| **Document History** | | | |
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| **Written / Revised By** | **Date** | **Notes** | **Review Date** |
| Jo Davies-Robertson | April 2023 | / | - |
| Amy Parry | March 2024 | Reviewed, revised to incorporate new layout including changes to SOPs | March 2025 |
| Alice Chapman | January 2025 | Reviewed and revised after the season, including any changes to SOPs. | January 2026 |
| Alice Chapman | March 2026 | Reviewed and revised to incorporate new layout, including any changes to SOPs. | March 2027 |

| **Hazard & Associated Risk** | **Persons at Risk** | | | **Control Measures** | **Additional Precautions** | **Probability** | **Impact** | **Score** | **Risk** |
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| | Young | Staff | Visitors | | | | | | |
| **Natural Hazards i.e. stinging insects, nettles etc** - Resulting in skin irritation / abrasions | P | P | P | - Clear safety briefing prior to activity commencement to include informing participants to be aware of the natural hazards around them<br>- No picking of any plants, unless the Trained Instructor informs that it is safe to do so | - First Aid kit must be available in the activity area<br>-Instructor holds current Scout First Aid qualification (or higher) | 3 | 1 | 3 | Minor |
| **Adverse Weather: storms, high wind and heavy rain etc –** Resulting in injury or damage | P | P | | - The activity area will be checked monthly for any damage. Inspections will be logged<br>- Activity area needs to be checked for debris and fallen trees, if there have been recent high winds<br>- Activity session may have to cancelled due any adverse weather, where operation could become dangerous. This it at the discretion of the duty manager<br>- Wear appropriately warm weatherproof clothing | - Instructor is empowered to stop the session themselves if they deem the weather to have an unsafe impact<br>- Follow 'severe weather' procedure in the site's *Emergency and Disaster Recovery Plan* if required | 2 | 1 | 2 | Minor |
| **Equipment / Activity Area –** Resulting in | P | P | | - Procedures in place to check equipment and Activity Area before use and action taken if any issues are discovered<br>- Clear safety briefing delivered by Trained Instructor to include correct use of equipment and expectations for activity | -First Aid kit must be available in the activity area | 3 | 2 | 6 | Moderate |

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| abrasions, bruises, cuts or rope burn | | | | - Guidance given on best practises for using ropes (if using for Shelter Building)<br>- Gloves to be worn if appropriate<br>- Designated area to use knives, axes and saws<br>- If knives, axes or saws to be used – close supervision by Trained Instructors / Leaders required and kept secured when not in use | -Instructor holds current Scout First Aid qualification (or higher) | | | | |
| **Failure of Equipment** - Leading to personal injury to user or staff - Causing abrasions, bruises, cuts, and bumped heads | P | P | | - Procedures in place to check equipment before use and action taken if any issues are discovered<br>- Clear safety briefing delivered by Trained Instructor to include correct use of equipment and expectations for activity | - First Aid kit must be available in the activity area<br>-Instructor holds current Scout First Aid qualification (or higher) | 2 | 2 | 4 | Moderate |
| **Uneven Ground / Disorderly Behaviour** – Resulting in trips / slips | P | P | P | - Procedures in place to check activity area before use and action taken if any issues are discovered<br>- Clear safety briefing to include no running, jumping over obstacles<br>- Close supervision by the Instructor and Group Leader<br>- The site is uneven; every effort is made to back fill holes<br>- Correct footwear to be worn – secure to foot and closed toe | First Aid kit must be available in the activity area<br>-Instructor holds current Scout First Aid qualification (or higher) | 3 | 2 | 6 | Moderate |
| **Hazards Arising from the Actions of Group Members -** i.e. overcrowding and disorderly behaviour | P | P | | -Trained Instructor to set expectations for the activity and how to use equipment<br>- Group Leader/s will provide supervision and correct ratios<br>- Persons failing to follow rules will be asked to sit out of the activity<br>- Group size limited to avoid overcrowding - 20 | | 2 | 2 | 4 | Moderate |
| | P | P | P | - Everyone in the group should wash their hands after the session | | 2 | 2 | 4 | Moderate |

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| **Eating Unknown Flora / Fungi** - Resulting in poisoning | | | | - No eating during the session, unless eating is a part of the session and hands are washed first<br>- Do not eat anything unless an Instructor / Leader tells you it is safe to do so (Plants (Flora), or Fungi should not be eaten or tasted) | | | | | |
| **Hazards Arising from the Actions of Group Members -** i.e. overcrowding and disorderly behaviour. | P | P | P | -Trained Instructor to set expectations for the activity and how to use equipment<br>- Group Leader/s will provide supervision and correct ratios<br>- Persons failing to follow rules will be asked to sit out of the activity<br>- Groups should be told to be respectful of any other customers/campers onsite, especially if going near campgrounds<br>- Group size limited to avoid overcrowding - 20 | | 1 | 3 | 3 | Minor |
| **Manual Handling –** Causing personal injury to user or staff | P | P | | - Assessment done before start to take into account weight, the lift and personal capabilities<br>- Fire pits should be in place before the activity, if not must be carried by minimum 2 people, carrying groups to follow a prescribed route and there should be appropriate space between each pair/group<br>- Inform not to carry excessively large branches<br>- Briefing on manual handling, which may include; lifting safely within the 'power zone', share the load between people if necessary<br>- Leaders to assist where necessary | | 1 | 2 | 2 | Minor |
| **Fires / Use of Fire Lighting Equipment / Hot Objects –** Causing burns & scalds | P | P | P | - Close supervision from Instructors / Leaders, any fire must have a designated adult watching over it<br>- Fire bucket available with water in it. Tap for running water available nearby<br>- Clear safety briefing given by Trained Instructor to include safety around fire and how to use equipment<br>- Participants who misbehave may be asked to leave the activity<br>- Hair of shoulder length or longer should be tied back | - First Aid kit must be available in the activity area<br>-Instructor holds current Scout First Aid qualification (or higher) | 2 | 3 | 6 | Moderate |

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| | | | | - Dangly jewellery/ neckers / hoody tassels all need removing or tucked in<br>- Numbers around the fires should be limited<br>- Do not sit below the height of the fire<br>- Fires should not be higher than waist height<br>- Pans to be lifted using the correct equipment<br>- Fires must be extinguished at the end of the session or if that area is to be left unsupervised | | | | | |
| **Food Preparation Equipment** - Use of knives & other utensils | P | P | | - Kept secured when not in use<br>- Only used when close supervision is in place<br>- Cutting to take place on smooth surface – clear instruction given before starting<br>- Ensure food guidelines for food preparation are followed | | 2 | 3 | 6 | Moderate |
| **Food-Allergies / Dietary Requirements -** Feeling unwell, allergic reaction, anaphylactic shock | P | P | P | - Forms completed by parents/guardians before event asking them to declare any allergies or dietary requirements<br>- Participants asked again before activity starts by Trained Instructor<br>- Alternatives to be used for those who have allergies or dietary requirements and food / equipment to be kept separate | - First Aid kit must be available in the activity area<br>-Instructor holds current Scout First Aid qualification (or higher) | 1 | 3 | 3 | Minor |
| **Food -** Choking | P | P | | - Close supervision at all times by Trained Instructor and Leaders while participants are eating<br>- For young people aged 5 and under, follow the 'Food safety advice for children age 5 and under' in the EYFS Framework for advice on foods to minimise the risk of choking | - First Aid kit must be available in the activity area<br>-Instructor holds current Scout First Aid qualification (or higher) | 1 | 3 | 3 | Minor |
| **Food -** Not cooked properly | P | P | | - Close supervision by Instructor to ensure food is cooked before eating | | 1 | 3 | 3 | Minor |

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| | | | | - Use a temperature probe to check any meats before serving<br>- Try to use things that don't harm if undercooked<br>- Ensure Food Safety Act guidelines for food preparation and cooking are followed | | | | | |
| **Food and Food Preparation Surfaces -** Hygiene | P | P | | - Anti bac cleaner / wipes available to use to wipe down surfaces<br>- All utensils and surfaces cleaned before, during and after use<br>- Hand washing before food handling and after raw meats<br>- Specific chopping boards / knives to be used for raw meats, dairy if possible<br>- Ensure Food Safety Act guidelines for hygiene are followed | | 1 | 3 | 3 | Minor |
| **Body of water (flowing or still)** - Risk of drowning, hypothermia | P | P | | -If Bushcraft activities are close to any body of water this needs clearly pointing out to participants & Leaders, and told they must stay away from these areas, unless specifically stated and supervised by Instructor or Leader<br>- SHELTER BUILDING – Safety briefing must include the boundaries of the area, and to stay away from the pond below the activity area<br>- Bodies of water onsite are not deep or wide (small pond and streams) | - First Aid kit must be available in the activity area<br>-Instructor holds current Scout First Aid qualification (or higher) | 2 | 3 | 6 | Moderate |
| **Unauthorised Use -** causing theft, vandalism or foreign objects in activity area | P | P | P | - Activity equipment removed after session<br>- Procedures in place to check equipment and activity area before use and action taken if any issues are discovered<br>- The activity area will be checked monthly for any damage and the fences integrity. Inspections will be logged<br>- The Activity Instructor is responsible for counting all items in and out to ensure none are left behind<br>- Normal site security procedures in place | | 2 | 3 | 6 | Moderate |