

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 used 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.

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
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
Poor instruction & leadership.	Bruising to shoulder 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.	Wash hands after session.
Equipment misuse.	Playing with Rifles.	Equipment never left unattended. Rifles & Pellets removed from shooting area if activity is suspended for short periods of time. Equipment locked away when not in use.
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.

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
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. 6 monthly inspections are done two times a year, and equipment colour coded for each 6 months.
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.

Backwards Cooking

Location

This activity takes place around the campfire circle.

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
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 under supervision at all times 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

Church Lane, Eaton, Norfolk, NR4 6NN

Location: EVAC

Title : Food Allergens (Activity Sessions)	Date of Assessment : 02/11/2021	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. Food is rejected with missing or inadequate product labeling.
3. Senior staff have undertaken food hygiene training.
4. A copy of ingredient information for foods used is kept to hand.
5. Staff are instructed to thoroughly clean equipment and utensils before undertaking activity with identified allergen.
6. A copy of labeling information readily available and kept to hand.
7. 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 : 02/11/2022	Reviewer : Susan Newton

Buggy Building

Location

This activity takes place within the area outside of the activity store, or on campsite 4

Equipment

Wooden poles, small lengths of rope, Buggy Wheels, Helmets, Radio, Items to collect.

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 but flip flops are not suitable.

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 / Falls.	Head injury, sprains, and other injuries.	Instructors to ensure no one runs while building buggy, no running rule to be passed on during safety brief. 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 are allowed to use it
Impact with Buggy, run over.	Impact injury, minor to severe.	Group leaders and instructors to ensure that group step back when buggies are moving. Transition of drivers only to be done when buggy is stationary. Drivers to be careful. Active and firm group control.
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. 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.
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 and holding on to buggy while in motion.

Buggy Building - Derby

Location

This activity takes place within the grounds of Eaton Vale predominately on the camping field.

Equipment

Wooden poles, small lengths of rope, Buggy Wheels, Helmets, Radio, Items to collect, fancy dress items

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 but flip flops are not suitable.

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
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.
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.
Clothing getting caught or snagged on buggy	Constriction of hands and feet strain & sprains.	All loose items of fancy dress are to be removed before racing the buggy

Bushcraft

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 Tarpaulins, Ropes and other bits and pieces. Water is also used as a way of testing the shelters and to stop the spread of fire.

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.

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.

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
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 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 centres 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 testing 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 river bed.	Footwear to be worn by all at all times

Eaton Vale Scout and Guide Activity Centre

Risk Assessment



Catapult Pioneering

Location

This activity takes place within the grounds of Eaton Vale where any flat ground is available.

Equipment

Wooden poles, small lengths of rope, bungee cords (given out by Instructor), beanbags, targets and buckets.

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 / 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 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.	Instructor not to give out bungee cord until later in the session. Constant supervision by instructor throughout session.

Cave Bus Risk Assessment

Location:

This activity takes place around the campfire circle.

COVID-19 Compliance amendments:

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

<i>Hazard</i>	<i>Risk Control Measures</i>
General	
Slips, trips, and falls	Participants must wear a helmet when inside the Cave bus. Participants must wear appropriate clothing (covering all limbs). 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. Design of the doors makes them failsafe, so that it is not possible to drop an emergency door into the cave system.
Safety equipment	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 (rings, earrings, watches). Instructors are to visually check that nothing restricts participants movement or could catch/snag/cause entrapment in the cave.
Earrings and jewellery	Ask participants to remove piercings, watches, and jewellery if possible, offer adhesive tape to participants so they can tape down "belly button" jewellery.
Headlamp failure	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. Instructors familiar with cave system layout, comfortable about being in confined space and have undergone site specific training.
Panic / Claustrophobia	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 5m from an emergency exit. Instructor to open the nearest emergency hatches and assist participants to exit the cave. Instructors familiar with layout, comfortable about supporting people in confined space and have undergone site specific training.
Entrapment / Evacuation	Instructor to immediately open all hatches (allowing as much air and light in as possible). Use an available light to light up the passage and allow the trapped participant to see around them. 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.

Last updated 2 November 2021

Next review date 2 November 2022

Sam Fenton Deputy Manager

Cave Bus Risk Assessment



	All participants to be informed about exit doors and exiting the cave system safely and will be asked to wait at a designated point.
Personal Possession	Instructor to brief participants not to take the following inside the cave: Mobile phones, batteries, food, drinks, lighters matches or anything sharp.
Head injuries	High level of probability of a head strike inside the cave or exiting through an emergency exit. All participants are to wear a correctly fitted helmets to minimise the effect of any bumps. Instructors are to ensure all helmets are fitted correctly.

Last updated 2 November 2021

Next review date 2 November 2022

Sam Fenton Deputy Manager

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. 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. Boots or open toes shoes are not permitted.

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
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 aluminium arrows of suitable length to bow and archer. An Arm Brace is provided.

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
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. 6 monthly inspections are done two times a year, and equipment colour coded for each 6 months.
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.
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.

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 20 mph.

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
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.	Equipment checked visually and by handling on each use. Worn equipment is destroyed and replaced. Harness is fitted by an instructor. 6 monthly inspections are done two times a year.
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.

Eggberts Escape Risk Assessment

Hazard	Injury	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.
Slips, trips and falls – specifically access to the Beaver Tower	Slight to severe injury.	Only centre staff are to access the Beaver Tower. Staff to be exceptionally careful going up and down the stairs (carry the eggs up in a box) Staff must wear a helmet to access the tower.
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.	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.

COVID Compliance Measures

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

Eaton Vale Scout and Guide Activity Centre Ltd

Church Lane, Eaton, Norfolk, NR4 6NN

Location: EVAC

Title : Food Allergens (Activity Sessions)	Date of Assessment : 02/11/2021	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. Food is rejected with missing or inadequate product labeling.
3. Senior staff have undertaken food hygiene training.
4. A copy of ingredient information for foods used is kept to hand.
5. Staff are instructed to thoroughly clean equipment and utensils before undertaking activity with identified allergen.
6. A copy of labeling information readily available and kept to hand.
7. 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 : 02/11/2022	Reviewer : Susan Newton

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.

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
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 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.

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 20mph.

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 20 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.

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.

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 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.

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
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.	Only to lift as part of a pair, one person can drag but using proper techniques through the centres guidelines.
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. Regular testing of buoyancy aid (once yearly).
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 river bed.	Footwear to be worn at all times
Head injury.	Head injury from falling.	No "Raft Running" games allowed. Helmets worn

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).

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
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.

Onsite Mountain Biking

Location

This activity takes place within the Eaton Vale grounds including using a bike trail at the north edge (next to the camp site).

Equipment

Helmets fitted for each participant is provided along with a mountain bike each. Instructors are to carry a spare kit as well as a first aid kit.

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 of 20mph or more.

Maintaining Social Distancing	<ul style="list-style-type: none"> Instructor will space out where possible on the session
Use of equipment – potential to pass on Coronavirus	<ul style="list-style-type: none"> Young people will use hand gel at the start of the session and will be encouraged to do so regularly throughout.
Equipment cleaning – reducing the potential to pass on Coronavirus	<ul style="list-style-type: none"> If possible equipment will be quarantined for 72 hours post the session prior to being used again.

Hazard	Hazard Effect	Risk Control Measures
Falling off bike.	Slight to severe injury. (Bleeds, breaks, bruising)Head injury.	All participants and instructors to wear helmets at all times during the session. Safety brief at beginning to reinforce this. Instructors to check each participant that their helmet is on correctly. Instructors to ensure that an appropriate warm up is done to prevent any injury during the session. Warm up may be done on the bikes as a way of checking ability of the participants.
Slipping while on bike.	Injury to Head or to body.	Instructors to lead the group ensuring that the ground is firm enough to ride on. Weather conditions and ground to be checked prior to activity commencing and participants riding levels to be checked before using difficult areas of the bike trail.
Wrong personal equipment.	Foot injury or spikes in foot.	Instructors to ensure that participants are wearing appropriate equipment including good shoes (no flip flops or croc shoes).
Broken equipment.	Injury from equipment (like breaks not working).	Instructors to check each bike before the participant is allowed to ride it (participants should be encouraged to check their own bikes as well).
Riding into tree / obstacle.	Head injury, other injury from falling.	Lead instructor to go first while on the bike trail and ensure that it is safe for participants to ride. Participants to either be directed away from any dangers or not to ride the bike trail if deemed not safe. Instructors to ensure that participants know signals (sound or visual) that can be used to stop the other riders on the trail.

Eaton Vale Scout and Guide Activity Centre

Risk Assessment



Cars on road.	Slight to severe injury. (Bleeds, breaks, bruising).	Instructors to ensure that drive way is clear before using it during the session. Radios to be carried by instructors so that they can be used to contact a senior member of staff.
Falling objects.	Head injury, falling off bike.	Check weather forecast for high winds so the trees are not damaged by wind.

Nature Hike

Location

This activity takes place on the large common between the Eaton golf courses about 5 minutes' walk away from the Eaton Vale Grounds. The large common has good access to a road (through Marston Lane) for emergency access. In times when the large common cannot be used (due to flooding or other reasons) then the small common can also be used, access is by Church Lane going across the railway crossing.

Equipment

No specialist equipment is needed by the participants, but good shoes are required (no flip flops or croc shoes are allowed). Instructors are required to bring the 'Off Site Bag' which includes a Radio, first aid kit, mobile phone, and group shelter.

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.

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 / Falls.	Head injury, Slight to severe injury. (Bleeds, breaks, bruising).	Instructors to ensure no one runs, no running rule to be passed on during safety brief. Lead Instructor to lead group on paths and areas that have been deemed safe and instructors to continue to check that it is safe to walk on.
Railway line / crossing.	Slight to severe injury. (Bleeds, breaks, bruising) Death.	No one to cross the railway line until the lead instructor has checked that it is safe to do so (checking for green light and doing a visual check). Group to cross quickly (can be done in smaller groups such as groups of up to 10) and to close the gate. No member of group to go near the gates unless an instructor has deemed it safe enough.
River.	Falling in, drowning.	Instructors to monitor river levels / conditions and to select paths based on weather conditions and river levels. Group to be told to stay away from river edge and instructors to monitor group at all times doing regular head counts.
Cars, bikes on Marston Lane.	Serious injury.	Instructors to ensure that group stay together at all times. Lead Instructor to ensure that the road is safe to use before starting to walk on it.
Cows.	Injury or allergy.	Large and small common areas are used for grazing of animals especially cows. Group to keep distance away.
Missing Persons	Severe Psychological, emotional	Instructors to be at front and back of groups (or instructor at front group leader at back) Undertake regular headcounts)

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.

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
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. 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.
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.

Puzzle Challenge

Location

This activity usually takes place along side the edge of Iceni House, while building works are ongoing it will take place down on the field near the benches.

Equipment

No specialist equipment is needed by the participants, but good shoes are required

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 / 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

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 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 encouraged to shower and change clothing after the activity.

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
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. Ovoid other watercraft. Leader awareness of proximity of other rafts.
Debris/rubbish in river.	Cuts to feet from unseen rubbish in river bed.	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

Eaton Vale Scout and Guide Activity Centre

Risk Assessment



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, but good shoes are required

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 / 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

Axes (max of 8) are provided for the thrower.

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
Injury from axes: 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 axes: 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 axe handle. Axe 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 an axe in an improper way. Playing with axes.	Equipment never left unattended. Axes removed from area if activity is suspended for short periods of time. Equipment locked away when not in use.
Throwing using wrong technique.	Causes axe to bounce back towards participants.	Instructors to ensure that the participants have been taught how to throw correctly and are continuously monitored.