

# Activity Information & Risk Assessment Document

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# Eaton Vale Scout and Guide Activity Centre

## Risk Assessment



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

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# Health and Safety Policy

**HEALTH & SAFETY AT WORK ACT 1974**

**EATON VALE SCOUT AND GUIDE ACTIVITY CENTRE Ltd**

## **HEALTH & SAFETY POLICY**

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

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

**Aaron Taylor**  
Head of Activities



26<sup>th</sup> January 2018



## Public Liability Insurance

Hugh J Boswell

**To Whom It May Concern:**

6 January 2018

Dear Sirs  
Eaton Vale Scout & Guide Activity Centre Ltd



We act as Insurance Brokers for the above. We are pleased to provide a brief summary of our client's cover arrangements as at the date of this letter only.

Insurance,  
risk management  
and financial  
services group

**Employer's Liability**      **Policy Number:** 100526828CCI  
**Insurer:** Aviva Insurance Limited  
**Period of Insurance:** 29 November 2017 to 28 November 2018  
**Limits of Indemnity:** £10,000,000 each and every occurrence.  
Policy includes an indemnity principals clause.

**Public/Products Liability**      **Policy Number:** 100526828CCI & 26/SZ/26222561/11  
**Insurer:** Aviva Insurance Limited and Allianz Insurance plc  
**Period of Insurance:** 29 November 2017 to 28 November 2018  
**Limits of Indemnity:** £10,000,000 any one occurrence in respect to public liability and in the aggregate in relation to products liability.  
Policy includes an indemnity principals clause.

Cover is subject to the full policy wording and any claims would be settled in accordance with that policy wording.

We would emphasise that this document is for information purposes only and reflects the position at the date of this letter only. The issuing of this document does not make the person or the organisation to which it is issued additionally insured, nor does it modify in any manner the contract between the insured and the insurer/underwriter. Any amendment, change or extension to such contract can only take effect by endorsement attached hereto.

If you require any further information regarding the scope of our client's cover, please do not hesitate to contact the writer.

Yours faithfully



Mark Sayer  
Account Handler

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## Activity Risk Assessments

### Abseiling

#### Location

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

#### Access

Access to the platforms is by flights of stairs with hand rails inside the tower.

#### Equipment

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

#### Health & Hygiene

The activity takes place outside and is subject to the prevailing weather conditions. No special personal equipment is required other than normal clothing for the conditions. Footwear should be sensible for the activity and the conditions. The activity may take place in most weather conditions and the decision to start or stop a session is made with consideration given to the age, preparedness for the activity and experience of the group. The activity will not take place if there is the likelihood of lightning or high winds of 20mph or more.

Hazard	Hazard Effect	Current risk Rating			Risk Control Measures	Residual Risk Rating		
		L	C	R		L	C	R
Falling from the abseil tower	Slight to severe injury. (Bleeds, brakes, bruising) Death	3	5	15	The stair well is enclosed and fitted with handrails on both sides. The platforms are surrounded with railings and toe boards and each abseil point is gated. The gate is opened for each participant and closed as the descent is started.	1	5	5
Falling objects	Slight to severe injury. (Bleeds, brakes, bruising) Death	3	5	15	Abseil platforms kept clear of unattached objects. Base of tower is a hard hat area.	2	4	8
Poor instruction & leadership	Inappropriate activity, slight to severe injury, uncontrolled outcomes.	2	3	6	Minimum qualification requirement for instructors and on site assessment. Other local awards are accepted only after on site appraisal by centre staff. Continuous appraisal by Centre management and feedback from user groups.	2	3	6
Equipment failure	Slight to severe injury. (Bleeds, brakes, bruising) Death	2	4	8	Equipment checked visually and by handling on each use. Each use of harness and rope is recorded. Worn equipment is destroyed and replaced. Harness is fitted by an instructor.	2	3	6

					Inspections are done 2 times a year, and equipment colour coded for each 6 months.			
Hair, clothes, fingers or other items catching in equipment	Descent stopped due to jammed equipment. Hair pulled, fingers trapped or broken.	3	4	12	Participants instructed to keep hands away from abseil device. Hair kept back by helmet, hair band or tucking into clothing. In the event of jammed equipment the safety rope is tied off then the abseil rope is loosened which will immediately free the jam, the participant is lowered on both ropes. (Abseil line <b>MUST</b> be re-tied before it can be used again.) Recue only to be performed by a competent person.	3	2	6

### Activity Session Content

The whole group must be present at the start of the session as all information on the activity is provided at this time. All participants are fitted with a harness. Fitting helmets is demonstrated and gloves are made available. The procedures for access to the tower and for the conduct of the activity are given verbally to the whole group before the activity starts. Harnesses are provided for each participant and must not be swapped between persons. Helmets are limited to 6 in total to control numbers on the tower at any one time; helmets are swapped between participants after each descent.

There are up to 5 rigged abseil positions offering 3 different abseils, the system of operation are designed to permit efficient, quick and safe use of equipment with a minimum of equipment exchange between participants or abseil positions.

### Note

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

### 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. Shooting at improvised targets is not permitted. Eye protection is provided and must be worn.

#### Health & Hygiene

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

Hazard	Hazard Effect	Current risk Rating			Risk Control Measures	Residual Risk Rating		
		L	C	R		L	C	R
Shooting at others	Bruising Penetration wounds	3	4	12	Clear instructions and good group control from the instructor Awareness of the potential for harm.	2	4	8
Shooting at yourself	Bruising Penetration wounds	2	4	8	Clear instructions and demonstration from the instructor Awareness of the potential for harm.	1	4	4
Ricochet / rebounding pellets	Pellet rebounding at shooter. Skin damage. Eye damage.	3	3	9	Shoot only at paper targets. Wear eye protection provided	3	1	3
Poor instruction & leadership	Bruising to shoulder Uncontrolled behaviour Indiscriminate shooting	2	3	6	Minimum qualification requirement for instructors. Continuous appraisal by centre management and feedback from user groups.	2	3	6
Accidental discharge	Potential shooting	2	4	8	Clear instructions. Air rifles always point down range. Finger off trigger until ready. Reasonable and considered care of equipment by participants.	1	4	4
Ingestion of lead	Possible choking. Build-up of toxic material/poisoning	3	5	15	Warn against eating pellets. Wash hands before eating.	2	3	6
Equipment misuse	Playing with Rifles	3	3	9	Equipment never left unattended. Pellets removed from shooting area if activity is suspended for short periods of time. Equipment locked away when not in use.	2	2	4
Slips, trips or falls	Slipping or tripping on uneven ground	3	3	9	Warn against uneven ground, don't allow running on the range.	2	3	6

#### Activity Session Content

# Eaton Vale Scout and Guide Activity Centre

## Risk Assessment



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

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

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

A handwritten signature in black ink, appearing to be "A. Taylor", written over a horizontal line.



### 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.

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

#### Equipment

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

Hazard	Hazard Effect	Current risk Rating			Risk Control Measures	Residual Risk Rating		
		L	C	R		L	C	R
Injury from arrows - shooting at people	Penetration wounds Minor to major	2	4	8	Clear instructions and good group control from the instructor. Awareness or the potential for harm. Establishment of shooting and waiting lines. Procedures established and followed	1	4	4
Injury from arrows - walking onto arrows during collection	Penetration wounds Minor to major	3	4	12	Clear instruction on collection procedure. Instructor supervision Running prohibited.	1	4	4
Equipment failure	Glass fibre wounds from bow limbs. Whip from string	3	3	9	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.	2	2	4
Poor instruction & leadership	Bruises from string contact. Muscle strains.	2	4	8	Minimum qualification requirement for instructors.	1	4	4

	Uncontrolled behaviour Indiscriminate shooting				Continuous appraisal by Centre management and feedback from user groups			
Equipment misuse	Shooting a bow "dry" without an arrow resulting in bow failure. Playing with arrows	3	3	9	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.	1	3	3

### Activity Session Content

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

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

### Axe Throwing

#### Location

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

Location of targets and layout of the range is organised as appropriate to provide a safe environment. Alternative archery is only available by prior agreed arrangement. Safety procedures are applied in the same way to all forms of archery.

#### Equipment

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

Hazard	Hazard Effect	L	C	R	Risk Control Measures	L	C	R
Injury from axes - throwing at people	Penetration wounds / cuts Minor to major	3	4	12	Clear instructions and good group control from the instructor. Awareness or the potential for harm. Establishment of throwing and waiting lines. Procedures established and followed	1	4	4
Injury from axes - walking onto axes during collection	Penetration wounds / cuts Minor to major	3	4	12	Clear instruction on collection procedure. Instructor supervision Running prohibited.	1	4	4
Equipment failure	Plastic fibre wounds from axe handle. Axe blade shattering	3	3	9	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. Visual inspection to be done before use.	2	2	4
Poor instruction & leadership	Muscle strains. Uncontrolled behaviour Indiscriminate Throwing	2	4	8	Minimum qualification requirement for instructors. Continuous appraisal by Centre	1	4	4

					management and feedback from user groups			
Equipment misuse	Throwing an axe in an improper way. Playing with axes	3	3	9	Equipment never left unattended. Axes removed from area if activity is suspended for short periods of time. Equipment locked away when not in use.	1	3	3
Throwing using wrong technique	Causes axe to bounce back to throwing point.	3	3	9	Instructors to inshore that the participants have been taught how to throw correctly and are continuously monitored.	1	3	3

### Activity Session Content

Axe Throwing is a safe and enjoyable activity. Safe procedures are established to ensure that the activity conducted in a controlled manner. Participants are shown how to hold a Axe, aim and throw. Collection of axes from the target face and the ground is demonstrated.

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

### Backwards Cooking

#### Location

This activity takes place around the back of Icen House using a marquee or shelter in case of inclement weather.

#### Equipment

No specialist equipment is needed by the participants but good shoes are required (no flip flops or croc shoes are allowed). Instructors are close to office at all times whilst on site so a radio is not required.

Hazard	Hazard Effect	Current risk Rating			Risk Control Measures	Residual Risk Rating		
		L	C	R		L	C	R
Slips, Trips / Falls	Head injury, sprains, other injury	3	3	9	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.	2	3	6
Falling objects	Head injuries, cuts, bruises.	2	3	6	Instructors to check and ensure that participants are not lead near to any active activity areas including the abseil tower.	2	3	6
Broken equipment	Injury from equipment (cuts, scrapes)	2	3	6	Instructors to check equipment before the participant is allowed to use it. If the equipment is broken it must be removed from service.	1	3	3
Fire pit	Burns, scolds.	3	4	12	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.	2	4	8
Food	Contamination of food, allergic reactions, choking.	3	4	12	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.	2	2	4

#### Activity Session Content

- Participants are given safety brief by instructor and must ensure that they wash their hands before touching food and not to go near the fire unless supervised by an instructor
- Small groups then make items of food and are led by the instructor on how to make each item
- Groups then the cook their items on the fire under supervision of the instructor
- Groups to eat their food

### Bushcraft

#### Location

This activity takes place around the site normally within the area of the woods towards the north of the Centre behind City College.

#### Equipment

No specialist equipment is required. The instructor will provide a sheets Poles and ropes. Water is also used as a way of testing the shelters.

#### Health & Hygiene

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

Hazard	Hazard Effect	L	C	R	Risk Control Measures	L	C	R
Water	Hyperthermia	2	3	6	Clear instructions and good group control from the instructor Awareness of the potential for harm. Instructor to check weather conditions and not use water if it is deemed too cold	1	3	3
Trips / Slips	Slight to severe injury. (Bleeds, bruises, bruising) Death	3	4	12	Clear instructions and demonstration from the instructor Awareness of the potential for harm. Instructor to select area for shelter build that is safe for the Participants to use.	3	3	9
Fire	Slight to severe injury. (Bleeds, bruises, bruising) Death	3	3	9	Clear instructions and demonstration from the instructor Awareness of the potential for harm. Fire pit not to be used if an instructor is not present. Fire pit to be lit 20 minutes beforehand and must be attended.	2	3	6
Woods	Falling branches	2	3	6	Instructor to check the weather conditions Area of operation to be chosen that is safe where branches can't fall on the Participants	1	3	3
Mountain Biking	Injuries from being run over	1	4	4	Instructor to ensure that area of operation is not in the same area as a Mountain Biking session. If Mountain Biking is on then instructor to choose area of operation away from the mountain biking track	1	4	4

#### Activity Session Content

Instructor will introduce the session and what it is there for (providing a way to look after themselves if they become stranded).

The Participants will then collect materials to build a shelter; once this is done they will build it in a time frame. After this the shelter is tested with water being thrown on top to see if it works.

### Canoeing

#### Location

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

#### Access

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

#### Equipment

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

#### Health & Hygiene

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

Hazard	Hazard Effect	L	C	R	Risk Control Measures	L	C	R
Falling in the water	Cold shock, panic, collision injury, hypothermia, drowning	3	4	12	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.	2	2	4
Water borne infections. Weils disease	Infection, illness, varying symptoms, death	2	5	10	Cuts and abrasions covered with waterproof dressings. Group briefed on risks. Shower advised after activity.	2	3	6
Poor instruction & leadership	Muscle strains & injury through incorrect techniques. Group separation. Drowning	3	3	9	Minimum qualification requirement for instructors and on site assessment. Continuous appraisal by Senior members of Centre staff and feedback from user groups.	1	3	3
Lifting and dragging equipment	Muscle strains & injury through incorrect techniques.	5	4	20	Only to lift as part of a pair, one person can drag but using proper techniques through the centres guidelines.	3	2	6
Equipment failure.	Drowning Slight to severe injury.(Bleeds, brakes, bruising)	3	3	9	Visual check of buoyancy aid and paddle on each use. Repair or destruction of damaged equipment. Regular testing of buoyancy aid.	2	3	6
Hypo/Hyper Thermia	Too hot/cold, minor to severe effects	3	5	15	Group leader awareness of individual susceptibility. Instructor awareness of prevailing conditions. Ability to evacuate to indoor facilities quickly – 300metres	3	3	9
Collision with other Canoes or obstructions	Bruised/trapped fingers/limbs Capsize, falling in the water	4	3	12	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.	2	3	6

# Eaton Vale Scout and Guide Activity Centre

## Risk Assessment



Debris/rubbish in river	Cuts to feet from unseen rubbish in river bed	4	4	16	Footwear to be worn by all at all times (not wellingtons crocs, or flip flops)	2	4	8
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### Activity Session Content

All participants must wear a buoyancy aid. This will be fitted and checked by the instructor. Instruction will be given on how to carry and hold a paddle and what to do in the event of a capsize. It is not part of a normal session to ask or encourage participants to capsize deliberately. Participants who actively seek to capsize themselves or others will be removed from the water.

The instructor will aim to provide an experience that is enjoyable and safe for all members of the group. The content of the session will be varied to suit the ability of the group and the conditions prevailing at the time of the activity.

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

A handwritten signature in black ink, appearing to read "A Taylor", written over a white background.



# 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, elastic bands (given out by Instructor), bean bags, targets and buckets.

Hazard	Hazard Effect	L	C	R	Risk Control Measures	L	C	R
Trips / Falls	Head injury, sprains, other injury	3	3	9	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.	2	3	6
Falling objects from Abseil Tower	Head injury, Slight to severe injury. (Bleeds, bruises, bruising)	2	3	6	Instructors to check and ensure that participants are not lead near to any active activity areas including the abseil tower.	1	3	3
Broken equipment	Slight to severe injury. (Bleeds, bruises, bruising)	3	3	9	Instructors to check equipment before the participant is allowed to use it The equipment has a 6 monthly in-depth check by a senior member of staff.	1	3	3
Mountain Bikes	Head injury, sprains, other injury	2	4	8	Instructor to be aware of other sessions going on within the centre, if mountain biking is also on at the same time then instructor to ensure that participants do not go near bikes. Constant communication with other instructors required	2	2	4
Elastic Cord	Eye injury	3	4	12	Instructor not to give out elastic cord until later in the session. Constant supervision by instructor throughout session.	2	4	8

### Activity Session Content

Instructor to brief group on session contents, instructor will show how to tie the knots and in small teams, each team to build a device that is able to launch a small bean bag.

Instructor once ready will hand out elastic bands so that the teams can finish their design.

Small rounds of shooting will then commence such as height, distance and accuracy.

### Catapult Shoot-out

#### Location

This activity takes place in a purpose built range situated to the left of the Archery range.

#### Equipment

Range equipment (targets, cups, large archery style targets, knock down arms), goggles, shooting equipment (cross bows & darts, catapults & small plastic balls)

Hazard	Hazard Effect	L	C	R	Risk Control Measures	L	C	R
Trips / Falls	Head injury, sprains, other injury	3	3	9	Instructor 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.	1	3	3
Broken equipment	Injury from equipment (like catapults breaking, crossbow string not functioning)	3	4	12	Instructor to check equipment before the participant is allowed to use it. Equipment to have a 6 monthly check by a senior member of staff.	1	4	4
Catapult ammo bouncing back	Eye injury Slight to severe injury. (Bleeds, brakes, bruising)	3	4	12	Instructor to ensure all participants taking part are wearing the provided goggles whilst in the shooting area. Instructor to ensure that the rest of the group are in the waiting area and do not come to the shooting area. Constant supervision by instructor throughout session. Large archery target not to be used with catapult ammo, it can only be used with the darts. Padding is on the wooden frame to minimise bounce backs.	1	4	4
Catapult ammo being used against others	Eye injury, Slight to severe injury. (Bleeds, brakes, bruising)	3	4	12	Instructor to ensure that only enough ammo is given out and is all collected prior to the following group of shooters taking part. Constant supervision by instructor throughout session.	2	3	6
Ammo Consumed	Slight to severe injury. (Bleeds, brakes, bruising) Choking	3	5	15	Instructor to ensure that only enough ammo is given out and counted after every round. Constant supervision needed when the ammo is out.	2	3	6

#### Activity Session Content

Instructor to brief group on session contents, instructor will show how to use the catapult and the crossbows (depending on what type will be used, both can be used and depends on the instructor and the group considerations such as age etc.)

Instructor will only hand out enough ammo per round, rounds will commence on the dependent type of device (ie. The crossbows and/or catapults) with only 4 people max shooting at a time.

Small rounds of shooting will then commence such as general but can also include games such as hitting a certain part of the targets (such as the spoons, large archery target etc).

# Climbing

### Location

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

### Equipment

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

### Health & Hygiene

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

Hazard	Hazard Effect	L	C	R	Risk Control Measures	L	C	R
Falling off the wall	Grazes, Strains, broken bones, Spinal injury.	3	4	12	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	1	4	4
Equipment Failure	Falling Slight to severe injury. (Bleeds, brakes, bruising)	3	3	9	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.	1	2	2
Poor instruction & leadership	Muscle strains & injury through incorrect techniques. Uncontrolled behaviour.	3	3	9	Minimum qualification requirement for instructors and on site assessment. Continuous appraisal by Centre management and feedback from user groups	2	2	4
Tripping – stepping back	Falling over Slight to severe injury. (Bleeds, brakes, bruising)	3	3	9	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.	1	3	3
Losing grip of hands or feet. Slipping	All above hazard effects	3	3	9	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. <b>Footwear</b> must be clean, dry and suitable in order to maximise grip.	2	2	4

### Activity Session Content

# Eaton Vale Scout and Guide Activity Centre

## Risk Assessment



The instructor will appraise the group on arrival and adjust the session plan to suit the group taking into account previous experience, age, size, preparedness for the activity and any other relevant factors including information from the group leader. Helmets are always fitted at the start of the session. Harness may be fitted at an appropriate time in the session.

Some form of warm up exercise to suit the group is undertaken. Experience of the wall is gained through simple games and/or low level traversing (crossing) on the wall. Climbing takes place at a level appropriate to the group. Belaying is controlled by the instructors for inexperienced groups or with group participation depending on ability. The session is concluded with a warm down exercise.

A handwritten signature in black ink, appearing to read "A. Taylor", is written over the printed name and title.

### Crate Stacking

#### Location

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

#### Equipment

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

#### Health & Hygiene

The activity takes place outside and is subject to the prevailing weather conditions. No special personal equipment is required other than normal clothing for the conditions. Footwear should be sensible for the activity and the conditions. The activity may take place in most weather conditions and the decision to start or stop a session is made with consideration given to the age, preparedness for the activity and experience of the group. The activity will not take place if there is the likelihood of lightning heavy rain or high winds over 20 mph.

Hazard	Hazard Effect	L	C	R	Risk Control Measures	L	C	R
Tripping over crates	Slight to severe injury	3	3	9	Clear instructions and good group control by centre and group staff/volunteers	1	3	3
Falling objects	Slight to severe injury. (Bleeds, bruises, bruising)	3	3	9	All participants and instructors to wear helmets whilst in activity area. Group control, Clear communication & Group made aware of possible dangers.	2	3	6
Poor instruction & leadership	Inappropriate activity, slight to severe injury, uncontrolled outcomes.	3	3	9	Minimum qualification requirement for instructors and on site assessment. Continuous appraisal by Centre management and feedback from user groups.	1	3	3
Equipment failure	Slight	2	4	8	Equipment checked visually and by handling on each use. Each use of harness and rope is recorded. Worn equipment is destroyed and replaced. Harness is fitted by an instructor. 6 monthly inspections are done two times a year, and equipment colour coded for each 6 months.	2	3	6
Belay Techniques	Slight to severe injury, Death	3	3	9	The system and monitoring of belaying and the use of members of the group is evaluated on each activity and will depend upon age, appropriateness' and suitability of the group to perform this. A minimum of 2 people are required to tail the live line.	1	3	3

#### Activity Session Content

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

- A maximum of 3 climbers are to be on the crate tower at any one time. Each climber requires a belay team of 3 people. The remaining group will build a tower of crates under the feet of the climbers.
- A staircase of crates may be built at the base of the tower maximum 3 crates high to enable a greater height reach for the tower builders.
- Close supervision of the belay team is maintained by Eaton Vale instructors.
- Tower may only be pushed over under clear instructions from an Eaton Vale instructor.
- The group reminded at regular intervals of the dangers of a falling crate.
- Once the tower has fallen the climber is lowered by Eaton Vale Instructors only.

### 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	L	C	R	Risk Control Measures	L	C	R
Impact with side barrier or other sledge	Trapped fingers, bruising.	3	3	9	Ensure hands are on brake handles and feet are in sledge. Active and firm group control. Ensure slope is clear before commencing run.	2	3	6
Dangerous activity- Running down the slope pushing a sledge, Pushing a sledge into the path of another	Impact injury. Minor to severe.	3	3	9	Ensure the slope is clear before commencing run. Active and firm group control.	2	3	6
Poor instruction & leadership	Dangerous or irresponsible activity that could result in injury	3	4	12	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 appraisal by Centre management and feedback from user groups.	2	3	6
Roll over	Grazing bruising brakes.	3	3	9	Do not permit participants to run down the slope pushing a sledge.	2	3	6

#### Activity Session Content

Centre staff or responsible group/youth leaders can supervise the activity after equipment briefing and hand over by centre staff.

In the presence of the whole group centre staff will demonstrate and indicate the features of the grass sledges and the slope. Instructions are printed on the sledges. These are 1.Sit back in seat. 2.Keep feet in sledge. 3. Keep hands on handles.

The use of the brakes for steering and braking is explained, helmet fitting is demonstrated and a group member is selected for a test run. Holding the sledge while the occupant gets in and the initial push are demonstrated. Instruction is given on dismounting and returning the sledge. It is possible that occupants can direct the sledge at the side barriers. This is not considered to be a problem as the barrier will redirect the sledge however it is explained that hands must be on the brake handles and not outside the sledge. Leaders and participants are reminded to look and ensure the slope is clear before allowing a sledge to run. Centre staff will satisfy themselves that the session is running properly before finally handing over to group/youth leaders.

#### Note

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

## Inflatables (Hungry Hippos/ Human Table Football)

**Location:** back of the house wide open area in between the house and bush craft area.

### Equipment

Manufacturer supplied inflatables and blowers, blowers to be visibly checked for any damage before any use.

Hazard	Hazard Effect	L	C	R	Risk Control Measures	L	C	R
Impact with another person	Trapped fingers, bruising, heads colliding.	3	3	9	Ensure that as the instructor that you keep control of your group and that rough play is kept to a minimum.	2	3	6
Dangerous activity - Running on slippery surfaces.	Impact injury. Minor to severe. Small to large friction burns.	3	3	9	Ensure the inflatables and mats around them are as dry as possible and if on hungry hippos gripped socks can be worn to minimise slipping.	2	3	6
Poor instruction & leadership	Dangerous or irresponsible activity that could result in injury	3	4	12	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 appraisal by Centre management and feedback from user groups.	2	3	
Roll over	Grazing bruising brakes.	3	3	9	Do not permit participants bounce on the inflatables.	2	3	6
Whiplash from bungees	Whiplash, grazing, bruising, brakes.	3	3	9	Do not permit participants bounce on the inflatables. If the cord is going to pull them back, they must not fight it just run back with it.	2	3	6
Inflatables deflating whilst someone is on them	Suffocation, bruising, brakes	3	3	9	If levels drop to be unsafe get everyone off and sort out the problem i.e. retire the blower pipe on.	2	2	4



Ground Anchors	Grazing bruising brakes.	3	3	9	Make sure anchors are covered or in plain sight to minimise exposure to them.	3	2	6
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## 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 heading provide access direct from Eaton Vale Activity Centre.

### Equipment

Buoyancy aids and paddles are provided. The kayaks are single seat only and are made of polyethylene.

Glass fibre or wood kayaks are not used.

### Health & Hygiene

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

Hazard	Hazard Effect	L	C	R	Risk Control Measures	L	C	R
Falling in the water	Cold shock, panic, collision injury, hypothermia, drowning	4	4	16	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.	2	3	6
Water borne infections. Weils disease	Infection, illness, varying symptoms, death	2	5	10	Cuts and abrasions covered with waterproof dressings. Group briefed on risks. Shower advised after activity.	2	3	6
Poor instruction & leadership	Muscle strains & injury through incorrect techniques. Group separation. Drowning	3	3	9	Minimum qualification requirement for instructors and on site assessment. Continuous appraisal by Centre management and feedback from user groups. Lead instructor to have an in-date qualification and assessment by Senior Instructor (Water).	3	2	6
Lifting, carrying and dragging.	Muscle strains & injury through incorrect techniques.	5	4	20	Only to lift as part of a pair, one person can drag but using proper techniques through the centres guidelines.	3	2	6
Equipment failure.	Drowning, Slight to severe injury (Bleeds, brakes, bruising).	3	3	9	Visual check of buoyancy aid and paddle on each use. Repair or destruction of damaged equipment. Regular testing of buoyancy aid (once yearly).	2	3	6
Hypo/Hyper Thermia	Too hot/cold, minor to severe effects	3	5	15	Group leader awareness of individual susceptibility. Instructor awareness of prevailing conditions. Ability to evacuate to indoor facilities quickly – 300metres	3	3	9

Collision with other kayaks or obstructions	Bruised/trapped fingers/limbs Capsize – see falling in the water	3	3	9	Avoid or remove visible obstructions. Keep limbs inside kayak.	2	3	6
Debris/rubbish in river	Cuts to feet from unseen rubbish in river bed	3	3	9	Footwear to be worn at all times ( not wellingtons or flip flops)	2	3	6
Head injury	Head injury from falling	3	3	9	No “Raft Running” games allowed, games to be chosen from list on SOP. Helmets must be worn by <b>ALL</b> .	2	2	4

### Activity Session Content

All participants must wear a buoyancy aid. This will be fitted and checked by the instructor. Instruction will be given on how to carry and hold a paddle and what to do in the event of a capsize. It is not part of a normal session to ask or encourage participants to capsize deliberately. Participants who actively seek to capsize themselves or others will be removed from the water.

The instructor will aim to provide an experience that is enjoyable and safe for all members of the group. The content of the session will be varied to suit the ability of the group and the conditions prevailing at the time of the activity.

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

### Low Ropes

#### Location.

This activity takes place on a purpose built course that is located around the edge of the chapel area (also known as camp site 1).

#### 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	L	C	R	Risk Control Measures	L	C	R
Overweighting foot wire	Falling, breakages	4	4	12	Only 1 participant per wire allowed, instructor to monitor at all times.	2	3	6
Hitting head on metal support	Head injury	3	3	9	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.	2	2	4
Falling off course	Strains, minor injuries, breakages	3	3	9	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)	2	2	4
Slipping off course	Strains, minor injuries, breakages	3	3	9	Participants to wear sturdy footwear, instructor to check all footwear before starting course. No flip-flops or croc style shoes allowed.	2	2	4
Entrapment of fingers	Fingers breaking	3	4	12	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.	2	3	6
Slipping off wooden bridge	Minor injuries, breakages	3	4	12	Instructor to carry out pre-usage check of course including checking that no leaves are on the wooden bridge and that it is brushed off before use.	2	3	6
Standing on ratchet straps	Breaking of course, slipping off	3	3	9	Instructor to brief participants to only stand on the foot wire or any element that is green.	2	2	4
Tyres moving, slipping off	Falling, strains, minor injuries	4	4	16	Instructor to ensure that participants do not stand on top of the tyres as they are designed to move. Participants to use foot holds to get on and off the end of the tyre bridge if participants are walking on top. Instructor to monitor this activity very closely as is higher than 0.5 metres.	2	3	6

### Activity Session Content

The session starts with the group doing trust exercises and the concept of “spotting” is introduced for the group to look after each other while doing the course.

The instructor then will demonstrate the course to the group (with members of the group spotting the instructor), they will tell where the best place to spot it, how to do each element and any safety points that are needed.

The group then are allowed to do the course in small groups (from 3 – 4) and are supervised by the instructor(s). The groups are split up normally doing 1 element at a time. They will then rotate around the group so each member of the team gets to try the course out.

If all members of the team complete the course then the instructor can set those who complete the course challenges to make it harder and so get more out of the session.

### 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	L	C	R	Risk Control Measures	L	C	R
Impact with go-kart, run over	Impact injury, minor to severe	3	4	12	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	2	2	4
Roll over- caused by the driver applying the brake on a tight turn	Grazing or skin abrasion, broken bones.	3	4	12	Active and firm group control.	2	4	8
Poor instruction & leadership	Dangerous or irresponsible activity that could result in injury from impact with or by a go-kart.	3	3	9	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. 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 appraisal by Centre management and feedback from user groups	2	2	4
Shoe laces caught in pedals	Constriction of foot, strain	3	3	9	Shoe laces properly done up.	2	2	4
Dangerous activity – driving against direction of travel, bumping	Impact injury, minor to severe	3	4	12	Active and firm group control.	2	4	8

#### Activity Session Content

Centre staff or responsible group/youth leaders can supervise the activity after equipment briefing and hand over by centre staff.

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

# Eaton Vale Scout and Guide Activity Centre

## Risk Assessment



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

### **Note**

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

A handwritten signature in black ink, appearing to read "A Taylor", is written over the printed name and title.

### 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 asked to shower and change clothing after the activity.

Hazard	Hazard Effect	L	C	R	Risk Control Measures	L	C	R
Falling in the water	No effect. Cold shock, panic, collision injury, hypothermia, drowning	4	4	16	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.	2	4	8
Water borne infections. Weils disease	Infection, illness, varying symptoms.	2	5	10	Cuts and abrasions covered with waterproof dressings. Group briefed on risks. Shower advised after activity.	2	3	6
Poor instruction & leadership	Muscle strains & injury through incorrect techniques. Group separation. Drowning	3	3	9	Minimum qualification requirement for instructors and on site assessment. Continuous appraisal by Centre management and feedback from user groups	2	2	4
Hypo/Hyper Thermia	Too hot/cold, minor to severe effects	3	4	12	Group leader awareness of individual susceptibility. Instructor awareness of prevailing conditions. Ability to evacuate to indoor facilities quickly – 300metres	2	2	4
Equipment failure.	Slight to severe injury. (Bleeds, brakes, bruising)Drowning	3	3	9	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.	2	2	4
Collision with other rafts, craft or obstructions	No effect. Bruised/trapped fingers/limbs	3	3	9	Avoid or remove visible obstructions. Ovoid other water craft. Leader awareness of proximity of other rafts. Swimming is not permitted while rafts are on the water.	2	2	4
Debris/rubbish in river	Cuts to feet from unseen rubbish in river bed	3	3	9	Footwear to be worn	2	3	6
Entrapment	Bruises, shock, panic, collision injury, hypothermia, drowning.	3	4	12	Instructors to make sure they carry the knife provided to use in an emergency, also participants to be warned on entrapment in the safety brief by instructors.	2	2	4

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### Activity Session Content

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

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



### Nightline

#### Location

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

#### Equipment

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

#### Health & Hygiene

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

Hazard	Hazard Effect	L	C	R	Risk Control Measures	L	C	R
Poor instruction & leadership	Slight to severe injury. (Bleeds, brakes, bruising)	4	4	16	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 appraisal by Centre management and feedback from user groups.	2	4	8
Slips, trips, falls	Slight to severe injury. (Bleeds, brakes, bruising)	2	5	10	Cuts and abrasions covered with waterproof dressings. Sensible outdoor shoes advised. Children supervised at all times. Ensure on a weekly basis that all outside lights are in a good working condition.	2	3	6
Equipment failure.	Slight to severe injury.(Bleeds, brakes, bruising) Group separation.	3	3	9	Visual check of course on each use. Repair or destruction of damaged equipment. Regular checks of ropes. Regular check of wooden spars for decay.	2	2	4
Using the Blind Trail Assault Course.	Slight to severe injury.(Bleeds, brakes, bruising)	3	4	12	Group leader awareness of individual susceptibility. Instructor awareness of prevailing conditions. Avoid or remove visible obstructions. Leader awareness of proximity of other rafts.	2	2	4
Supervision	Slight to severe injury. (Bleeds, brakes, bruising)	3	3	9	Leaders to ensure that all Participants are correctly supervised at all times and if taking place at night touches to be used. All participants to be told to check where they are walking (to avoid tree stumps etc....) At the end of the activity, all items put away. Leaders to decide on how much room to use for the activity and ensure young people know where the boundaries are. Explain to participants to hold the rope loosely and not a tight grip Supervision by an instructor on frame work when children are climbing over it.	2	2	4

### Activity Session Content.

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

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

### Orienteering

#### Location

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

#### Equipment

Maps, answer sheets, clipboards and pencils.

Hazard	Hazard Effect	L	C	R	Action Recommended	L	C	R
Poor instruction & leadership	Dangerous or irresponsible activity that could result in injury	3	3	9	Active and responsible group control. Centre staff undertake site specific training. Responsible adult group/youth leaders may run the activity after equipment hand over by centre staff. Continuous appraisal by Centre management and feedback from user groups.	2	2	4
Slips, trips, falls	Fall on even ground, wet grass (especially at night) Slight to severe injury.(Bleeds, bruises, bruising)	4	3	12	1. Sensible outdoor shoes advised. 2. Children working in groups at all times. 3. Ensure on a weekly basis that all outside lights are in a good working condition. All participants to be told to check where they are walking (to avoid tree stumps etc.)	3	2	6
Horse play between participants	Give guidance on usage & warn of the dangers horseplay whilst undertaking the activity.	3	3	9	Leader to insure that horseplay is kept to a minimal	2	2	4
Supervision	Young people playing on activity while not being supervised by Adult Leaders	4	3	12	1.Ensure when the Activity is not in use that young people are told not to touch the activity 2.All Group leaders are advised that the activity is to be used without close adult supervision	3	2	6
Getting lost	Participant may get separated from the rest of the group and get lost.  Items get lost.	3	4	12	Instructors to ensure that all Participants are correctly supervised at all times (working in groups of 3) and if taking place at night torches to be used.  At the end of the activity, count in all items, all items then to be put away in the correct place.	2	3	6
Vehicular movement	Being hit /run over by a moving vehicle.	4	4	16	Participants warned of the possibility of encountering moving traffic on the drive and car park. Avoid crossing the drive / car park.	2	3	6

Wire fences, hedges	Hurting them self's trying to climb over a fence / hedge.	2	2	4	Participants advised not to climb over fences or hedges as shortcuts.	2	2	4
Falling in to the river, pond or dykes.	Drowning, hyperthermia	3	3	9	Have deep water signs, and buoys, situated along the bank of the river, warn participants not to go near the river or the edges of the pond and dykes, trying to jump over it as a short cut	2	2	4

### 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.

### Activity Session Content.

- The whole group must be present at the start of the session as all information on the activity is provided at this time.
- Participants will need a basic understanding of orienteering, before participants start the course
- They will be gone through a basic understanding of the following:
- A 'map walk' will be done with participants to check and re-enforce their understanding of map colours, symbols, scale and map setting.
- Shown control markers, there is a sample control at the start. The map includes a 'control card' for participants to record the codes for each control visited. A time limit will be given for the orienteering activity.
- Participants will be told what to do if they get lost, the perimeter boundaries of the area, any out of bounds areas, hazards e.g. road, fallen trees, steep embankments, river, ponds and dykes. And wire fences (these should not be crossed).

### High Ropes

#### 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.

Hazard	Hazzard Effect	L	C	R	Action Recommended	L	C	R
Unauthorised access to course	Unsupervised persons on course falling from elements	3	3	9	Restrict access by use of ladders covers, fencing and warning signs.	2	2	4
Slips, trips, falls	Fall on even ground, wet grass (especially at night)	4	3	12	1. Sensible outdoor shoes advised. Ensure on a weekly basis that high ropes outside lights are in a good working condition.	3	2	6
Course structure vandalised or damaged – severe storms/winds/earthquake	Course unsafe for use	3	3	9	Course inaugural inspection by ERCA Type A to EN 15567 Part 1 Annual inspection by ERCA inspector. Before all sessions instructors to check that all aspects of course - elements and components are in working order	2	2	4
Unqualified Staff	Course not used correctly. PPE not fitted correctly	4	3	12	Staff should be suitably qualified and experienced before they are allowed to operate the course, Lead instructor is to have ERCA Instructor Qualification.	3	2	6
Slips, Trips, Falls	Slight to severe injury.(Bleeds, brakes, bruising	3	3	9	All participants to be told to check where they are walking (to avoid tree stumps etc.)	2	2	4

Extreme weather conditions	Electrocution, unsafe passage on elements	3	4	12	Adventure Constructions should not be used during electrical storms heavy rain or wind conditions of more than 20 mph	2	3	6
Participants falling or slipping from height or elements	Slight to severe injury.(Bleeds, bruises, bruising)	4	4	16	All participants to be connected to the course PPE whilst off ground Staff to fully brief participants on how to use equipment	2	3	6
Objects falling from above	Slight to severe injury.(Bleeds, bruises, bruising)	2	2	4	All participants to remove objects from pockets, loose jewellery, all PPE to be CE approved and fitted correctly Cameras and mobile phones not to be taken aloft	2	2	4
Inappropriate clothing or footwear	Participants unable to negotiate course friction or other injuries caused by PPE or elements of course	3	3	9	Instructors to ensure that Participant is wearing appropriate clothing and footwear, open toed sandals / flip flops are unacceptable.	2	2	4
Too many participants on the course	Participants not supervised correctly	3	3	9	A limit of 20 participants allowed on the course per element and within the course boundaries  Ratios are 1:10 max. There are always 2 instructors running the session.	1	3	3
Incapacity of Participants	Participants unable to complete course, unnecessary trauma, rescues required	3	5	15	Relevant medical conditions are made available to instructors – consent observation by instructors – instructors to assess Participants before allowing access to course	2	3	6
Snagging of Jewellery or other personal property	Entrapment injuries	3	3	9	Instructors to advise Participants to remove all loose jewellery	1	3	3
Snagging of hair	Entrapment injuries	3	3	9	Instructors to advise Participants to tie back long hair	1	3	3
Chewing gum or other food whilst on the course	Choking	3	3	9	Instructors to advise Participants not to chew gum or eat whilst on the course	1	3	3
Participant needing medical attention	Medical attention unavailable or not administered properly	2	4	8	A qualified first aider to be present at all times, a list of medical contact numbers – emergency services, local doctors – nearest hospital numbers, travel routes to be available	2	2	4

Trapped participants	Instructors unable to rescue Participant	2	4	8	Local Rescue Services to be called.	2	2	4
Badly fitted PPE	PPE is not suitable for participant morphology	2	5	10	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.	2	3	6
New or Wet lines or PPE	Equipment slippery or stiff	2	3	6	Instructors to handle new or wet equipment – especially lines – with extra care until kit is worn in	1	3	3

### Use of Course

#### Elements

All of the elements are used in a similar manner with a participant climbing by use of the provided holds or rungs whilst being belayed by an instructor or other participants who are being supervised by an instructor.

The aim of each element is broadly –

**High All Aboard** – participants climb individually to stand on top of the post – they are joined by other participants where team tasks are performed – linking hands and all leaning backwards/forwards.

**Jacob's Ladder** – participants climb as a team to stand on top of the highest rung – rung supporting wires should not be used.

**Climbing Challenge** - participants climb individually to stand on top of the highest rung.

**Trapeze** - participants climb individually to stand on a platform and jump for a trapeze bar

**Crate Stack** - participants build a tower of crates which they have to stay on top of as they build it.

### Operating Procedures

#### QUALIFICATIONS

Minimum qualification requirement for instructors and on site assessment.

#### SUPERVISOR RESPONSIBILITIES

The course will not be used in electrical storms or strong winds 20 mph and above . Particular care should be taken on rainy days as lines may swell and make them difficult to manage – also elements will be slippery

The course will be inspected by an ERCA inspector on a yearly basis.

The course will be inspected monthly by the person in charge of the Activity in accordance with the High Ropes Inspection Record

All course equipment will be 'marked' and an accurate record will be kept in the equipment testing records Only U.I.A.A / C.E. Approved equipment will be used.

First Aid kits, emergency procedures will be available

Only qualified staff will be used to run the course

#### INSTRUCTOR RESPONSIBILITIES

##### Pre Session

Last updated 08 October 2018

Next review date 01 September 2019

**Aaron Taylor** Head of Activities



A visual inspection will be made, before the start of each session, of the following:  
Lines, helmets, harnesses, karabiners, slings etc to make sure that there are no signs of excessive wear and tear  
All aspects of the high ropes course as per the pre usage inspection – **see appendices.**

### **Equipment**

Instructors will take the following equipment to the course when running sessions –

First aid kit

Radio equipment

Per Participant – Harness and Helmet.

### **Safety Brief**

A safety brief will be given to all participants before going onto the course to include the following:

How to put on the body harnesses

How to put on a helmet

Not to grab lines for any reason

All participants will be instructed to put on helmets as they enter the 'area' of the installation.

Participants will be instructed not to drop helmets intentionally or mistreat them in any way.

### **Pre Ascent Check for Participants**

Suitable clothing should be worn which protects participants from the PPE itself – i.e. long sleeves, long trousers or long shorts.

Suitable clothing should be worn which protects participants from the local weather conditions.

Long hair should be tied back and securely tucked away to prevent it becoming entangled in the ropes, belay device, karabiners or any other locations.

Suitable flat bottomed shoes or boots should be worn – flip flops or sandals are not to be worn.

Ground Instructors must check the helmet, harness, karabiner and figure of eight knot attachment to the harness before each participant ascends the ladders

### **Course instructors should re-check harness, helmet, karabiner**

### **Session/General**

Participants will never be forced to do something they do not want to. All should be encouraged to do their best and no more. Visibly frightened Participants should not be allowed onto the course.

### **Rescues**

If for some reason a participant refuses to move whilst aloft on the installation, the belay rope securing them can be tied off. The second instructor can be belayed up to the participant's position by the first instructor using the nearest available line. ( a radio call for assistance should be made for additional help if needed ) The participant can then be assisted to climb down. If they still refuse to move the emergency services should be called.

When lowering instructors will take the following into consideration:

All possible slack in the line will be taken up at all times

Participants will always be lowered in a slow and controlled manner

### **Session Closure**

The High Ropes course must be left secure when not in use.

Any damaged equipment should be removed from service and stored away from the rest of the PPE in a specific container that cannot be accessed except by the designated PPE inspector.

Any incidents, rescues or medical problems should be reported to the supervisor and recorded in the relevant log book.



Participant numbers should be as follows –

**High All Aboard** – 4 climbers.

**Jacob's ladder** – 4 climbers.

**Climbing Challenge** – 4 climbers

**Trapeze** – 1 climber

**Crate Stack** – 2 climbers

Individual participants should not weigh more than 120 Kilograms ( 18 stone)

There is no age or size limit however if small or young participants are to take part suitable PPE which is fitted correctly should be used. 1:1 adult supervision is also recommended for young participants

### **Evacuation Procedure**

In the event of unexpected 'occurrences' such as lightning storms all participants will need to be evacuated from the installation.

This should be done in the following manner –

All participants will be lowered from the installation as quickly as possible by the instructors and moved to a safe area in an orderly manner.

### **INSPECTION ROUTINES AND PROCEDURES**

It is important that the installation is inspected on a regular basis and the results of these inspections are recorded.

The course should be inspected as follows –

#### **Pre Use**

Instructors, who will be using the course should check that all aspects of the course are in good condition, and that the course has not been vandalised or damaged since its last use.

#### **Monthly**

This inspection will be the same as the Pre use inspection – and should take into account any problems highlighted by the Pre Use inspection – but will involve the use of a simple toolkit to check that all nuts, bolts, rigging screws etc are still tightly in their correct place.

#### **Annual**

A full inspection should be carried out by an ERCA inspector.

# 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.

Hazard	Hazard Effect	L	C	R	Risk Control Measures	L	C	R
Falling off bike	Slight to severe injury.(Bleeds, bruises, bruising)Head injury	3	3	9	All participants and instructors to wear helmets at all times during the session. Safety brief at beginning of session must outline how to wear a helmet and no to take it off at any time. Instructors to check each participant that their helmet is on correctly.	3	1	3
Slipping while on bike	Injury to Head or to body	2	4	8	Instructors to lead the group ensuring that the ground is firm enough to ride on. Weather conditions to be checked prior to activity commencing and participants riding levels to be checked before using difficult areas of the bike trail.	2	2	4
Wrong personal equipment	Foot injury or spikes in foot	2	2	4	Instructors to ensure that participants are wearing appropriate equipment including good shoes (no flip flops or croc shoes) and no strappy tops etc.	1	1	1
No warm up	Slight to severe injury.(Bleeds, bruises, bruising, Sprains /strains)	2	3	6	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.	2	2	4
Broken equipment	Injury from equipment (like breaks not working)	2	3	6	Instructors to check each bike before the participant is allowed to ride it (participants should be encouraged to check their own bikes as well)	2	2	4
Riding into tree / obstacle	Head injury, other injury from falling	3	3	9	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.	2	2	4

Cars on road	Slight to severe injury. (Bleeds, brakes, bruising)	3	3	9	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.	2	2	4
Falling objects (Abseil Tower, tree branch)	Head injury, falling off bike	2	3	6	Instructors to check and ensure that participants are not lead near to any active activity areas including the abseil tower. Check weather forecast for high winds so the trees are not damaged by wind.	2	2	4
Offsite session (harford hills wood)	Slight to severe injury. (Bleeds, brakes, bruising) Slips and falls	3	5	15	At least one qualified MIAS level 2 leader to be on the session, backed up with a second level 1 leader. Do not use the drops if weather conditions are too bad. Session must be paused if a member of public have accessed the wood.	3	2	6

### Activity Session Content

- The whole group must be present at the start of the session as all information on the activity is provided at this time. All participants are fitted with a helmet.
- A safety brief is then done by the lead instructor; this includes checking of the bikes to make sure they do not have any problems such as buckled wheels, flat tyres and checking of the breaks.
- A warm up that involves stretch is then done, this is normally done in the form of a circle style game.
- The lead instructor then will lead the group around the site and will teach them a variety of different styles including using the purpose built bike trail and the hole.
- The lead instructor will then lead the group back to the start and get the participants to return their bikes and take off their helmets.

### Nature Hike

#### Location

This activity takes place on the large common between the Eaton gold courses about 5 minutes walk away from the Eaton Vale. 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, water bottles 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.

Hazard	Hazard Effect	L	C	R	Risk Control Measures	L	C	R
Trips / Falls	Head injury, Slight to severe injury. (Bleeds, bruises, bruising)	3	3	9	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.	2	2	4
Railway line / crossing	Slight to severe injury. (Bleeds, bruises, bruising) Death	3	4	12	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.	2	2	4
River	Falling in, drowning	3	3	9	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.	2	2	4
Cars, bikes on Marston Lane	Serious injury	3	3	9	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.	2	2	4
Cows	Injury or allergy	3	4	12	Large and small common areas are used for grazing of animals especially cows. Instructors to ensure that group stay away from any animal on the commons.	2	2	4

#### Activity Session Content

- Instructors to meet group and first ensure that group are wearing the correct footwear (no flip flops or crocs) and that no one in the group has any problems (such as injuries or allergies).
- The group is then split into pairs and given a 'Nature Trail Sheet' which has challenges to do throughout the session such as collect objects or name some items.
- The lead instructor then leads the group around either the large or small common stopping at different points so the pairs are able to complete their sheets.
- The group will generally go in a circle around the common and end up back at the centre.
- The lead instructor then goes through the answers and collect objects where needed.

## Team Building

### Location

This activity takes place around the back of Iceni House and can be done within the main hall of Iceni House in the case of inclement weather.

### Equipment

No specialist equipment is needed by the participants but good shoes are required (no flip flops or croc shoes are allowed). Instructors are close to office at all times whilst on site so a radio is not required.

Hazard	Hazard Effect	L	C	R	Risk Control Measures	L	C	R
Trips / Falls	Head injury, sprains, other injury	3	3	9	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.	2	2	4
Falling objects from Abseil Tower	Head injury, falling off bike	3	3	9	Instructors to check and ensure that participants are not lead near to any active activity areas including the abseil tower.	1	2	2
Broken equipment	Injury from equipment (like breaks not working)	2	2	4	Instructors to check equipment before the participant is allowed to use it	1	2	2
Mountain Bikes	Head injury, sprains, other injury	3	3	9	Instructor to be aware of other sessions going on within the centre, if mountain biking is also on at the same time then instructor to ensure that participants do not go near bikes. Constant communication with other instructors required	2	2	4
Horse play between participants	Give guidance on usage & warn of the dangers horseplay whilst undertaking the activity.	3	3	9	Leader to insure that horseplay is kept to a minimal	2	2	4

### Activity Session Content

- Small groups are used throughout the session to ensure that groups are able to work together
- Instructor sets small tasks that challenge the group depending on the outcomes of the activities
- As each group completes their task, instructor to set the next task