loops or any non-colour element. Participants only to use colour ropes (combi rope) that is above the foot wire. Ratchet straps or nylons not to be used to hold on to.
Slipping off wooden bridge.	Minor injuries, breakages.	Instructor to carry out pre-usage check of course including checking that no leaves are on the wooden bridge and that bridge is not slippery.
Standing on ratchet straps.	Breaking of course, slipping off.	Instructor to brief participants to only stand on the foot wire.

Nature Connection

Location

This activity takes place either on campsite 4 or shelter building area when not in use.

Hazard	Hazard Effect	Risk Control Measures
Slips, Trips / Falls.	Head injury, sprains, and other injuries.	Instructors to ensure no one runs, no running rule to be passed on during safety brief. Lead Instructor to ensure that group is always under supervision during the session.
Broken equipment.	Injury from equipment (cuts, scrapes).	Instructors to check equipment before the participant is allowed to use it. If the equipment is broken it must be removed from service.
Entering restricted areas. (Activity areas, flood plain).	Injury from activity equipment, falling into water hazards.	Instructors to be very clear with setting boundaries and which areas are out of bounds. Instructors to keep participants on one campsite area during the activity. Instructor is to ensure that all participants are always in sight.
Damaged and fallen trees.	Head injuries and or other injuries.	Risk assessments are followed regarding the trees on site. Trees are assessed externally to ensure that they are safe.
Poor instruction & leadership.	Dangerous or irresponsible behaviour or acts that could result in injury.	Active and responsible group control. Centre staff undertakes site specific training. Continuous observations by Centre management and feedback from user groups.
Road Entrance and Main Gate	Dangerous or irresponsible behaviour or acts that could result in injury.	Instructors are to make everyone aware of the road and main gate. The gate is always open during the day and traffic may come and leave at any time. Instructors to be very clear with setting boundaries and ensure that participants do not go towards the gate or road.

Obstacle Course

Location

This activity takes place within the purpose built obstacle course area.

Equipment

Participants are provided with a helmet which must be worn, and knee pads which are optional

Health & Hygiene

The course can be very strenuous. 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
Physical over exertion	Muscle strains or tears	Warm up games are played before the course is used.
Hard, gravelly ground	Cuts, bruises, bumps, sprains, and other injuries.	Long sleeves are recommended to be worn. Helmets and knee pads provided. Helmets must be worn but knee pads are a personal choice.
Slips/Trips / Falls.	Cuts, bruises, bumps, sprains, and other injuries.	Site checked by instructor before use Safety brief includes instructions that we always walk in the area. Each session includes at least two practice runs. Helmets and knee pads provided. Helmets must be worn but knee pads are a personal choice.
Broken equipment.	Cuts, bruises, bumps, sprains, and other injuries.	Site and equipment checked by instructor before use
Equipment becoming slippery in wet weather or if debris on the course	Cuts, bruises, bumps, sprains, and other injuries.	Site and equipment checked by instructor before use and also debris is removed. Equipment has no slip coverings where possible. Planks of peril are navigated in a pair in wet weather.
Tyre maze – no access in the event of entrapment	Panic/worried young people. Injuries that can't be attend to immediately	Instructors are trained to use a challenge by choice philosophy and therefore will not push people to enter if they do not wish too. To reduce the chance of injury when coming down the tyres in the maze it is always completed feet first.
Slackline swamp - drowning	Drowning	Instructors remain vigilant during the session.
Tyre Mangle	Sprains and/or breaks caused by landing awkwardly	Group leader or instructor will place themselves close to the mangle to assist as young people go through. The mangle is to be use sideways on to reduce the risk of injury.
Tarzan swing	Sprains and/or breaks caused by landing awkwardly	At pre use check the sleeper must be covered with wood chip to ensure a safe landing.
Poor instruction and leadership.	Cuts, bruises, bumps, sprains, and other injuries.	Centre staff undertakes site specific training. Centre staff amend delivery of instructions to suit the group, however all safety information is shared and re-enforced during the session.

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Next review date 3 November 2024

Sam Fenton Deputy Manager

Eaton Vale Scout and Guide Activity Centre

Risk Assessment



Unexpected response to situation or activity	Personal, social and emotional wellbeing impact	Instructors ensure that they are aware of the needs of the group, whether through information provided in advance or through conversation with group leaders.
Over competitiveness	Personal, social and emotional wellbeing impact alongside Cuts, bruises, bumps, sprains, and other injuries.	Centre staff maintain an awareness of the group they are working with and tailor the session and its challenges to suit the groups. Two practice runs take place before any competition starts. Any competition is built up slowly.
Course not being fit for use	Cuts, bruises, bumps, sprains, and other injuries.	Staff to complete daily check of course before use.

Pedal Go Karting

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
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 either the driver applying the brake on a tight turn or going too fast around the corner	Grazing or skin abrasion, broken bones.	Active and firm group control.
Slips and Trips: over the tyres around the area.	Grazing or skin abrasion, broken bones.	Group leaders to ensure that participants are not jumping over and around tyres. Group leader to ensure that they have 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. Centre staff undertakes site specific training. Running the activity on the centre car park and road is supervised by centre staff only. (Road and car park closed to all traffic). Continuous observations by Centre management and feedback from user groups.
Shoelaces caught in pedals.	Constriction of foot, strain.	Shoelaces properly done up.
Dangerous activity: driving against direction of travel, bumping.	Impact injury, minor to severe.	Active and firm group control.

Pioneering

Location

This activity takes place at the pioneering valley.

Equipment

Wooden poles, small lengths of rope, bungee cords (given out by Instructor), foam balls, teddy bears.

Hazard	Hazard Effect	Risk Control Measures
Trips / Falls.	Head injury, sprains, and other injuries.	Instructors to ensure no one runs, no running rule to be passed on during safety brief. Instructor to ensure that group is under supervision at all times during the session.
Broken equipment.	Slight to severe injury. (Bleeds, breaks, bruising).	Instructors to check equipment before the participants are allowed to use it
Bungee cords.	Eye injury, whipped.	Constant supervision by instructor throughout session.
Getting hit by a ball during the 'battle'	Head injury, bruises.	Constant supervision by instructor throughout battle segment. Foam Balls and cuddly toys to be used
Pointed Poles	Cuts, impalements	Pointed end of poles to face ground, poles not to be swung around.

Raft Building

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, helmets and paddles are provided. The rafts are built from wooden poles, 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 encouraged to shower and change clothing after the activity.

Hazard	Hazard Effect	Risk Control Measures
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. Weil's disease.	Infection, illness, varying symptoms.	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 and on-site assessment. Continuous observations by Centre management and feedback from user groups.
Hypo/ Hyperthermia.	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.	Slight to severe injury. (Bleeds, breaks, bruising) 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. Avoid another watercraft. Leader awareness of proximity of other rafts.
Debris/rubbish in river.	Cuts to feet from unseen rubbish in riverbed.	Footwear to be worn.
Entrapment.	Bruises, shock, panic, collision injury, hypothermia, drowning.	Instructors to make sure they carry the knife provided to use in an emergency. Minimise area of entrapment while building and planning rafts
Nettle Stings	Allergic reactions stings	Groups reminded to use their paddles to avoid colliding with nettles that line the bank
Wildlife on river	Distress, physical injury	Instructors to monitor wildlife on water. Ensure group keeps distance from swans.

Eaton Vale Scout and Guide Activity Centre

Risk Assessment



		During the Bird flu epidemic further inspections of the birds along the river will take place with calls being place to RSPCA and DEFRA. Liaising with EVRA about further birds found in the area.
Dogs across the river	Stress, Psychological damage, Bites	Groups to be reminded that if the dogs do come to the bank and bark, they should remain calm and quiet and paddle away from the bank Instructor to try and ensure that groups stay close to the Eaton Vale bank as they are paddling

Shelter Building

Location

This activity takes place around the site normally within the tree area at the top of the Chapel (to the side of low ropes).

Equipment

No specialist equipment is required. The instructor will provide Tarps, Ropes and other bits and pieces. Water can be used as a way of testing the shelters.

Health & Hygiene

Participants should wash their hands after this activity and before eating.

COVID-19 Compliance amendments:

We continue to update and amend our COVID precautions and measures in relation to government guidelines and industry standards.

Hazard	Hazard Effect	Risk Control Measures
Trips / Slips.	Slight to severe injury.	Instructor to check site at start of session and remove from the area any significant logs or branches. Reminder at start of session about being outdoors and ground therefore uneven.
Rope	Slight	Instructor to keep vigilant and intervene if group members are unsafe.
Water.	Slight to severe	Instructor to be sensible in where water is thrown on shelter and how much, tailor it to the quality of the shelter created.

Team Building

Location

This activity takes place outside the wooden marquee and can be done within the main hall of Icen House in the case of inclement weather.

Equipment

No specialist equipment is needed by the participants, appropriate clothing must be worn with consideration given to the prevailing weather conditions

Hazard	Hazard Effect	Risk Control Measures
Trips / Falls.	Head injury, sprains, and other injuries.	Instructors to ensure area is clear of obstructions. Lead Instructor to ensure that group is under supervision at all times during the session.
Weather	Wet, slippery floor, participants getting cold.	Assess how slippery floor is, adjust the challenges that they run.
Broken equipment.	Injury from equipment.	Instructors to check equipment before the participant is allowed to use it.
Group Management	Children getting frustrated with each other or at the task	Instructor to be involved and reactive to how the group are responding to the task, either giving them hints or taking them off the task completely and moving on to a different one. Debriefing can also be a very useful tool for helping deescalate a conflict

Tomahawk Throwing

Location

This activity takes place on a purpose-built range that provides a safe enclosed area. Heightened Safety backstop is behind the target faces.

Location of targets and layout of the range is organised as appropriate to provide a safe environment.

Equipment

Tomahawks (max of 6) are provided for the thrower.

Hazard	Hazard Effect	Risk Control Measures
Injury from tomahawks: Throwing at people.	Penetration wounds / cuts Minor to major.	Clear instructions and good group control from the instructor. Awareness of the potential for harm. Establishment of throwing and waiting lines. Procedures established and followed.
Injury from tomahawks: walking into axes during collection.	Penetration wounds / cuts Minor to major.	Clear instruction on collection procedure. Instructor supervision. Running prohibited.
Equipment failure.	Metal splinters and cuts from tomahawk handle. Tomahawk blade shattering.	Equipment visually checked at each use. Damaged equipment repaired as required or destroyed.
Poor instruction & leadership.	Muscle strains. Uncontrolled behaviour Indiscriminate Throwing.	Minimum qualification requirement for instructors. Continuous observations by Centre management and feedback from user groups.
Equipment misuse.	Throwing a tomahawk in an improper way. Playing with tomahawks.	Equipment never left unattended. Tomahawks removed from area if activity is suspended for short periods of time. Equipment locked away when not in use.
Throwing using wrong technique.	Causes tomahawk to bounce back towards participants.	Instructors to ensure that the participants have been taught how to throw correctly and are continuously monitored.

Trapeze

Location

This activity takes place on a purpose-built structure at a height of 12 metres.

Equipment

A full body 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, heavy rain or high winds over 30mph.

COVID-19 Compliance amendments:

We continue to update and amend our COVID precautions and measures in relation to government guidelines and industry standards.

Hazard	Hazzard Effect	Action Recommended
Unauthorised access to course.	Unsupervised persons on course falling from elements.	Restrict access by use of ladders covers, fencing and warning signs.
Slips, trips, falls	Slight to severe injury. (Bleeds, breaks, bruising)	Sensible outdoor shoes advised. Ensure before session that may require lighting that high ropes outside lights are in a good working condition. All participants to be told to check where they are walking (to avoid ground anchors etc.)
Course structure vandalised or damaged: severe storms/winds.	Course unsafe for use.	Course inaugural inspection by ERCA Type A to EN 15567 Part 1 Annual inspection by ERCA inspector. Before session instructors to check that all aspects of course: elements and components are in working order.
Unqualified Staff.	Course not used correctly. PPE not fitted correctly.	Staff should be suitably qualified and experienced before they are allowed to operate the course.
Extreme weather conditions.	Electrocution, unsafe passage on elements.	Adventure Constructions should not be used during electrical storms heavy rain or wind conditions of more than 30 mph.
Participants falling or slipping from height or elements.	Slight to severe injury. (Bleeds, breaks, bruising.	All participants to be connected to the course PPE whilst off ground. Staff to fully brief participants on how to use equipment.
Objects falling from above.	Slight to severe injury. (Bleeds, breaks, bruising.	All participants to remove objects from pockets, loose jewellery, all PPE to be CE approved and fitted correctly.
Inappropriate clothing or footwear.	Participants unable to negotiate course friction or other injuries caused by PPE or elements of course.	Instructors to ensure that Participant is wearing appropriate clothing and footwear, open toed shoes are not allowed.
Incapacity of Participants.	Participants unable to complete course, unnecessary trauma, rescues required.	Relevant medical conditions are made available to instructors. Instructors to assess Participants before allowing access to course.

Last updated 3 November 2023

Next review date 3 November 2024

Sam Fenton Deputy Manager

Eaton Vale Scout and Guide Activity Centre

Risk Assessment



Snagging of Jewellery or other personal property.	Entrapment injuries.	Instructors to advise Participants to remove all loose jewellery.
Snagging of hair.	Entrapment injuries.	Instructors to ensure participants tie back long hair.
Chewing gum or other food whilst on the course.	Choking.	Instructors to advise Participants not to chew gum or eat whilst on the course.
Trapped participants.	Instructors unable to rescue Participant.	Staff trained in Rescue Training.
Badly fitted PPE.	PPE is not suitable for participant.	Small or large people will not be able to use the course those under 1.2M tall or weighing over 120Kgs should not be allowed to access the course.
New or Wet lines or PPE.	Equipment slippery or stiff.	Instructors to handle new or wet equipment cautiously.
Participant collision with platform	Slight to severe injury. (Bleeds, breaks, bruising)	Instructor to take in slack when participant jumps Instructor to time lowering to minimise chance of participant colliding with platform Participants reminded to try and stick out limb to stop collision with plat form Platform lined with rubber to minimise injury on collision
Bumping in to holds on the wall on decent	Slight to severe injury. (Bleeds, breaks, bruising).	Slow controlled decent. No sudden drops or quick descent.