



February Freezer 2026

Event Safety Plan

Version 1.1 - 14/01/2026



February Freezer 2026

Risk Assessments & Safety Plan

Introduction

Welcome to February Freezer 2026!

Activities offered this weekend are provided by:

- Paccar Scout Camp
- Demon Wheelers
- Funtime Hire
- AB outdoor Events
- Brickies Reading Ltd

All activities offered for participation have been risk assessed and deemed appropriate for the age groups attending the event.

In the following document you will find risk assessments and insurance details for all the activities on offer, The Paccar Scout Camp site, Catering & Weather.

If you require more details relating to a specific area or activity, please speak to someone in the site office.

Activities

Activities are subject to change, dependant on weather and availability. Every effort is taken to ensure all activities run without incident or delay; we must accept however that on occasions circumstances beyond our control may dictate that some activities will not be offered as advertised. In these situations, we will look to replace this activity with a substitute activity at the earliest opportunity.

Site Emergency & Evacuation Plan

In the event of an emergency or evacuation senior members of Paccar Scout Camp Service team will deliver messages to group leaders/ announce procedures. Please follow any instructions without delay.

First Aid

Basic first aid issues should be dealt with by group leaders. If you require support, please make your way to the Info point where our site first aiders will be based for the weekend. Out of hours please contact 07741 487 127.

Chris Bryenton
Operations Manager

Adverse Weather

Extreme High Winds

Paccar Scout Camp includes 40 acres of woodland and a number of large trees on both main and franks fields.

In extreme high winds (over 46mph / 20.7 m/s or 8 on Beaufort Scale) the decision may be taken to move campers from locations around the field and woodland which may be deemed at risk dependent on wind direction.

Temporary accommodation will be sourced if this weather continues into the night.

Permanent activities at Paccar Scout Camp are safe to operate at wind speeds up to 33mph (15m/s or 7 Beaufort Scale).

Inflatable activities are not to be used in wind speeds of 24mph or higher (10.7 m/s or 5 Beaufort Scale)

The “ClearSpan” Marquees used for activities and dining space on site are rated to winds speeds up to 75mph (32.6m/s or 11 on Beaufort Scale) These will be part of the emergency accommodation should the woodland sites need to be evacuated.

Extreme Heat / Sunlight

Group leaders should ensure party members are keeping themselves hydrated, all water taps accessible to guests on site are clean drinking water.

Wet Weather

All activities at Paccar Scout Camp can run in wet weather.

Paccar Scout camp is situated 90m above sea level, 30m above the village of Chalfont St Peter below.

Freezing Temperatures

If temperatures are forecast to be low, group leaders should ensure all members of their party are appropriately dressed for any activities undertaken.

During winter months the Central heating in the main toilet and shower block, and woodland toilet block remains in operation 24/7 providing somewhere immediately accessible should a warm environment be required.

Lightning Advice From ROSPA

Lightning strikes the ground in Britain about 300,000 times a year. For the climber, fisher, walker, golfer, and other exposed persons, this is a risk that must be considered. Although

there is no absolute protection from lightning, measures can be taken to reduce the risk of getting struck and the injury severity. This fact sheet provides information about lightning, statistics, and precautions, both for the individual, and advice for strategies that can be taken by leisure operators and event organisers.

The risk

30-60 people are struck by lightning each year in Britain, and on average, 3 (5-10%) of these strikes are fatal. UK mortality statistics show that in 2005 there were two fatalities caused by lightning strikes. Those most at risk are those who are outdoors often, exposed in vulnerable, unsheltered locations, for example:

- Golfers
- Hill walkers
- Swimmers
- Construction workers
- Rock climbers
- Fishers
- Boaters
- Campers
- Outdoors DIY
- Agricultural workers

80% of lightning strike victims are male, however this can be compared with the higher number of males in outdoor employment and participating in outdoor leisure activities than females. Research has also shown that proximity to water increases the risk of being struck by lightning. The time that is most dangerous is when there is underestimation of the likelihood of being hit, for example before the storm or when you think it is over.

There are three different ways of being struck by lightning:

1. Direct strike: the lightning hits you and goes to earth through you.
2. Side Flash: the lightning hits another object and jumps sideways to hit you.
3. Ground strike: the lightning strikes the ground then travels through it hitting you on the way.

Flash to bang

To check if a storm is coming or going from where you are standing apply the flash to bang principle, counting as soon as the lightening flash is seen until the thunder is heard. 'Flash to bang' is based on the following facts:

1. Sound travels at 330 meters per second or at 1 km in 3 seconds (approximately 1 mile every 5 seconds).
2. Light travels at 300,000 km per second.
3. Lightning will always be seen before thunder.

To calculate the distance between yourself and the storm divide the number of seconds by 3 to find the distance in kilometres.

If the distance between the thunder and lightning increases over a couple of strikes, the storm is moving away from you. If it decreases, it is coming towards you.

30/30 rule

Research shows that people struck by lightning are predominantly hit before and after the peak of the storm. This means that you should be thinking about the proximity of the lightning, not the occurrence of rain. The 30/30 rule provides a good way of ensuring one is sheltering during the most risky parts of the storm. It proposes that if the flash to bang is 30 seconds in length or less you should seek shelter. Staying inside this shelter is advised until 30 minutes past the last clap of thunder. This ensures that any distant strikes at the beginning of the storm (lightning can travel up to 10 miles), or trailing storm clouds at the back of the storm do not take anyone by surprise.

Seeking shelter

- Ideally, seek shelter inside a large building or a motor vehicle keeping away from, and getting out of wide, open spaces and exposed hilltops.
- If you are exposed to the elements with nowhere to shelter, make yourself as small a target as possible by crouching down with your feet together, hands on knees and your head tucked in. This technique keeps as much of you off the ground as possible.
- The inside of a car is a safe place to be in a storm, lightning will spread over the metal of the vehicle before earthing to the ground through the tyres.
- If you are golfing and the clubhouse is too far away, your best protection is to leave your clubs and crouch down in a bunker.
- Do not shelter beneath tall or isolated trees, it has been estimated that one in four people struck by lightning are sheltering under trees .
- If you are on water, get to the shore and off wide, open beaches as quickly as possible as water will transmit strikes from further away. Studies have shown that proximity to water is a common factor in lightning strikes.

Individual safety

- Before you set off for your day, check the weather forecast. If there are storms are predicted think about doing something less exposed, or being somewhere that provides appropriate shelter nearby.
- When choosing a campsite try to choose a site where tents are not the highest points. In a storm, if you remain in your tent, try not to get too close to poles or other metal objects.
- Be aware of objects that can conduct or attract lightning, for example, golf clubs, umbrellas, motorbikes, bicycles, wire fencing and rails. If you have a metal object that is not necessary for your safety (i.e. climbing gear that is in use) put it aside.
- Seek shelter quickly if your hair begins to stand on end and nearby appliances begin buzzing - it may mean lightning is about to strike.
- Inside a house lightning can be conducted through television aerials, piping or other wires. Except in cases of emergency, don't use your telephone (land-line or mobile) until the storm is over.

Employers/event Organisers

Workplaces have a duty to ensure the health, safety and welfare of their staff under the Health and Safety at Work Act 1974 Section 2(1). If staff are working outdoors in exposed areas, this must be reflected in the risk assessment.

Events must be thoroughly risk assessed, and if there is a risk of being struck by lightning this must be looked at and control measures put in place with a lightning safety plan.

In the event of an evacuation this will be led by the Duty Manager, utilizing Senior Crew Members. Junior Crew members are to remain in the crew buildings unless instructed otherwise.

Think about the following recommendations:

- In case of an event, monitor the local weather from the day before activity to the end of play and the dispersal of crowds.
- Have an efficient method of warning people at risk, and evacuation if necessary.
- Define and list safe structures and locations. Safe structures can include a large/substantial building with plumbing and wiring that will conduct lightning to the ground such as a clubhouse, or fully enclosed metal vehicles including buses.
- Determine criteria for suspension and resumption of activity – for example, use the 30/30 rule.
- Ensure the dissemination of information – participants, officials, spectators, and staff must be aware of potential dangers and how to minimise the risk of injury.

In case of emergency

If someone is hit by lightning, call emergency services – they will need help as soon as possible. If you know first aid, apply it – you will not receive an electric shock. A lightning strike is not usually instantly fatal, victims' hearts and/or breathing may stop however, so quick application of CPR will likely save their life.

Further information

- British Mountaineering Council, Safety on Mountains Booklet, Crosby, A., The Mountain Pocket Book, Cordee, 1999
- Makdissis, M. and P. Brukner, Recommendations for lightning protection in sport, Medical Journal of Australia, Volume 177, 1 July 2002.
- RoSPA "A bolt from the blue" Water & Leisure, Winter 1994/1995
- BBC Weather, Lightning Safety
- [Office of National Statistics DH2 no.32](#)
- [British Mountaineering Council](#)
- [St John Ambulance Life-Saving Procedures](#)
- [Met Office Lightning Information](#)
- [Tornado and Storm Research Organisation](#)
- [The UK Storm Guide](#)

If any groups are concerned about the safety or wellbeing of any members of their party from any adverse weather conditions please contact the Duty Manager on 07741 487 127 who will be able to offer support and advice.



Terrorism Risk Assessment – Paccar Scout Camp

Description: Paccar Scout Camp Chalfont Heights is a County Scout Campsite operated by Greater London Middlesex West. It is situated on the hills just outside Chalfont St Peter, in Buckinghamshire. It lies between the A413 and the M25 and is sometimes marked on a map as Hogtrough Wood, It also runs alongside Gerrards Cross Golf Club. The site covers an area of approximately 24 hectares (60 acres) and consists of a mixture of grass fields bounded by trees and woodland and linked by paths and roadways.

Camping within the meadows occurs primarily under canvas and it is more than probable that a number of small separate camps will co-exist within each meadow.

There are four large community/dormitory style buildings located throughout the site, including The Rowallan Building, Margaret Nobel Building, Maclean Trailfinders Building, Service Crew Building which is mainly constructed from timber and several smaller cabins.

There is one other timber building located at the main entrance referred to as 'The Providore' situated in the North of the site housing the Campsite and GLMW County Offices.

Activities take place on the site all year around but a significantly larger number of visitors sometimes in excess of 2000, are present during the summer months.

A small team (4 – 5) of full time staff but most activities are undertaken by volunteers.

Responsible Person: Event Organiser / Duty Manager

Description of Process: Joint planning between the event organisers and Paccar Scout Camp Staff. Engagement with the Local Authority Safety Advisory Group (SAG) where appropriate. Planning carried out in accordance with the Purple Guide but additionally taking account of terrorism risk.

Date of Original Assessment: January 2024

Date of this Review: January 2026

Date of Next Review: January 2027

What are the Threats?	Possible Harm?	Controls already in place	Decisions, further actions and responsibilities	Progress reviews
Five of the six attack types identified in the guidance have been identified as relevant. The site is remote and has little computer infrastructure that could be exploited for a terrorist purpose. 1. Marauding Terrorist Attack (an attack by an individual or group of individuals using a gun or a bladed or blunt force weapon) 2. Improvised Explosive Device (a bomb that can placed, posted or carried into or close to the site) 3. Vehicle as a Weapon (deliberate use of a vehicle to kill, maim or injure people) 4. Fire as a Weapon (deliberate use of fire to kill, maim or injure people or to cause damage to the site)	Each of these attack types could cause death or injury to participants and staff. In all cases the event would likely be cancelled which would have severe financial impact on the organisers. Failure to properly identify risks and mitigating measures could lead to reputational damage and possibly prosecution. In addition, attacks of type 2 (bomb), 3 (vehicle) and 4 (fire) could cause significant damage to structures which might result in further hazards. Note, any of the impacts of the attack types could be exacerbated if they resulted in a crowd surge.	All volunteer staff are briefed on security awareness. Applicable to all attack types. There is a procedure in place to identify concessions and approved vehicles. Applicable to attack types 1,2, 4 and 5 Key locations on site (e.g. the stage) are monitored and patrolled by recognised staff Crowd monitoring is also carried out by volunteer stewards. There is a public communication strategy covering the use of the tannoy system in emergency situations.	Introduce temporary Hostile Vehicle Mitigations at key locations.	Review evaluation of options in 3 months.
			Assess options for and feasibility of introducing CCTV monitoring at key locations such as stages and catering areas.	Review evaluation of options in 6 months.
			Run a tabletop exercise with multi agency participants and amend security plan as appropriate.	Aim to introduce in next year – review progress in 8 months.
			Include ACT e-learning training in volunteer staff briefings.	Introduce for next Event– review progress in 10 months.
			Assess whether there is a requirement for SIA accredited security staff on site and how they are used and adjust as necessary.	Carry out assessment at this event – review findings in 2 months.
			Introduce deterrence communications on the event website.	Review proposals in 3 months.
			Assess options for and feasibility of introducing road traffic control measures, including road closures, beyond the site perimeter.	Consult with local authority – review in 6 months.

What are the Threats?	Possible Harm?	Controls already in place	Decisions, further actions and responsibilities	Progress reviews
5. CBRN (use of chemical, biological, radiological or nuclear means to poison or otherwise cause harm to people) Other attack methodologies in the guidance document (e.g. CYBER) have been considered but are not thought to be relevant for this site.		There is First Aid team on site throughout with facilities for a triage site.	Improve access control to staff, concession and performer areas.	Develop ideas and review in 6 months.

28 February 2025

TO WHOM IT MAY CONCERN

Dear Sirs,

Insured: The Scout Association and/or Subsidiary Companies

We act as the Insurance Brokers for the above client and can confirm that the following insurance is in place:

Public & Products Liability

Insurer:	Liberty Mutual Insurance Europe SE	
Policy Number:	1000032163-24	
Period of Insurance:	1 st March 2025 – 28 th February 2026	
Limit of Indemnity:	Public Liability	£25,000,000 any one event
	Products Liability	£25,000,000 any one event and in the aggregate for the Period of Insurance

Excess Public & Products Liability

Insurer:	Aspen Insurance UK Limited	
Policy Number:	IOA8X805A0X	
Period of Insurance:	1 st March 2025 – 28 th February 2026	
Limit of Indemnity:	Public Liability	£25,000,000 in excess of the underlying £25,000,000
	Products Liability	£25,000,000 in excess of the underlying £25,000,000

This document is provided for information only and cover is subject to Insurer's policy terms, conditions, limitations and exclusions. Cover may also be subject to cancellation provisions and warranties.

The issuance of this document does not make the person or organisation to whom it has been issued an additional insured and confers no rights upon the recipient, nor does it modify in any manner the contract of insurance between the Insured and Insurers.

Lockton Companies LLP

A limited liability partnership registered in England & Wales at The St Botolph Building,
138 Houndsditch, London EC3A 7AG. Company number OC353198

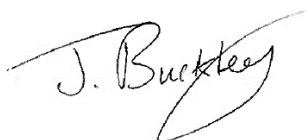
A list of the designated members and individual members of Lockton Companies LLP is available for inspection at the registered office
Authorised and regulated by the Financial Conduct Authority and a Lloyd's Broker

Without prejudice to the foregoing no assurance is given by us to the adequacy or otherwise of the sums insured /limit of liability/indemnity (as the case may be) under the insurance policies. Nor do we express any view or assume any liability as to the solvency or future ability to pay of any of the insurance companies with whom the insurance policies have been placed. In each case you must rely upon your own assessment of such matters. We cannot comment as to whether the client has done or omitted to do anything which has rendered or may render any policy of insurance (including the insurance policies noted in this document) taken out by it or by any other person in relation to any of the client's assets or liabilities void or voidable and you must similarly rely upon your own enquiries in this respect.

Lockton does not accept any liability or responsibility to any Third Party (including, but not limited to, any person to whom this document is addressed) in respect of the information provided nor do Lockton have any obligation to advise any changes to or cancellation of the insurances described.

This letter shall be governed by and shall be construed in accordance with English law and the courts of England and Wales shall have exclusive jurisdiction.

We trust that this information is sufficient for your purposes however, should you require additional detail this can be provided upon agreement from our client.

A handwritten signature in black ink, appearing to read "J. Buckley".

Joseph Buckley – Account Executive
For and on behalf of Lockton Companies LLP
Date: 28th February 2025

A handwritten signature in black ink, appearing to read "ebinge".

Emily Binge – Account Manager
For and on behalf of Lockton Companies LLP
Date: 28th February 2025

CERTIFICATE OF PUBLIC LIABILITY INSURANCE

Policy Number	CA02019695
Master Policy Reference	Y149201QBE0124A
Name of Policyholder	Brickies Franchise- Reading Ltd
Limit of Indemnity for Public Liability	£10,000,000
Date of Commencement of Insurance Policy	1 st October 2025
Date of Expiry of Insurance Policy	30 th September 2026

This certificate has been issued by QBE UK Limited to certify that on the date of issue of this certificate the named Policyholder holds Public Liability Insurance for the Limit of Indemnity displayed.

Signed on behalf of QBE UK Limited (Authorised insurer)



Notes

- (a)** This certificate does not form part of the Policyholder's insurance policy with QBE UK Limited.
- (b)** Any applicable excesses are stated in the insurance policy schedule.
- (c)** For full details of the terms and conditions of cover please refer to the insurance policy wording and schedule.

09/07/2025



Mr . Jose
Finchingfield Nurseries
Bardfield Road
Finchingfield
Essex
CM7 4LL

Dear Mr Jose,

Client Reference: C10158

Re: To Whom It May Concern

I hereby have pleasure in confirming that our client has the following Insurance cover in force:

Insured: Fun Tiime Hire Ltd

Business: Operator & Hirer of Inflatable Units, Leisure Equipment and the like

Period: 13/07/2025 to 12/07/2026 inclusive

Indemnity: Public Liability £10,000,000 Each and Every Loss
Products Liability £10,000,000 In the Aggregate
Employer's Liability £10,000,000 any one occurrence

Insurer: Ascot Underwriting Limited at Lloyd's

Policy No: BI07C10158D

Should you have any queries regarding the above please do not hesitate to contact us.

Yours sincerely
For G M Imber and Sons Ltd,

PP W G Imber

Bill Imber
Managing Director

TO WHOM IT MAY CONCERN

24 October 2025

Dear Sirs

We are the Risk and Insurance Managers for the client below and have pleasure in confirming details of their insurance arrangements as follows:-

Insured Details:

Name(s) **Demon Wheelers Off Road Leisure Limited**

Postal Address **Wildfire House, Bradbury Street, Sheffield, Yorkshire, S8 9QQ, United Kingdom**

Our Ref **66272951**

Business Description **Event Managment Company including Organising Multi Activities**

Employers Liability

Insurers Aspen Insurance UK Limited
Policy No loAGoU721AoN
Renewal Date 26th October 2025 – 25th October 2026
Indemnity limit £ 10,000,000 any one event
Cover Includes a) Indemnity to Principals.

Public & Products Liability

Insurers Aspen Insurance UK Limited
Policy No loAGoU721BoN
Renewal Date 26th October 2025 – 25th October 2026
Indemnity limits
Public Liability £ 5,000,000 any one occurrence
Products Liability £ 5,000,000 any one occurrence and in any one period of insurance
Cover Includes a) Indemnity to Principals.

Public & Products Liability (Excess of Loss)

Insurers Axis Managing Agency Ltd
Policy No TBC
Renewal Date 26th October 2025 – 25th October 2026
Indemnity limit £ 5,000,000 any one occurrence.
Cover applies In excess of the primary policy limits above.

Cover is subject to the full terms, conditions and exclusions of the policy.

This document is issued to you as a matter of information only and the issuance of this document does not: -

- i) create any contractual relationship between Arthur J. Gallagher Insurance Brokers Limited and the recipient
- ii) make the person or organisation to whom it has been issued an additional assured, nor does it modify in any manner the contract of Insurance between the Assured and the Underwriters.

Any amendments, change or extension of such contract can only be effected by specific endorsement attached thereto with the consent of the Assured and the Underwriters.

We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing this information or for any loss, damage, expense hereby occasioned to the recipient of this letter

Should the insurance cover be cancelled assigned or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

Yours faithfully



Rachael Fulleylove

Broking Manager

Direct Dial: 01924 433101

Email: Rachael_Fulleylove@ajg.com

Event Organisers Schedule

Certificate Policy Number: CEQ414413/2025
Insured: Mr David Yule t/a Yuley's Bratwurst , Pizza Yule Love
Product: Outside Caterer
Period of Insurance: Commencing 00:00:00 on the 01/09/2025 to 23:59:00 on the 31/08/2026

Liability	Limits of Indemnity
Section A - Employers Liability	£10,000,000
Section B – Public Liability:	£10,000,000
Section C – Products Liability:	£10,000,000

IMPORTANT NOTICE - Please check this policy very carefully

This insurance is subject to the information detailed in this document. The Insured should carefully review the contents of the Certificate (including its attached schedule, endorsements and proposal / statement of facts). If any of the information set out therein is incorrect, the insured must notify the Commercial Express or the insurer. Failure to do so may invalidate the insurance provided.



Signed in Brierley Hill, West Midlands for and on behalf of those Underwriters subscribing to this certificate

COPY FOR EVENT ORGANISERS

Brickies Club Franchise - Reading Ltd

14 Newlyn Gardens, Whitley, Reading RG2 8BD

Location: Remote Working in Schools / Events

Title : Brickies Risk Assessment	Date of Assessment : 15/12/25	Risk Assessor : Sam Weston
Risk Assessment Reference : Brickies2026	People involved in making this assessment : Sam Weston, Participants [Children], School Staff, Event Organisers	
Task/ Process : Delivering LEGO clubs, events and workshops	People at Risk : Employees, Children & Young Persons, Adult Participants	
Hazard : Working with children As our work is predominately with children we have to ensure that we make safe recruitment decisions to ensure that unsuitable people do not work with vulnerable groups.		
Control Measures:		
1. We have a thorough recruitment and vetting process to ensure that all staff who work at Brickies are suitable to work with vulnerable groups. This includes obtaining personal and professional references along with an enhanced DBS check.		
2. All staff have been fully trained on safeguarding practices to ensure the safety of children whilst under our care.		
3. All staff will be aware of the school / event procedures and processes when it comes to ensuring the safeguarding of children.		
Hazard : Manual handling We bring a number of stackable containers containing LEGO bricks. These boxes can be very heavy. If the boxes are lifted incorrectly it could cause personal injury to the member of staff carrying them. If the boxes are not stacked correctly they could be dropped or fall over and cause injury.		
Control Measures:		
1. All staff members have been trained on manual handling and are aware on the safety measures to take when loading equipment in and out of a building. Boxes are maintained to be in a good safe condition to minimise the risk of spillage or personal injury. A trolley is used for safe transportation.		
Hazard : Work equipment Brickies will bring in a range of equipment to allow us to deliver our workshops / sessions. Equipment can be heavy, cumbersome and a potential hazard if left unattended or stored in an unsafe location.		
Control Measures:		
1. All equipment that is brought into the building is stored safely to ensure transportation of all items are manageable and safe. Staff are trained to position equipment in a safe area of the work environment, this includes ensuring fire exits, door ways and walkways are kept clear.		
Hazard : Electrical We may bring a laptop and a projector into the building to display instructional images / videos to the group. If equipment is not maintained it could cause electrical issues including injury.		
Control Measures:		
1. We ensure that all electrical equipment that we own is maintained to a safety standard and is PAT tested regularly. Any electrical cables will be positioned safely to minimise trip hazards. Staff are trained on how to safely connect and disconnect all electrical appliances that are to be used.		

Hazard : Public or Visitor Access Staff may come into contact with members of the public when loading or unloading equipment from the building. Staff will be given access to the building / school they are working in. Failure to act professionally could result in jeopardising the safety of those situated within the building / school or event.

Control Measures:

1. Staff are trained to act professionally at all times and to represent the Brickies brand in a positive manner when in contact with any person. Staff are trained and mindful to ensure that entering and exiting the building/school/event are done so with safety of children/staff and passers by as a top priority.
2. Staff will carefully follow the school / building / event procedures when working on-site to ensure the safety of everyone is maintained.

Hazard : Infection Our activities are of a hands-on nature therefore transmission of infection has the potential to be high. In particular in reference to COVID-19 when transmission rates are high in the community action must be taken to minimise the risk to staff and participants.

Control Measures:

1. All equipment is regularly cleaned and sanitised to minimise potential spread of germs.
2. All tables and storage boxes are wiped down with sanitising products prior to starting a session / workshop to help minimise the risk of infection.
3. All staff know that if they show any COVID-19 symptoms or have tested positive for COVID-19 they are to follow current government guidelines.
4. Staff will start every session with a safety briefing to ensure all participants are aware of the safety measures put in place. This includes, but not limited to, keeping distance, refrain from putting LEGO near the face/mouth & washing hands at the beginning and end of the session/workshop.
5. When working at an event Parents/ Carers will be asked for emergency contact details or location of their whereabouts to ensure children are in someone's care at all times.
6. Participants will leave the working area in a safe and following any exit procedures issued by the school/ venue or event organisers.
7. If the building / school has set procedures for controlling infection in place then all Brickies staff will following the guidance accordingly.

Documents Associated with this Risk Assessment:

Review Date : 15/12/2026

Reviewer : Sam Weston

FUNTIME HIRE LIMITED

Risk Assessment : Gyroscope (sit Down)

Hazard	Who may be harmed	Details of risk	Further controls to reduce Risk	Risk
Unsuitable Location	Subcontractors and participants	This unit requires a flat surface which will be roped off, to operate.	Check suitability of the area where the unit is being placed before setting up.. We will rope of the area required, to keep the spectators away at a safe distance	Low
Harness	Participants	Harness may not be secured correctly.	Funtime Hire staff to secure the 5 point safety harness. Legs are also strapped down at the ankles	Low
Manual Handling	Sub Contractor	Injury from manual handling of unit during delivery, placing in situ and on removal from the venue	Training given to staff on safe methods of lifting and carrying. Trolley supplied for heavy units. Guest are not to help with erecting units. Units should not be moved once set up. Any moving of the unit should be done by the sub-contractor	Low
Long hair	Participants	Long hair may get tangled in mechanism	Long hair to be tied back	Low
Loose Articles, Glasses and Jewellery etc	Participants, Spectators and Subcontractor	Loose items flying from participants pockets and hitting others	operator to make sure all participants have removed any loose items from their person before getting on to the Gyroscope	Low
Feeling Nauseous	Advise not to use on a full stomach or whilst intoxicated	Being ill on themselves and others	Anybody who appears to be unwell or intoxicated, willnot be allowed on	Low
Over Spinning	Participants	being ill on themselves and others	Only Funtime staff to operate the equipment	Low
Actions to be Carried Out By:		M. Jose		
Risk Assessment Carried Out By:		M. Jose		02/01/2026

This risk assessment is carried out for Funtime Equipment only.

RISK ASSESSMENT - ARCADE SIMULATORS

SEGA RALLY / TWIN DANCE SIMULATOR / ALPINE SUPER RACER / RACEWAYS / KIDIES SIT ON RIDE

Persons/Property at Risk

Date Prepared: 02/01/2026

All Employees	X	Members of the public	X	Vendor/ Contractor	X	Property		
Equipment	X	Facilities		Maintenance Staff	X	Grounds		X

Hazard	Further controls to reduce risk	Likelihood			Severity				Risk Score
		Probable	Occasional	Remote	Critical	Serious	Marginal	Negligible	
	Score	3	2	1	4	3	2	1	
Electric	All electric will be PAT tested and indicated with a PAT testing sticker. All wires and leads will be visually checked before and after use to ensure all leads are safe. Electrical leads will be covered.			X				X	1
Tripping over Leads	All leads are hidden from the public to prevent any tripping hazards.			X				X	1
Manual Handling	All staff delivering equipment have been trained in manual handling of all equipment		X				X		4
Falling from unit	Participants to be given guidance on how to mount/dismount the unit and must remain seated, with the exception of the Alpine Super Racer and Twin Dance Machine.			X				X	1
Overload	A maximum of 2 participants on twin units, 1 participant on single units.			X				X	1
Risk Assessment Scores		<u>10+ Very High Risk</u>		<u>5-9 Medium Risk</u>		<u>1-4 Low Risk</u>			

This Risk Assessment was carried out for and on behalf of Funtime Hire Ltd.

Hand signed document available on request NAME Martin Jose DATE 2nd January 2026

Funtime Hire Ltd - Risk Assessment – Rodeo Bull, Reindeer, Camel, Horse, Pig, Sheep, Football, Pumpkin, Easter Egg, Rugby Ball, Xmas Pudding, Broomstick

Assessment Date: 2nd January 2026

Assessed By: M. Jose

Review Date: 2nd January 2027

Signed:.....

Item	Hazard	Persons at risk	Risk(s)	Control Measures	RR
	Unsuitable Location	Contractors, participants, particularly children	Ground should be reasonably level and free from any hazards i.e., lumpy grass, concrete rubble, concrete paths, curbs.	Check suitability of the area where the unit is being placed before erecting the unit. If possible, move to a more suitable location if the hazards cannot be removed.	
	Projectiles	Participants	Being struck with objects falling from user.	All participants are asked to remove and sharp or loose items and remove glasses. Spectators to retain a safe distance for the inflatable bed.	
Rodeo Bull	Falls	Participants	Players landing awkwardly on the inflatable bed.	Participants to be told not to dive or somersault off the equipment. The operator will ensure the speed of the machine will be at a suitable level for the user.	3
	Overloading	Participants	More than 1 person on the Bull	Operator to make sure only 1 person is on the Bull at a time.	1
	Crowd Control	Participants	People leaning in barrier and standing too near.	Operator to ensure that spectators remain clear of the unit.	1
	Sharp Object	Operator and Participants	Participants having loose items in pockets and wearing glasses	All participants are asked to remove and sharp or loose items and remove glasses.	1
	Anchorage of Unit	Operator and Participants	Inflatable bed not being anchored down properly	Operator to make sure unit is staked sown on soft ground and weighted down on hardground.	1
	Petrol / Diesel Generator Spillages	Operator	Running out of petrol / Diesel and having to re-fill, spillage	Operator to make sure when re-filling generators, no spillage occurs	1
	Tripping Over Leads	Participants and spectators	Leads bring exposed to public	All leads to be covered.	1

	Weather Conditions (Wet)	Operator and Participants	The unit will become slippery.	Operator to close unit if becomes too wet.	1
	Weather Conditions (Wind)	Operator and Participants	The unit will become unsafe in string winds above 24mph	Operator to make sure the unit is anchored to ensure no movement is present in light winds. If winds reach 24mph the unit will be shut down. The operator has a hand held wind meter to gauge the wind speed.	1
	Manual Handling	Operator	Unit being too heavy for Operator to unload and set up.	Operator to use sack barrow if needed. All operators to be trained in house in manual handling.	1
	Over Inflation	Operator and Participants	Inflatable to be tested to BSEN 14960 standard. ADIPS and RP11, no sealed units to be used.	All our units are continuous are flow units which do not over-inflate.	1
	Pressure Loss	Participant	Unit deflating due to pressure loss.	Equipment is tested regularly and operator will monitor fuel levels.	1
Health & Safety Advice			Staff and Participants	-Should any participant appear to be under the influence of alcohol / drugs to the extent where they are posing a risk to the operator / participants the operator will close the equipment and seek assistance from the event manager. -Children should be supervised by an adult at all times. -Users should be aware of their own physical ability and notify the operator if they do not wish to participate. -The operator reserves the right to refuse admission to anyone they feel may be unsafe to partake in the activity. – All participants must be aware of rules and safety guidelines for each stall. Water available to guests at any venue. -Fully trained first aider on every event.	1

Risk Table (RR = Residual Risk – Risk after control measures implemented)

Low	Medium	High
1	2	3

- Low – Risk is possible but none to date.
- Medium – Risk is possible, none to date steps taken.
- High - Risk is medium to high, could occur at some point but not with our organisation.

Risk Assessment: 4 Way Bungee Trampoline **Date: 2nd January 2025**
Funtime Hire Ltd The Nurseries, Bardfield Rd, Finchingfield, Essex, CM7 4LL

	Possible Outcome	Who is at risk	Level of risk	Action Taken	New level of risk
Users bouncing into rear cables	Cuts, Bruises, Bumps etc	Users	Medium	Vigilant Operator	Low
Trapping fingers in carabiners while jumping	Injuries to fingers	users	Medium	-Constant supervision and instruction from operators	Low
Over excited users bouncing off trampoline before strapped in to harness	Cuts, Bruises, Bumps etc	Users	Medium	Ensure users are warned as the enter trampoline. Do not allow bouncing without harness.	Low
Collisions with other participants	Cuts, bruises, bumps etc	users	Medium	-Only allow one user on a trampoline at a time, plus an instructor /operator	Low
Tripping over mains cable	Slips, falls, trips, bumps and bruises etc	Public	Medium	-Area to be checked before session -ensure cables are up high or if on floor rubber trunking or matting must be used or if on grass cable dug into ground	Low
Bungees snapping and hitting users or spectators	injury	public	Medium	-Only trained staff allowed to operate - work within weight guidelines -operator to ensure correct bungees are u	Low
Over excited spectators touching or trying to bounce users	Injury	Users/Public	Medium	-Operator to be vigilant and strict on rules	Low

Assessed by	Martin Jose
Date:	2 nd January 2026

Risk Assessment: High Ropes Date: 2nd January 2025**Funtime Hire Ltd The Nurseries, Bardfield Rd, Finchingfield, Essex, CM7 4LL**

Hazzard	Possible Outcome	Who is at risk	Level of risk	Action Taken	New level of risk
Fall from height and lifting parts whilst building the course	Injuries	Operators / Public	Medium	Use of ropes and platforms to build the course. Operators are trained in safe climbing and lifting practices and company procedures. Operators are clipped to the course, in the event of a fall they will only drop 10cm. Each piece does not exceed 25kg	Low
Working at height	Injuries	Operators / Public	Medium	Operators are clipped to the course and adhere to safe working height practices used in conjunction to the current HSE legislation	Low
Falling from course	Injuries	Operators / Public	Medium	Anyone using the course is permanently attached to the safety rail at all times. Only operators may clip and unclip a user when safe to do so	
Injury from loose clothing or jewellery	Injuries	Public	Medium	Operators to visually check for any loose clothing or dangling jewellery and to ensure user sorts these before partaking. Users will not be allowed on the course if clothing or footwear is considered to pose a hazard. Signs clearly display safety advice	Low
Climbers getting stuck through fear	Injuries / Panic	Public	Medium	Trained operators are aware of the rescue plan in place for climbers	Low
Users not suited to the course	Injuries	Public	Medium	Clear signage displaying allowable users and staff trained in the clear policies and procedures	Low
User understanding	Injuries	Operators / Public	Medium	Every user is given a briefing prior to use of the course. Users are informed that any actions considered dangerous will result in them being removed from the course	Low

Hazzard	Possible Outcome	Who is at risk	Level of risk	Action Taken	New level of risk
Equipment Failure	Injuries	Operators / Public	Medium	All users are asked to remove loose items from pockets prior to fitting of safety equipment. All users to wear a safety helmet	Low
Harness straps dangling down	Injuries	Users	Medium	Operators to ensure harness is fitted correctly, with any excess being tucked away	Low
Objects falling from above	Injuries	Users / Operators/Public	Medium	All users are asked to remove any items from their pockets prior to being fitted with the safety equipment. All users to wear safety helmet.	Low
Users tampering with screw gate on the carabineer	Injuries	Operators / Public	Medium	All users are secured with a self locking carabineer so they cannot unscrew it	Low
Tripping over unused equipment	Injuries	Users, Operators	Medium	Any unused equipment to be put away in the correct place. Any unused harness or helmets to be hung in correct place whilst not in use.	Low
Over enthusiastic participants	Injuries	Users / Operators	Medium	Observe safe practice at all times, operators to manage safe practice.	Low
Injuries occurring during unsupervised use / access	Injury	Public	Medium	Restrict access when not in use, ladders must be removed or steps must be closed	Low
Users climbing down onto other participants or operators	Injuries	Users / Operators	Medium	Operators to stay vigilant and operate a one up one down system. Users to stay in their zones and no one is to be underneath a climber at any time.	Low
People wandering into the site	Injuries	Public	Medium	Barriers or chain to be put up around the course to separate the public. Only users and trained instructors that are fitted with safety equipment are allowed in the area.	

Risk Assessment: High Ropes Date: 2nd January 2025

Funtime Hire Ltd The Nurseries, Bardfield Rd, Finchingfield, Essex, CM7 4LL

Assessed by	Martin Jose
Date:	2 nd January 2026

Risk Assessment –**Assessment Date: 2nd January 2026
2027****Assessed By: M Jose (Director)****Review Date: 2nd January**

Hazard	Persons at risk	Risk(s)	Control Measures	RR
Injury through manual handling the Segway	Staff	Lifting the Segway from delivery vehicle	2 staff to lift Segway off van. Use a tail lift ramp where possible	1
Segway fails to function or will not Function properly. The rider is too light or too heavy, Segway wheels loose traction with the ground, Segway not maintained properly	Staff / Public	Segway will not run or function properly	Staff members will monitor the battery level and keep Segways to a suitable battery level. Riders to monitor the area to make sure it is suitable for riding on. The Segways are on a constant switching charge to maintain battery life. Tyres and casing are inspected before each use. The Segway itself will not fully activate unless all internal systems are functioning correctly, an error code will be displayed on the electronic key	1
Falling from Segway	Staff / Public	If not ridden safely and over appropriate surface rider may fall from Segway. Running in to other users and stepping off wrong	.Training will be given to users by trained staff, if the staff feel that the rider is not capable of completing the test track, they will not be permitted to continue. Riders must maintain a suitable distance from others when getting off the Segway.	1
Segway colliding with a pedestrian	Staff / Public	Pedestrians and user being hurt from falls and knocks	.Staff will tell riders to maintain a certain distance from others when dismounting and getting on the Segway	1
Gazebo Flying away	Staff / Public / Property	Gazebo may fly off if windy and not weighted or staked down properly	Staff to check wind speed prior to event and act accordingly	1

Risk Table (RR = Residual Risk – Risk after control measures implemented)

Low	Medium	High
1	2	3

RISK ASSESSMENT

ASSESSMENT SUBJECT: LASER MAZE
ASSESSMENT DATE: 09.01.26
REVIEW DATE: 09.01.27

Hazard	Who's at risk	Current Control Measures	L	S	R	Extra Control Measures
Slips, Trips and falls	Participants	-Participants briefed to take care in reduced light conditions and told not to run through the maze. -Walkway clearly marked.	2	1	2	-Observe safe practice by clearly explaining to participants the hazards.
Eye injury from Lasers during set up	Instructors	-Warning – when pin-point is in Align mode the 'Lasers will NOT switch off' if the beam is broken. -DO NOT look into laser	3	1	3	-Staff are trained in set up procedure
Eye injury from Lasers during game	Participants	-In Play mode the Laser Beams will automatically switch off when the beam is broken within a millisecond	1	1	1	-Check operation is fully functional during daily check
Minor bodily injury to Participants	Participants	-Low risk design used of Laser Maze to avoid Participant injury.	2	2	4	-Staff to observe safe practice and changing conditions
Electrocution	Participants	-All electrical devices are PAT tested, circuit breakers are also used	1	3	3	-Ensure Circuit Breaker is in place before operation. Checked on Daily Safety Check
Participants confused about finding the way out	Participants	-Florescent tape marks exit	2	1	2	-Staff to be aware and vigilant
Participants with epilepsy, claustrophobia or under the age of 6	Participants	-Not allowed to take part	2	1	2	-Staff to be aware and vigilant
Injuries occurring during unsupervised use/ access	Participants	-Restrict access when not in use	1	2	2	-Rear doors of Laser Maze trailer locked when not in use
Extra Notes:	We at Wildfire Experience Agency, offer a range of activities that a lot of people believe to be high risk. We at Demon believe that we should make our activities as low risk as possible, whilst maintaining that element of perceived risk, thus ensuring that the activities are fun and safe to participate in. To ensure that these risks stay low we comply with all legislation relevant to the individual activity. We have identified problem areas and introduced the control measures listed above to ensure we keep risk to a minimum.					
Name of Assessor:	Paul Angus		Name of Managing Director:	Nathan Angus		
Signature:			Signature:			

L

1. Remote possibility
2. Unlikely
3. Possible
4. Likely
5. Inevitable

S

1. No-Minor Injury / Ill Health
2. 1st Aid / Absence up to 3 days
3. Over 3-day absence
4. Major long-term injury / Ill Health
5. Fatality

R

- 1 - 4 Broadly Acceptable - No action required
 5 - 9 Moderate - Reducing risk reasonably practicable
 10 - 16 High Risk - Priority action to be undertaken
 17 - 25 Unacceptable - Action must be taken immediately

KEY	
Likelihood	L
Severity	S
Rating	R
$L \times S = R$	

RISK ASSESSMENT

**ASSESSMENT SUBJECT: QUAD BIKES 50CC 90CC 125CC
POLE TRACK
ASSESSMENT DATE: 09.01.26
REVIEW DATE: 09.01.27**

Hazard	Who is at risk	Current Control Measures	L	S	R	Extra Control Measures
Participants driving Quad could lose control.	Participants Instructors	~General safety brief and operating instruction given to all participants. ~Participants to be tested after brief to ensure they have understood controls ~Participants to wear ankle length bottoms, socks, suitable footwear, (not sandals). ~All loose items to be removed. ~Activity based on skill not speed. ~Trained instructors to monitor activity. ~Reckless or dangerous practices will not be permitted. ~PPE to be provided. (Helmet) ~ Age considerations to be taken into account, 6-11 on 50CC, 12+ on 90CC and 16+ on 125CC. ~Use of clear and precise warning signals. ~Activity zone cordoned off using bunting. ~First aid personnel on site at all times.	1	3	3	~All new venues require a site survey prior to the event to ensure suitability.
Multiple quads on the track could lead to crashes.	Participants Instructors	~General safety brief and operating instruction given to all participants. ~Instructors to remain vigilant at all times. ~Instructors to wear appropriate PPE.	2	1	2	
Moving/hot parts within the vehicle.	Participants Instructors	~General safety brief and operating instruction given to all participants. ~Clear signs on vehicles to indicate hazardous areas.	1	4	4	~Ensure all participants have paid attention to safety brief by asking questions.
Ground conditions	Participants Instructors	~The event manager will decide on arrival where best to run activities. ~If conditions deteriorate the activity will be postponed.	1	2	2	
Track marker poles can snap and leave a sharp edge.	Participants Instructor	~Instructors to ensure that all marker poles are visible and any damaged poles are replaced.	2	1	2	
Track debris.	Participants Instructors	~Tracks to be set up away from hazardous objects in the ground. ~PPE to be provided. (Helmet). ~Tracks to be maintained throughout the activity.	1	3	3	~If the track becomes unusable due to debris then the activity should be postponed until the track has been moved to avoid the hazard.

Fuel is used in all vehicles.	Participants Instructors	~All fuel to be stored away from the tracks and out of direct sunlight. ~All engines to be switched off when refuelling. ~Fire extinguishers should be on standby. ~All spillages to be cleaned up. ~All petrol to be stored in metal packages displaying the UN number for petrol (UN1203) and the flammable diamond.	1	5	5	
Battery power pack can spark if not fitted correctly	Instructors	~Instructors to be trained on how and when to use power packs.	1	2	2	
Air compressor	Instructors	~ Instructors to be trained on how and when to use air compressor. ~Tyre gauge to be used to ensure correct pressures.	1	2	2	
Helmets can cause injury if fitted incorrectly.	Participants Instructors	~Instructor to check correct fitting. ~All helmets to be maintained throughout the event. ~Damaged helmets not to be used.	1	2	2	~Spare helmets to be taken on all events to ensure participants always have a helmet to wear.
Weather conditions affect both the track conditions and participants health.	Participants Instructors Spectators	~Event to be postponed if tracks become too dangerous, until they are moved or deemed safe to use again. ~All participants/spectators advised to wear suitable clothing. ~PPE to be provided for extreme conditions (water proofs, gloves). ~Marquees to be set up around activities to provide shelter.	2	2	4	
Day light hours	Participants Instructors Spectators	~This activity will only be operated during natural daylight hours. ~The instructor running the event has the final decision on when they deem the activity to be unsafe to carry on. ~Artificial light is not a substitute as it will cause shadows on the track.	3	4	12	
Manual handling	Instructors	~Only trained instructors will have authority to manually move vehicles. ~It must never be undergone alone.	2	1	2	
Alcohol/drug consumption	Participants Instructors	~All alcohol/drug consumption is strictly prohibited. ~All clients will be informed of this prior to the event. ~Stated on sign in sheet	1	4	4	
Participants as follows: Recently undergone surgery Medical physical limitations	Participants	~All participants will be informed about the hazards of taking part in motorised activities. ~Any participants in these categories may not take part in motorised activities.	2	5	10	~All instructors to be made aware of who may not take part.

		~All participants will have to sign to our terms and conditions at the beginning of the event. This includes informing instructors about any previous medical injury or illness that might hinder them from taking part. A parent or guardian must sign for under 16s.				
Extra Notes:	We at Wildfire Experience Agency are aware that motorised activities could be potentially high risk due to the nature of giving people control of a motorised vehicle. To ensure that this risk stays low we have introduced a series of control measures as listed above.					
Name of Assessor: Paul Angus			Name of Managing Director: Nathan Angus			
Signature:			Signature:			

L

1. Remote possibility
2. Unlikely
3. Possible
4. Likely
5. Inevitable

S

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3. Over 3-day absence
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R

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 5 - 9 Moderate - Reducing risk reasonably practicable
 10 - 16 High Risk - Priority action to be undertaken
 17 - 25 Unacceptable - Action must be taken immediately

KEY	
Likelihood	L
Severity	S
Rating	R
L x S = R	

Risk assessment



Risk	Existing controls	Who	Risk score L x S=R	Further actions
Electrocution	Electrical units are visually inspected for obvious faults. Equipment only to be used by AB Outdoor staff.	AB Outdoor staff	1 – 3 – 3	12v system used.
Over enthusiastic or boisterous participants	Responsible person/s supervising at all times. Operator to brief small groups at a time. All other participants wait outside area.	All	2 – 1 – 2	With prior notice of large numbers attending the event, additional staff can be supplied for extra fee.
Crowding at event	A fully trained Operator must be always present with the equipment. If the operator is not in view, guns are to be put away and the area closed off.	All	1 – 1 – 1	With prior notice of large numbers attending the event, additional staff can be supplied for extra fee.
Danger of unnecessary injury	Ensure that no-one uses the equipment who suffers from neck of back problems, heart complaints, is feeling unwell, suffering effects of alcohol or drugs, or is pregnant.	All	1 – 5 – 5	Participants with listed conditions who still wish to take part do so at their own risk. The operator has the right to refuse service to anyone they deem as a safety threat.
Adverse weather conditions	The clay can change direction due to wind deflection, which could take the clay out of the safety area. Stop activity and adjust the trap accordingly.	Bystanders	2 – 2 – 4	Weather dependant.
Adverse weather conditions	Cold weather – Hypothermia – wear warm clothes. Hard to hold guns.	All	2 – 2 – 4	Everyone should be dressed appropriately.

Risk assessment



	Hot weather – Sun burn, Hyperthermia – use sunscreen stay in shade when not using equipment, drink plenty of water.			
Tripping over anchorage points, spare equipment, electrical cable.	Anchor points used as per manufacturer's instructions. Keep participants away from trip hazards. Keep spare equipment stored away. Trip hazard made easy to see.	All	1 – 1 – 1	With prior notice of large numbers attending the event, additional trained operators can be supplied.
Injury through lack of supervision	A fully trained operator must be present with the equipment at all times. In the event that the operator is not in view – do not enter the equipment area under any circumstances			
Hitting of guns	Participants must be at least 50cm away from each other to ensure that they do not knock each other's guns.	All	1 – 2 – 2	
Injury through 3 rd party items	Ensure that participants queue behind the shooting line and do not touch any equipment before the operator has briefed the participants.	All	1 – 2 – 2	
Danger of fire	No smoking or barbeques near the equipment	All	1 – 5 – 5	
Emergency	Minor injuries can be dealt with by the operator and passed to site or leadership team. In the event that someone is seriously injured, close	All	1 – 5 – 5	Staff not responsible for injuries outside activity.

Risk assessment



	activity and provide medical assistance, call 999.			
Injury through 3rd party and spectators	Always ensure that the area surrounding the event and equipment is not overcrowded	All	2 – 3 – 6	
Injury through falling clay	Ensure that there is enough overshoot for the clay. This should be tested prior to use. Participants do not move past mats until told safe to do so.	Bystanders	2 – 1 – 2	Fence off the area so that the public cannot access the fall out area of the clay. Cease the activity immediately if a member of the public accesses the fall out area. Do not recommence until the area is clear of people.
Injury through clay trap	Ensure that the trap is in view of the operator. Only AB Outdoor Staff should approach trap.	All	1 – 5 – 5	Cease all shooting and signal to public immediately not to go near the Clay trap or enter the clay trap area.
Injury caused by the clay trap whilst loading	Turn the clay trap to de-lock and do not full until the clay trap has been set to de-lock. On approaching a loaded trap take the least direct route to the trap	Staff	1 – 5 – 5	Unplug the controller from the scoreboard to disable the controls to the clay trap.
Clay trap Jam	Inform participants to stay at the shooting line and not to touch the guns or control unit. Unplug the controller to the scoreboard set the trap to de-lock and pull the throwing arm anticlockwise. Do not put your fingers near the jaws of the clay launcher, You must not have a member of the public assist you!	Staff	2 – 5 – 10	

Risk assessment



Risk	Existing controls	Who	Risk score L x S=R	Further actions
Electrocution	Electrical units are visually inspected for obvious faults. Equipment only to be used by AB Outdoor staff.	AB Outdoor staff	1 – 3 – 3	12v system used.
Over enthusiastic or boisterous participants	Responsible person/s supervising at all times. Operator to brief small groups at a time. All other participants wait outside area.	All	2 – 1 – 2	With prior notice of large numbers attending the event, additional staff can be supplied for extra fee.
Crowding at event	A fully trained Operator must be always present with the equipment. If the operator is not in view, guns are to be put away and the area closed off.	All	1 – 1 – 1	With prior notice of large numbers attending the event, additional staff can be supplied for extra fee.
Danger of unnecessary injury	Ensure that no-one uses the equipment who suffers from neck of back problems, heart complaints, is feeling unwell, suffering effects of alcohol or drugs, or is pregnant.	All	1 – 5 – 5	Participants with listed conditions who still wish to take part do so at their own risk. The operator has the right to refuse service to anyone they deem as a safety threat.
Adverse weather conditions	The clay can change direction due to wind deflection, which could take the clay out of the safety area. Stop activity and adjust the trap accordingly.	Bystanders	2 – 2 – 4	Weather dependant.
Adverse weather conditions	Cold weather – Hypothermia – wear warm clothes. Hard to hold guns.	All	2 – 2 – 4	Everyone should be dressed appropriately.

Risk assessment



	Hot weather – Sun burn, Hyperthermia – use sunscreen stay in shade when not using equipment, drink plenty of water.			
Tripping over anchorage points, spare equipment, electrical cable.	Anchor points used as per manufacturer's instructions. Keep participants away from trip hazards. Keep spare equipment stored away. Trip hazard made easy to see.	All	1 – 1 – 1	With prior notice of large numbers attending the event, additional trained operators can be supplied.
Injury through lack of supervision	A fully trained operator must be present with the equipment at all times. In the event that the operator is not in view – do not enter the equipment area under any circumstances			
Hitting of guns	Participants must be at least 50cm away from each other to ensure that they do not knock each other's guns.	All	1 – 2 – 2	
Injury through 3 rd party items	Ensure that participants queue behind the shooting line and do not touch any equipment before the operator has briefed the participants.	All	1 – 2 – 2	
Danger of fire	No smoking or barbeques near the equipment	All	1 – 5 – 5	
Emergency	Minor injuries can be dealt with by the operator and passed to site or leadership team. In the event that someone is seriously injured, close	All	1 – 5 – 5	Staff not responsible for injuries outside activity.

Risk assessment



	activity and provide medical assistance, call 999.			
Injury through 3rd party and spectators	Always ensure that the area surrounding the event and equipment is not overcrowded	All	2 – 3 – 6	
Injury through falling clay	Ensure that there is enough overshoot for the clay. This should be tested prior to use. Participants do not move past mats until told safe to do so.	Bystanders	2 – 1 – 2	Fence off the area so that the public cannot access the fall out area of the clay. Cease the activity immediately if a member of the public accesses the fall out area. Do not recommence until the area is clear of people.
Injury through clay trap	Ensure that the trap is in view of the operator. Only AB Outdoor Staff should approach trap.	All	1 – 5 – 5	Cease all shooting and signal to public immediately not to go near the Clay trap or enter the clay trap area.
Injury caused by the clay trap whilst loading	Turn the clay trap to de-lock and do not full until the clay trap has been set to de-lock. On approaching a loaded trap take the least direct route to the trap	Staff	1 – 5 – 5	Unplug the controller from the scoreboard to disable the controls to the clay trap.
Clay trap Jam	Inform participants to stay at the shooting line and not to touch the guns or control unit. Unplug the controller to the scoreboard set the trap to de-lock and pull the throwing arm anticlockwise. Do not put your fingers near the jaws of the clay launcher, You must not have a member of the public assist you!	Staff	2 – 5 – 10	

BUSH CRAFT WORKSHOP

SESSION PLAN FOR KNIFE SKILLS

Introduction

This is a 30-45 minuet workshop for Cub Scouts, Scouts and Explores in this skill set of knife skills, this workshop will be based on but not limited to the following. The lead instructor will assess the delegates that are attending to determine the skill level/set of those that are attending, and the course will be pitched to start at the lowest skill set that is present and then working to improve and progress any existing skill/knowledge.

Participant Requirement

- All delegates must be preregistered to take the workshop and have completed information form.
- Suitable clothing for weather condition.
- Suitable footwear (strong boots or walking shoes (no trainers or plimsoles)
- The group number will be no more than 12 at any one time.
- Personal equipment can be used but this will be subject to a review by lead instructor, who will decide if any item can or cannot be used. All personal kit equipment is used at delegates own risk.

Possible Kit List

All kit will be checked and inspected prior to and after each session by the instructors, the kit used will be based on the current skill level of the group in attendance, it is not limited to the following.

- First aid kit to include burns kit.
- Mora style knife.
- Material to carve.

Pre Session Briefing for ALL Sessions

- Introductions and assessment of skill sets present.
- Basic knife safety and first aid.
- Welfare and facilities.
- Overview of what is planned and what all parties want to achieve by the end of the workshop.
- Every session will then start with a basic overview of what is or isn't legal in regard to type of knife and if it can be used and or carried in public etc (basic knife crime prevention).

Basic Knife Work Beginner (Cubs - Scouts)

- Demo the correct position and stance to carry out whittling/carving (kneeling on one knee working beyond that knee).
- Demo of each part of carving a tent peg as the group progresses with an explanation of why/what/how etc for each point.
- Carve a point.
- Carve a notch.
- Bevel the none pointed end (to prevent splitting).

BUSH CRAFT WORKSHOP

SESSION PLAN FOR KNIFE SKILLS

- Making and using a fuzzy stick for fire lighting.
- What can the shavings that have been produce be used for?

Intermediate Knife Skills (Scouts)

- Refresh/demo the correct position and stance to carry out whittling/carving (kneeling on one knee working beyond that knee).
- Making and using a fuzzy stick for fire lighting.
- Make a butter knife from a hazel stick.
- Demo of each part of carving a butter knife as the group progresses with an explanation of why/what/how etc for each point.
- Shape the handle.
- Bevel the handle end.
- Using a solid log as a work platform drive the knife into the log and use the draw method to rough out the butter knife blade.
- Refine the blade.
- Carve a flat in the handle for you name.
- Demonstrate how to look after and how to sharpen a knife
- What can the shavings that have been produce be used for?

Advanced Knife Skills (Explores/Leaders)

- Make try stick/totem.
- Carve a totem.
- Demo the correct use of a hatchet and the application's it can be used for.
- Demonstrate how to look after and how to sharpen a knife as well as other camping sharps such as hatches etc.

Closing of the Session

- The last 5 – 10 minuets of the session will be where all equipment issued is handed back to the instructors.
- All delegates will then have a chance to say what they have learnt and what skills they will take back with them to their group.
- Thank all for their participation and wish them a good day and hope to see them again soon for more skill workshops.

Additional Challenges/Demonstrations/Cooking

- Hazell stick pencil (challenge)
- Spoon (additional tooling needed as well as suitable material)

Cooking

- Banana & Mars Bars
- Orange and after 8 mints/dark chocolate
- Pineapple upside down cake

BUSH CRAFT WORKSHOP

SESSION PLAN FOR KNIFE SKILLS

- Smorrs
- Egg & Bacon roll
- Cheeky BBQ
- Hot dogs

Scout Badges

The workshop content will help qualify for the following Activity, Staged and Challenge badges

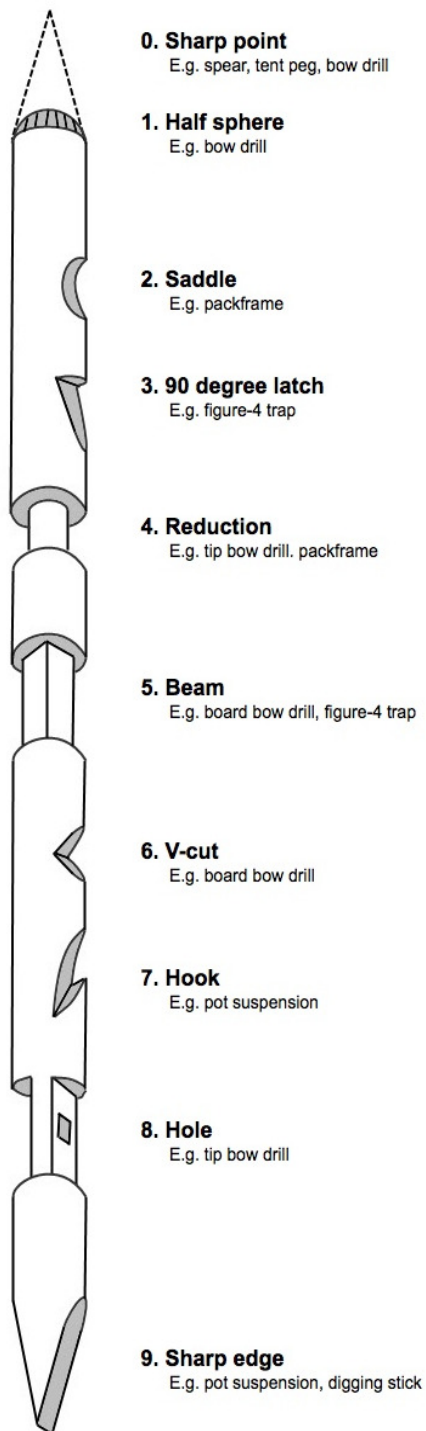


BUSH CRAFT WORKSHOP

SESSION PLAN FOR KNIFE SKILLS

Try Stick

(Based on design Mors Kochanski)



BUSH CRAFT WORKSHOP

SESSION PLAN FOR KNIFE SKILLS

The Try Stick

Purpose: To practice and demonstrate the skillful use of a pocketknife

Each notch either represent some useful application, or demonstrates the ability to carve with a knife

The work should be done with a sharp knife and the carved wood should not be grubby looking when you are complete.

Wood should be 1" to 2" in diameter and about fingertip to armpit in length. Straight, knot free wood, such as willows work best. Working with green wood is easier, but only dry wood will give a more finished look.

①

Blunt End

Finishes the end to reduce the edges. Gives a clean look

③

Pot Hook Notch

Used to hang pots over a fire for cooking. Carve multiple Pot hook notches above pot to adjust height of pot over fire

⑤

Dovetail Notch

Used in cabinet making for corner joints

⑦

90° Planes

Used in making various traps, such as the figure 4. Locks the Latch Notch in place.

⑨

V Notch

Used in making various traps, such as the figure 4 to lock the upright against the support stick



②

Reduction

Used for toggles and decorative wood working

④

Saddle Notch

For the joining of logs as in cabin making, just like Lincoln Logs

⑥

Latch Notch

Used in making various traps, such as the figure 4. Locks against 90° Planes.

⑧

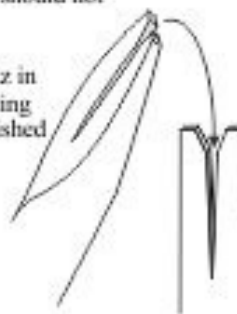
Bow Notch

Used in bowmaking for the bowstring. It is important to have smooth corners, so the string does not abrade

⑩

Root Stripper

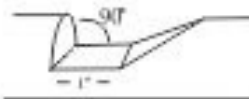
Used for stripping bark on roots for cordage and for hafting arrow and spear points.



Root Stripper



Pot Hook Notch



Latch Notch



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BUSH CRAFT WORKSHOP

SESSION PLAN FOR KNIFE SKILLS



RISK ASSESSMENT – 1ST WOORBURN BUSH CRAFT



Location / Activity:	PACAR FEB FREEZE KNIFE SKILLS TRAINING		Rev 1
Document Author: Reviewed By	Paul Cheyney	Date 10 th January 2026	Next review date Dec 2026
Hazard	Persons at risk	Control measures	Risk Rating
Unauthorised use of knives	Unauthorised Users	Knives to be stored in a secured box/case YP to hand in any personal knife when arriving at camp Any knife found not to be handed in will be a red card and the offender will be removed from camp	Low
Lack of correct control of activity session	All Users	All instructors must be competent persons All Groups must be accompanied by at least 1 suitable adult over the age of 21 Min 10 participants (or less) to 2 instructors, additional persons can be added at a ratio of 5 participants to 1 instructor to a max of 20 participants	Low
Cut's & other injuries	All Users	First aid kit to be present at the place of the session this is to include <u>Stax</u> strips and pressure bandage Leaders are top have an indatate first aid certificate	Medium
Slips, trips, falls	All Users	Area in and around session is regularly maintained Good <u>house keeping</u> in the session area to be practiced at all times to keep the area clean and tidy Minimum of one adult in addition to the Instructor is required at all times	Low
Improper use of Equipment	All Users	The session is always under the control of a Competent Lead Instructor +1 with at least one suitable accompanying adult for the participants The area layout means Instructor has clear view of all participants at all times Instructor to give clear instruction of how to use the equipment the process using the hole part, part, part, hole method of demonstration	Medium
Equipment Failure	All Users	Equipment inspected by Qualified Instructor before use at every session Equipment inspected and signed back into store by Qualified Instructor at the end of every set of sessions	Low
Bad Weather	All Users	In Extreme Weather or High Winds the Instructor will stop the session if they deem it unsafe	Low

BUSH CRAFT WORKSHOP SESSION PLAN FOR BACKWOODS COOKING

Introduction

This is a 30 – 45 minuet workshop for Cub Scouts, Scouts and Explores in this skill set cooking on an open fire, this workshop will be based on but not limited to the following. The lead instructor will assess the delegates that are attending to determine the skill level/set of those that are attending, and the course will be pitched to start at the lowest skill set that is present and then working to improve and progress any existing skill/knowledge.

Participant Requirement

- Suitable clothing for weather condition No nylon out garments (these can catch fire easily and result in horrific burns).
- Suitable footwear strong boots or walking shoes (no trainers or plimsoles)
- The group will be no larger than 10- 15 YP
- Personal equipment can be used but this will be subject to a review by lead instructor, who will decide if any item can or cannot be used. All personal kit equipment is used at delegate's own risk.

Possible Kit List

All kit will be checked and inspected prior to and after each session by the instructors, the kit used will be based on the current skill level of the group in attendance, it is not limited to the following.

- First aid kit to include burns kit.
- Fire buckets.
- Fire gloves.
- Tin foil and cling film.
- Any cooking utensils/pots pans and or materials needed to cook the given food.

Pre Session Briefing for ALL Sessions

- Introductions and assessment of skill sets present.
- Basic fire safety and first aid.
- Welfare and facilities.
- Overview of what is planned and what all parties want to achieve by the end of the workshop.
- Every session will have to get a good fire going and or maintain the fire during the session.
- Good hygiene practices to be followed at all times.

Camp Meatballs

- Meat/Quorn mince + seasoning/sauce + cheese + Spaghetti rapped in 2 layer of tin foil
- Wash hands.
- Put cling film into a small pot.
- Put a small amount of mince meat in the bottom of the pot and spread it up the sides forming a void in the middle.

BUSH CRAFT WORKSHOP SESSION PLAN FOR BACKWOODS COOKING

- In the void place a small amount of sauce as well as some spaghetti and if wanted cheese.
- Seal the top with a small amount of mincemeat.
- Remove the meatball from the pot using the cling film and roll into a ball.
- Remove the meat ball from the cling film and place it in the 2 layers of tin foil seal tightly.
- Place in the fire turning occasionally for approx. 15 – 20 minutes.
- Remove carefully and open if it is cooked through allow to cool before eating, if it is not fully cooked re-rap and place back in the fire until cooked.
- Whilst the meatballs are cooking the delegate should clear the workstation ready for the next person.

Closing of the Session

- The last 10 – 30 minutes of the session will be where all equipment issued is cleaned and handed back to the instructors.
- All delegates will then have a chance to say what they have learnt and what skills they will take back with them to their group.
- Thank all for their participation and wish them a good day and hope to see them again soon for more skill workshops.

Scout Badges

The workshop content will help qualify for part or all of the following Activity, Staged and Challenge badges



BUSH CRAFT WORKSHOP SESSION PLAN FOR BACKWOODS COOKING



BUSH CRAFT WORKSHOP SESSION PLAN FOR BACKWOODS COOKING

RISK ASSESSMENT – BUSH CRAFT 3

Location / Activity:	BUSH CRAFT BACKWOODS COOKING		REV 1
Document Author: Reviewed By	Paul Cheyney	Date 11 th Jan 2026	Next review date Dec 2026
Hazard	Persons at risk	Control measures	Risk Rating
Session specific issues	All Users	The instructors will assess the competency of all participants and will start the training/session at the level of the participant with the lowest competency level and build the session up from there Basic food hygiene: washing of hands before during and after handling food as appropriate, cleaning of work surfaces and equipment as required throughout the session Completed food allergies/dietary requirement forms to be submitted to Pacar prior to attendances for all attendees (no form no session)	Low
Lack of correct control of activity session	All Users	All instructors must be competent persons. All Groups must be accompanied by at least 1 suitable adult over the age of 21. Min 10 participants (or less) to 2 instructors, additional persons can be added at a ratio of 5 participants to 1 instructor to a max of 20 participants.	Low
Burns and other injury's	All Users	First aid kit to be present at the place of the session this is to include a burns kit. Fire buckets to be present with clean water at a ratio of 1 bucket to 5 people. No nylon jackets or similar to be worn near naked flames.	Medium
Slips, trips, falls	All Users	Area in and around session is regularly maintained. Good house keeping in the session area to be practiced at all times to keep the area clean and tidy. Minimum of one adult in addition to the instructor is required at all time.	Low
Improper use of Equipment	All Users	The session is always under the control of a Competent Lead Instructor + 1 with at least one suitable accompanying adult for the participants The area layout means Instructor has clear view of all participants at all times Instructor to give clear instruction of how to use the equipment as well as the preparation and the method of cooking of the food this will be done using the hole part, part, part, hole method of demonstration were possible All equipment to be correctly cleaned and inspected after use it will then be stored in the correct manner	Medium
Equipment Failure	All Users	Equipment inspected by Qualified Instructor before use at every session	Low
Bad Weather	All Users	Equipment inspected and signed back into store by Qualified Instructor at the end of every set of sessions In Extreme Weather or High Winds, the Instructor will stop the session if they deem it unsafe or not possible to carry on with the session	Low

BUSH CRAFT WORKSHOP

SESSION PLAN FOR PIONEERING

Introduction

This is a 30-minute workshop for Cub Scouts, Scouts and Explorers in this skill set of pioneering, this workshop will be based on but not limited to the following. The lead instructor will assess the delegates that are attending to determine the skill level/set of those that are attending, and the course will be pitched to start at the lowest skill set that is present and then working to improve and progress any existing skill/knowledge.

Participant Requirement

- Suitable clothing for weather condition No nylon outer garments (these can catch fire easily and result in horrific burns).
- Suitable foot wear (strong boots or walking shoes (no trainers or plimsoles))
- The group number must be no greater than 12 YP at any one time.
- Personal equipment can be used but this will be subject to a review by lead instructor, who will decide if any item can or cannot be used. All personal kit equipment is used at delegates' own risk.

Possible Kit List

All kit will be checked and inspected prior to and after each session by the instructors, the kit used will be based on the current skill level of the group in attendance, it is not limited to the following.

- Lengths of Hazel wood approx. 1.5 – 2 m
- Sisal

Pre Session-Briefing for ALL Sessions

- Introductions and assessment of skill sets present.
- Basic fire safety and first aid.
- Welfare - facilities
- Overview of what is planned and what all parties want to achieve by the end of the workshop.

Basic Pioneering making a tripod

- The instructor will demonstrate the way to make a basic tripod.
- The YP will then make a tripod placing it over a fire with a pot suspended from it.

Additional Activities

In this area we will have the following set up for the YP to use/try in addition to the main activity above.

- Various other gadgets.

Closing of the Session

- The last 5 – 10 minutes of the session will be where all equipment issued is handed back to the instructors.
- All delegates will then have a chance to say what they have learnt and what skills they will take back with them to their group.
- Thank all for their participation and wish them a good day and hope to see them again soon for more skill workshops.

Scout Badges

BUSH CRAFT WORKSHOP

SESSION PLAN FOR PIONEERING

The workshop content will help qualify for the following Activity, Staged and Challenge badges.



BUSH CRAFT WORKSHOP

SESSION PLAN FOR PIONEERING

RISK ASSESSMENT – BUSH CRAFT SESSION 4

Location / Activity:		BUSH CRAFT PIONEERING		REV 1
Document Author:	Paul Cheyney	Date 8 th Jan 2026	Next review date Dec 2026	
Reviewed By				
Hazard	Persons at risk	Control measures		Risk Rating
Session specific issues	All Users	The instructors will assess the competency of all participants and will start the training/session at the level of the participant with the lowest competency level and build the session up from there		Low
Lack of correct control of activity session	All Users	All instructors must be competent persons All Groups must be accompanied by at least 1 suitable adult over the age of 21 Min 10 participants (or less) to 2 instructors, additional persons can be added at a ratio of 5 participants to 1 instructor to a max of 20 participants First aid kit to be present at the place of the session		Low
Cut's and other injury's	All Users	Area in and around session is regularly maintained Good house keeping in the session area to be practiced at all times to keep the area clean and tidy Minimum of one adult in addition to the Instructor is required at all times		Medium
Slips, trips, falls	All Users	The session is always under the control of a Competent Lead Instructor +1 with at least one suitable accompanying adult for the participants The area layout means Instructor has clear view of all participants at all times Instructor to give clear instruction of how to use the equipment the process using the hole part, part, part, hole method of demonstration		Low
Improper use of Equipment	All Users	Equipment inspected by Qualified Instructor before use at every session Equipment inspected and signed back into store by Qualified Instructor at the end of every set of sessions In Extreme Weather or High Winds the Instructor will stop the session if they deem it unsafe		Medium
Equipment Failure	All Users			Low
Bad Weather	All Users			Low

BUSH CRAFT WORKSHOP

SESSION PLAN FOR FIRE LIGHTING

Introduction

This is a 30-minute workshop for Cub Scouts, Scouts and Explores in this skill set of fire safety, this workshop will be based on but not limited to the following. The lead instructor will assess the delegates that are attending to determine the skill level/set of those that are attending, and the course will be pitched to start at the lowest skill set that is present and then working to improve and progress any existing skill/knowledge.

Participant Requirement

- Suitable clothing for weather condition No nylon out garments (these can catch fire easily and result in horrific burns).
- Suitable footwear (strong boots or walking shoes (no trainers or plimsoles)
- The group number must be no greater than 12 YP at any one time.
- Personal equipment can be used but this will be subject to a review by lead instructor, who will decide if any item can or cannot be used. All personal kit equipment is used at delegates' own risk.

Possible Kit List

All kit will be checked and inspected prior to and after each session by the instructors, the kit used will be based on the current skill level of the group in attendance, it is not limited to the following.

- First aid kit to include burns kit.
- Fire buckets.
- Alter fires or equivalent and any cooking equipment.
- Cotton wool and petroleum jelly.
- Fire steel and various items to use as fuel.
- Char cloth
- Fire/wielding Gloves

Pre Session-Briefing for ALL Sessions

- Introductions and assessment of skill sets present.
- Basic fire safety and first aid.
- Welfare - facilities
- Overview of what is planned and what all parties want to achieve by the end of the workshop.

Birds Nest Fire Lighting

- The instructor will explain what the aim is and if needed will give a demonstration of how to achieve this goal.
- The instructor will remain with and near the delegates whilst they are completing the challenge.
- Ther delegates will pair up and one will hold the straw for the bird's nest (wearing fire gloves). The other will use a flint and steel to ignite the char cloth.
- Both delegates will then stand by the alter fire and gently blow on the bird's nest to ignite the tinder bundle.
- Once a light or at any point during the process the delegate holding the tinder bundle only has to open their hands and drop it in to the alter fire.
- Once the task has been completed the area will be cleared and reset ready for the next group

Additional Activities

BUSH CRAFT WORKSHOP

SESSION PLAN FOR FIRE LIGHTING

In this area we will have the following set up for the YP to use/try in addition to the main activity above.

- Use of fire from the birds nest.
- Suitable materials used to build and maintain a fire.
- Basic first aid and risk management for being around an open fire.
- Basic use and understanding of flint and steel.

Closing of the Session

- The last 5 – 10 minutes of the session will be where all equipment issued is handed back to the instructors.
- All delegates will then have a chance to say what they have learnt and what skills they will take back with them to their group.
- Thank all for their participation and wish them a good day and hope to see them again soon for more skill workshops.

Scout Badges

The workshop content will help qualify for the following Activity, Staged and Challenge badges.



BUSH CRAFT WORKSHOP

SESSION PLAN FOR FIRE LIGHTING

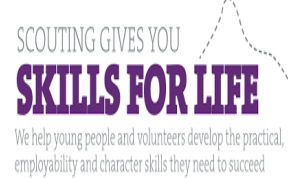
RISK ASSESSMENT – 1ST WOORBURN BUSH CRAFT

Location / Activity:		FIRE LIGHTING		Rev 1
Document Author:	Paul Cheyney	Date 11 th Jan 2026	Next review date Dec 2026	
Reviewed By				
Hazard	Persons at risk	Control measures		Risk Rating
Unauthorised use of equipment	Unauthorised Users	The instructors will assess the competence of all participants and will start the training/session at the level of the participant with the lowest competency level and build the session up from there		Low
Lack of correct control of activity session	All Users	All instructors must be competent persons. All Groups must be accompanied by at least 1 suitable adult over the age of 21 Min 10 participants (or less) to 2 instructors, additional persons can be added at a ratio of 5 participants to 1 instructor to a max of 20 participants		Low
Burn's & other injuries	All Users	First aid kit to be present at the place of the session this is to include burns kit Leaders are top have an indatate first aid certificate Fire bucket (with clean water in it) + fire gloves if needed NO nylon jackets or similar to be worn near naked flames		Medium
Slips, trips, falls	All Users	Area in and around session is regularly maintained Good housekeeping in the session area to be practiced at all times to keep the area clean and tidy Minimum of one adult in addition to the instructor is required at all times		Low
Improper use of Equipment	All Users	The session is always under the control of a Competent Lead Instructor + 1 with at least one suitable accompanying adult for the participants The area layout means Instructor has clear view of all participants at all times Instructor to give clear instructions of how to use the equipment the process using the hole part, part, part, hole method of demonstration		Medium
Equipment Failure	All Users	Equipment inspected by Qualified Instructor before use at every session Equipment inspected and signed back into store by Qualified Instructor at the end of every set of sessions		Low
Bad Weather	All Users	In Extreme Weather or High Winds the Instructor will stop the session if they deem it unsafe		Low



BUSH CRAFT WORKSHOP

SESSION PLAN FOR FIRE LIGHTING





PACCAR Scout Camp Health & Safety Policy
RISK ASSESSMENT



3G Swing Risk Assessment

Activity	3G Swing	Pages	2
Task / Operation	Maintenance + Operation	Version	1.0
Written By	Chris Bryenton	Written Date	February 2024
Reviewed Date	7th January 2026	Review Interval	Annual

Risk Vs. Benefit Statement

There is a low 'Real' risk of injury from participating in a 3G Swing Session, but an elevated 'perceived' risk. This offers participants the opportunity to push themselves out of their comfort zone and into the stretch zone, allowing them to grow as a person in a safe environment.

The risks are therefore acceptable.

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Slip, Trips and Falls	All users and instructors	Instructors trained in basic first aid. Activity area regularly maintained.	- Safety brief - Teacher/Leader/Instructor from the participant group to be with the group at all times for control and discipline. - Regular on-going levelling of stones in winching area.	Low
Use by unauthorised persons	Unauthorised persons	Activity Equipment to be removed from the swing at the end of the session and stored securely. Loading Trolley secured against upright.		Medium
In-correct use of equipment –	Participants	Equipment designed and appropriate for use.	Safety Briefing, Instructors/Leaders on hand to assist.- Faulty equipment to be flagged.	Low
Structural Failure of Swing system	All users	The Swing system must be checked by an external commercial competent person on	Any defects noticed during session must be reported and, where appropriate, acted upon	Low

		an annual basis with remedial and preventative works undertaken as required. Daily checks performed as per training.		
Equipment Failure	Participants and instructors	Equipment fit for purpose. Equipment visually inspected before each use by an instructor. Periodical inspections by trained person.	Participants and Instructors to have received an appropriate level of training/briefing to operate equipment under supervision or supervise the operation of equipment.	Low
Panic attack/fear	Participants	All instructors experienced in dealing with nervous participants. No one forced to take part if they don't want to. Supportive encouraging atmosphere to be maintained.	Attempt to establish nervous participants at the start of the session	Medium
Falling from loading trolley	Participant & instructors	One participant at a time invited onto the trolley and attached to the swing bar.		Low
Striking ground/obstruction in swing curve.	Participant	Swing zone to be kept clear of all obstructions. Loading trolley secure before swing lifted.		Low



PACCAR Scout Camp Health & Safety Policy
RISK ASSESSMENT



Abseiling - Tower

Activity	Woodland Activity Tower	Pages	2
Task / Operation	Daily Checks and Operation	Version	1.1
Written By	Ed Rutson	Written Date	10 th February 2017
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised access	All Un-authorised users	Access to the tower restricted to qualified instructors	Regularly remind activity instructors on the importance of ensuring area is secure	Low
Slip, Trips and Falls	All users and instructors	Instructors trained in basic first aid Area periodically maintained to restrict undergrowth and remove trip hazards	Safety brief – mention awareness of uneven ground/trip hazards etc as appropriate Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Falling branches, Falling trees	Anyone in woods	Course constructed in an appropriate area as decided by professional, external, qualified body	Annual tree surveys of the woods by professional, external, qualified body – with appropriate remedial action as a result. Annual Inspection of the course including assessment of encroaching branches and supporting trees by professional, external, qualified body – with appropriate remedial action as a result. Periodical checks by competent crew for obvious threats, such as hanging branches etc, particularly after foul weather – with appropriate remedial action as a result.	High

			Daily checks (when course in use) to course by instructor looking for major and immediate threats to course – with appropriate remedial action as a result.	
Structural failure of course	All above or below the course	Course constructed by specialist company to a commercial standard.	Annual Inspection of the course including assessment of anchor points, platforms, load bearing cables, safety lines and all other relevant areas; by professional, external, qualified body – with appropriate remedial action as a result. Periodical checks by competent crew for obvious threats, such as wear and tear to platforms, anchor points and eye-bolts, particularly after foul weather – with appropriate remedial action as a result. Daily checks (when course in use) to course by instructor looking for major and immediate threats to course – with appropriate remedial action as a result.	Low
Equipment Failure		All safety equipment is specifically designed and fit for purpose All equipment is maintained and used according to manufacturer guidelines All equipment is within the safe working lifetime defined by the manufacturer	Daily visual checks by Instructors for obvious immediate faults Periodical inspections by competent crew And faults to be reported and the equipment retired immediately until repaired or condemned.	Medium
Failure of anchor points		The course, all anchor points and safety lines are professionally designed and installed and are appropriate for their purpose.	Daily inspections by instructors looking for rust, damage and wear and tear to anchor points. Annual and periodical inspections to specifically look at anchor points.	Low

Participant Lack of Knowledge	Climbers and Belayers	Safety Talk carried out by instructor before starting and practical elements.	Lead instructor to take ultimate responsibility for safety during the session. Instructor to determine competency of the group at the start of the session. Instructor to explicitly highlight safe areas and danger areas, as well as, when and where safety equipment (helmets) must be worn. No Person to climb until their equipment has been checked and they are tied into the safety rope.	Medium
Falls from height	Participants	All participants must wear helmets and harnesses which are properly fitted and checked by an instructor. Participants tied into appropriate rope and belay system Anchor points checked annually by external competent company Belay system and anchor points set up Lead instructor to hold appropriate levels of qualification and assistants to be appropriately trained and competent.	Instructor to visually check rope and belay system as every participant steps out.	Medium
Foul Weather -	Anyone in activity area or near tower	Check weather conditions ahead of sessions Visual check of activity area in conditions such as snow or wind to determine whether or not to proceed	Management and Session instructor to make the call as to whether or not a session runs. Instructors have authority to suspend sessions.	Low
Incorrect use of equipment – Including PPE and belay devices	All participating, belaying or in contact with rope, as well as anyone close to those people.	Anyone belaying must be appropriately trained and supervised by a competent person qualified to do so.	Activity leader to provide appropriate supervision for the group.	Medium

		All climbers have their PPE and knots checked by the instructor before beginning. Anyone belaying must be trained in how to do so safely and qualified or supervised in how to do so.		
Hair, scarves or other loose items becoming trapped in the figure of 8 device	All participants	Long hair must be tied or pinned back behind shoulders. Loose items must be removed.	If an entrapment is to occur instructors are to perform a rescue in accordance with their training.	Low



PACCAR Scout Camp Health & Safety Policy
RISK ASSESSMENT



Adventure Area

Activity	Adventure Area	Pages	2
Task / Operation	Maintenance + Operation	Version	2.0
Written By	Cliff Brooke	Written Date	November 2018
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised access	All Un-authorised users	All entry points secured when activity is not supervised	Regularly remind activity instructors on the importance of ensuring area is secure Ensure area is never left unsecured	Low
Slip, Trips and Falls	All users and instructors	Instructors trained in basic first aid Area periodically maintained to restrict undergrowth and remove trip hazards	Safety brief to highlight obvious and major hazards Teacher/Leader/Instructor/Parent from the participating group to be with the group at all times	Low
Equipment failure	Participants	Play equipment fit for purpose Area periodically maintained/inspected by PACCAR Staff – any faults dealt with as appropriate.	Annual inspection by appropriate external body, such as high ropes inspection organisation. – Any faults identified to be dealt with as appropriate	Medium
Improper use	Participants	Member of the visiting groups staff with the children at all times Children supervised at all times Equipment fit for purpose	Briefing of visiting group leaders before the session for a brief explanation of safety points where appropriate	Medium

		Rubber matting around play equipment to reduce consequences of impact		
Weather	Anyone in the vicinity	Activity stopped or postponed during adverse weather as appropriate for the group. - Consideration given to age of the group and weather appropriate clothing, wet weather gear/sun protection etc	Activity to be cancelled when appropriate during extreme inclement weather where appropriate clothing and safety briefing cannot remove risk. I.e. Electrical storms	Low
Zip Wire	Participants and Anyone in zip wire area, under the wire, between the platform and end or on the platform	Element only to be used under direct supervision of an adult. Common sense rules to be enforced – don't stand in front of zip wire in motion, one person to use activity at a time etc	If behaviour or crowd control becomes an issue use of the zip wire is to be stopped.	Medium



PACCAR Scout Camp Health & Safety Policy
RISK ASSESSMENT



Archery

Activity	Archery	Pages	2
Task / Operation	Operation of Archery Range	Version	3.0
Written By	Chris Bryenton	Written Date	March 2021
Reviewed By	Andrew Griffiths 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised access	All Un-authorised users	All entry points secured when activity is not supervised	Regularly remind activity instructors on the importance of ensuring area is secure Ensure area is never left unsecured	Low
Slip, Trips and Falls	All users and instructors	Instructors trained in basic first aid Area regularly maintained to restrict undergrowth and remove trip hazards	Safety brief to include 'no running in the area' Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline. Only instructors are allowed to enter the range to collect arrows.	Low
Arrows in target or on ground	Instructors	Fences to direct traffic	If an arrow cannot be removed from the target, support to be obtained from Duty Manager or Crew Leader.	High
Stray Arrows	Anyone nearby or in the same area	Purpose built nets designed to meet and exceed all guidelines and recommendations for safety stops.	Visual inspection of nets before the start of any session. Briefing and supervision of participants to ensure safe proper use of the equipment.	Medium

		Safe 'fallout' area behind targets to allow further decrease the risk of stray arrows hitting people or property nearby.		
Equipment failure – string snapping, limbs breaking etc	Bow users and those close by	Equipment fit for use and appropriate for purpose	Periodical inspection with any damaged or suspect equipment retired and repaired or replaced	Medium
Safe use of equipment, string bruising to arm etc.	Bow Users	Equipment fit for use and appropriate for purpose	Briefing explaining use Demonstration to show correct use, body position and technique Appropriate arm guards made available if necessary.	Low
Foul weather	All users and passers by	Safety nets and fencing shelter area from light-moderate winds	Activity cancelled or postponed in extreme weather. Possible addition	Low-Medium



PACCAR Scout Camp Health & Safety Policy
RISK ASSESSMENT



Caving

Activity	Caving	Pages	3
Task / Operation	Daily Checks and Operation	Version	1.1
Written By	Chris Bryenton	Written Date	1 st March 2023
Reviewed By	Reviewed 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised access	All Un-authorised users	- Access to the cave entrance restricted to Trained instructors. - Locks on escape hatches when system not in use.	Regularly remind activity instructors on the importance of ensuring area is secure.	Low
Slip, Trips and Falls	Users & Instructors	- Instructors trained in basic first aid. - Area periodically maintained to restrict undergrowth and remove trip hazards from cave entrance.	Safety brief – mention awareness of uneven ground/trip hazards etc as appropriate Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Structural failure of system.	All above or below the complex	Caving Complex constructed by specialist company to a commercial standard.	Regular Inspection of the complex with appropriate remedial actions as a result.	Low

Equipment Failure	Users & Instructors	• All safety equipment is specifically designed and fit for purpose • All equipment is maintained and used according to manufacturer guidelines • All equipment is within the safe working lifetime defined by the manufacturer.	Daily visual checks by Instructors for obvious immediate faults. Periodical inspections by competent crew and faults to be reported and the equipment retired immediately until repaired or condemned.	Medium
Becoming trapped in the cave- Escape routes blocked, participants getting stuck, participants locked inside	Users & Instructors	• Check that all entry/exit points are unlocked and accessible at the beginning of the activity session. • Do not allow access to anyone who cannot fit through the entrance to the caves from the meeting room. • Identify to larger participants the two areas which are difficult (Vertical Squeeze and tunnel to the right of the meeting room)	Count everyone before you go into the cave and again when you come out. Make sure everyone is accounted for before closing and locking access points.	Med
Illness – caused by stale air, stagnant water or open cuts	Users & Instructors	• Forced air ventilation system must be operating before entering the cave. Full lighting will illuminate if one of the fans were to fail. • If water were to build up in the cave, drain the water and clean before allowing participants in.		Low

General Participation – causing injuries from banged heads, collisions with others, crawling in passages	Users & Instructors	• Check that all participants are wearing long sleeves and trousers, long hair is gathered up and tucked away, large or prominent jewellery and large pocket items are removed. • Give every participant a helmet and check that it is fitted correctly. A full turban is an acceptable alternative, but be careful of loose cloth becoming entangled in equipment or apparatus.	Tell participants to be aware of who is near them and give each other space to avoid being kicked.	Low
Anxiousness – Arising from fears of darkness or confined spaces	Users & Instructors	• Issue head torches to participants based on the needs of the group and the objectives of the activity.	Explain that there will be multiple lights in the cave, that there are emergency exits to reach the outside quickly and that they will never be left on their own.	Low



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Circus Skills

Activity	Circus Skills	Pages	1
Task / Operation	Operation	Version	2.1
Written By	Steve Allard	Written Date	May 2011
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised or Unsupervised Use	All Users	All equipment secured away from public access when activity is not supervised	Regularly remind activity instructors on the importance of ensuring equipment is secure Ensure equipment is never left unsecured	Low
Slip, Trips and Falls	All users and instructors	Instructors trained in basic first aid Area selected to be free of undergrowth or other site specific trip hazards	Safety brief Teacher/Leader/Instructor from the participant group to be with the group at all times.	Low
Falling from a unicycle	All in group	Helmets mandatory to use unicycle Elbow/knee pads also provided and recommended	Participants told to use space and not attempt to unicycle too close to others	Medium
Collisions (unicycle/juggling equipment/balls/hoops etc)	All in group	Activity area selected must be large enough for the group to spread out and use the equipment to minimise risk of collision	Activity to be supervised by a responsible adult at all times Protective equipment to be worn where appropriate	Medium
Improper Use of Equipment	All in group	Equipment fit for purpose and appropriate for children	Activity to be supervised by a responsible adult at all times	



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Climbing Wall

Activity	Climbing	Pages	3
Task / Operation	Maintenance + Operation	Version	1.0
Written By	Chris Bryenton	Written Date	April 2022
Reviewed By	Graham Plant 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised access	All Un-authorized users	All entry points secured when activity is not supervised All climbing equipment removed overnight and stored securely	Regularly remind activity instructors on the importance of ensuring area is secure At changeover of groups area never to be left unsupervised or unsecured	Low
Slip, Trips and Falls	All users and instructors	>Instructors trained in basic first aid >Area regularly maintained to restrict undergrowth and remove trip hazards	Safety brief to include 'no running in the area' Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Tower Internal Staircase	Any one in activity area or surrounding areas	Activity area secure. Access to tower restricted to trained staff for access. Monthly check of tower for loose fittings on all accessible areas of the tower	Instructors to conduct visual 'common sense' surveys before during and after accessing tower and running sessions. Looking for obvious faults/maintenance issues. Regular documented checks by internal competent personnel.	Medium
Equipment Failure	Anyone climbing, belaying or	Visual check prior to use by session instructor(s)	Equipment retired and disposed of at the end of its manufacturer stated life or when	Medium

	anyone in activity area	Periodical checks by competent person and documentation kept	wear and tear makes it unsafe, as per manufacturer guidelines Log kept all equipment in use and in reserve, identified by serial number	
Participant Lack of Knowledge	Climbers and Belayers	Safety Talk carried out by instructor before starting and practical elements.	Lead instructor to take ultimate responsibility for safety during the session. Instructor to determine competency of the group at the start of the session. Instructor to explicitly highlight safe areas and danger areas, as well as, when and where safety equipment (helmets) must be worn. No Person to climb until their equipment has been checked and they are connected into the safety rope.	Medium
Falls from height	Climbers	All participants must wear helmets and harnesses which are properly fitted and checked by an instructor. Participants tied into appropriate rope and belay system Anchor points checked annually by external competent company Belay system and anchor points set up Lead instructor to hold Single Pitch Top Rope Climbing Supervisory Permit issued by the Scout Association, equivalent Guide qualification or NGB qualification.	Instructor to visually check rope and belay system each climb.	Medium
Foul Weather -	Anyone in activity area or near tower	Check weather conditions ahead of sessions Visual check of activity area in conditions such as snow or wind to determine whether or not to proceed	Management and Session instructor to make the call as to whether or not a session runs. Instructors have authority to suspend sessions.	Low

Incorrect use of equipment – Including PPE and belay devices	All climbing, belaying or in contact with rope, as well as anyone close to those people.	Anyone belaying must be appropriately trained and supervised by a competent person qualified to do so. All climbers have their PPE and knots checked by the instructor before climbing. Anyone belaying must be trained in how to do so safely and qualified or supervised in how to do so.	Activity leader to provide appropriate supervision for the group.	Meduim
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Crate Stacking

Activity	Crate Stacking	Pages	2
Task / Operation	Maintenance + Operation	Version	2.0
Written By	Ed Rutson	Written Date	May 2018
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised access	All Un- authorised users	All entry points secured when activity is not supervised All climbing equipment removed overnight and stored securely	Regularly remind activity instructors on the importance of ensuring area is secure At changeover of groups area never to be left unsupervised or unsecured	Low
Slip, Trips and Falls	All users and instructors	>Instructors trained in basic first aid >Area regularly maintained to restrict undergrowth and remove trip hazards	Safety brief to include 'no running in the area' Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Equipment Failure	Anyone climbing, belaying or anyone in activity area	Visual check prior to use by session instructor(s) Periodical checks by responsible crew and documentation kept	Equipment retired and disposed of at the end of its manufacturer stated life or when wear and tear makes it unsafe, as per manufacturer guidelines Log kept all equipment in use and in reserve, identified by serial number	Medium

Participant Lack of Knowledge	Climbers and Belayers	Safety Talk carried out by instructor before starting and practical elements.	Lead instructor to take ultimate responsibility for safety during the session. Instructor to determine competency of the group at the start of the session. Instructor to explicitly highlight safe areas and danger areas, as well as, when and where safety equipment (helmets) must be worn. No Person to climb until their equipment has been checked and they are tied into the safety rope.	Medium
Falls from height	Climbers	All participants must wear helmets and harnesses which are properly fitted and checked by an instructor. Participants tied into appropriate rope and belay system Anchor points checked annually by external competent company Belay system and anchor points set up.	Instructor to visually check rope and belay system each climb.	Medium
Foul Weather -	Anyone in activity area or near tower	Check weather conditions ahead of sessions Visual check of activity area in conditions such as snow or wind to determine whether or not to proceed	Management and Session instructor to make the call as to whether or not a session runs. Instructors have authority to suspend sessions.	Low
Incorrect use of equipment – Including PPE and belay devices	All climbing, belaying or in contact with rope, as well as anyone close to those people.	Anyone belaying must be appropriately trained and supervised by a competent person qualified to do so. All climbers have their PPE and knots checked by the instructor before climbing. Anyone belaying must be trained in how to do so safely and qualified or supervised in how to do so.	Activity leader to provide appropriate supervision for the group.	Medium

Crates Falling	Anyone inside activity area	'Safe area' on gravel with control limited to small numbers. Participant waiting area behind instructors and away from the crates	Participants warned about the dangers of crates If and when possible participants are instructed to move out of the way of falling crates.	Low
Possibility of participants landing on crates when toppling over	Adults and "larger" children	Gravel area specifically designed for crates to fall away from participants fall zone	Instructors aware to be extra vigilant when larger participants look like falling when stack of crates is not high.	Low
Impact with ground caused by rope stretch	Participants above the ground	Ropes regularly inspected for damage Ropes appropriate for use	All instructors on session competent to belay safely Ropes to be regularly inspected to ensure any falls are controlled and ground is only hit at a safe speed	Low



Generic Craft Activities

Activity	Craft Activities
Task / Operation	Generic Craft Activities
Written By	Chris Bryenton
Reviewed By	

Pages	2
Version	1.0
Written Date	July 2016
Date of last Review	January 2026
Next Review	January 2027

Risk Vs. Benefit Statement

There is a very low risk of injury from young people taking part in Craft Activities. These activities offer benefits in team and individual working, expression through creative play. The risks are therefore acceptable.

Hazard Description and activities giving rise to risk	Who may be harmed	Control Measures	Risk Rating
Supervision / group sizes – Groups too large could result in overcrowding and instructors unable to safely supervise all participants	Participants	- Group size should appropriate to the design and size of the space, take account of the nature of the task, the equipment, the age, ability, aptitude and special education needs of participants. - Health and Safety forms part of task introduction where relevant.	LOW

Use of Equipment – Equipment misplaced or removed without authorisation could pose a risk to other young people.	Participants	• Ensure that all equipment handed out is returned at the end of the session. • Identify if there are any training or instruction needs for members of staff. • Identify who is authorised to use the equipment. • Identify the management system in place for preventing unauthorised use to ensure that it is removed from service. • Specify any personal protective equipment that users must wear.	LOW
Storage of equipment and Materials- Incorrectly stored equipment and materials could provide a multitude of risks.	Participants / Instructors	• Equipment and substances stored appropriately and do not present a manual handling or trip, slip or fall hazard. • Heavy items stored at the appropriate level. • Flammable liquids (paint, white spirit, etc kept to a minimum and must not exceed 50 litres). • All highly flammable substances should be stored in suitably labelled, lockable metal storage bin or cupboard designed for the purpose. • Rags, cotton waste, polyurethane foam or similar materials should not be allowed to accumulate or be stored near naked flames, very hot objects or immediately against electrical equipment.	LOW
Substances including Paints, inks, varnishes, Etching Fluid etc / may be toxic, cause allergic reactions, be irritants or react with other substances	ALL	• COSHH management system in place. • Someone trained to carry out COSHH risk assessments. • Inventory of chemicals used within the department in place, identifies the quantity stored, that material safety data sheets have been obtained, level of risk from the substance has been identified and if there is a requirement to undertake a specific COSHH risk assessment. • Any known hazards from substances and appropriate controls must be communicated to people who may be exposed to any risk, including teaching, cleaning staff and participants. • Only low hazard paints, glazes and inks used where possible. • Food should not be consumed or brought into work areas where chemicals are used.	LOW
Use of plaster of Paris. -Heat generated when water added.	Participants / Instructors	• No risk from thin layers, Plaster of Paris not to be used to make casts / encase parts of body • Wash off any splashes. • Wear disposable gloves in event of prolonged contact. • Use safer alternatives if moulding body parts such as an alginate, a medically inert moulding compound used by dentists to make impressions of teeth. (ModRoc is not recommended).	LOW



Team Building – Giant Games

Activity	Team Building – Giant Games	Pages	2
Task / Operation	Maintenance + Operation	Version	3.0
Written By	Ed Rutson	Written Date	May 2015
Reviewed By	Chris Bryenton [January 2025]	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Slip, Trips and Falls	All users and instructors	Instructors trained in basic first aid Area regularly maintained to restrict undergrowth and remove trip hazards	Safety brief Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Equipment Failure	All near-by	Equipment designed and appropriate for use	Equipment visually inspected by instructors before each session, for self-led sessions the leaders are briefed to remove anything they are not happy with, to be reviewed later.	Medium
Misuse of Equipment	Participants, leaders and spectators	Equipment designed and appropriate for use	Safety briefing, Instructors/leaders on hand to assist if necessary	Low
Injury to passers-by/spectators from rogue balls etc	Passers-by, spectators	Equipment fit for purpose and unlikely to cause significant or notable injury	Spectators warned to be wary of rogue falls and flying objects	Low
Injury by equipment	Users, Spectators	Equipment appropriate for use, where possible soft, always constructed from materials reasonably expected in the circumstances	Group leader and Instructor to monitor behaviour and excitement levels.	Low
Use by unauthorised persons	Unauthorised persons	Equipment secured away at the end of each session		Medium

Correct use of equipment – grazed knuckles etc	Participants	Equipment designed and appropriate for use	Safety Briefing, Instructors/Leaders on hand to assist. Any faulty equipment to be retired	Low
Collisions with equipment or other users	Participants, Instructors, Spectators	Activity to take place in an area large enough for the group to safely complete any tasks set.	Safety Brief Instructor / Leaders on hand to assist	Medium



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Gladiator Challenge

Activity	Woodland Activity Tower	Pages	2
Task / Operation	Daily Checks and Operation	Version	1.0
Written By	Chris Bryenton	Written Date	10 th February 2017
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised access	All Un-authorised users	Access to the tower restricted to qualified instructors	Regularly remind activity instructors on the importance of ensuring area is secure	Low
Slip, Trips and Falls	All users and instructors	Instructors trained in basic first aid Area periodically maintained to restrict undergrowth and remove trip hazards	Safety brief – mention awareness of uneven ground/trip hazards etc as appropriate Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Falling branches, Falling trees	Anyone in woods	Course constructed in an appropriate area as decided by professional, external, qualified body	Annual tree surveys of the woods by professional, external, qualified body – with appropriate remedial action as a result. Annual Inspection of the course including assessment of encroaching branches and supporting trees by professional, external, qualified body – with appropriate remedial action as a result. Periodical checks by competent crew for obvious threats, such as hanging branches	High

			etc, particularly after foul weather – with appropriate remedial action as a result. Daily checks (when course in use) to course by instructor looking for major and immediate threats to course – with appropriate remedial action as a result.	
Structural failure of course	All above or below the course	Course constructed by specialist company to a commercial standard.	Annual Inspection of the course including assessment of anchor points, platforms, load bearing cables, safety lines and all other relevant areas; by professional, external, qualified body – with appropriate remedial action as a result. Periodical checks by competent crew for obvious threats, such as wear and tear to platforms, anchor points and eye-bolts, particularly after foul weather – with appropriate remedial action as a result. Daily checks (when course in use) to course by instructor looking for major and immediate threats to course – with appropriate remedial action as a result.	Low
Equipment Failure		All safety equipment is specifically designed and fit for purpose All equipment is maintained and used according to manufacturer guidelines All equipment is within the safe working lifetime defined by the manufacturer	Daily visual checks by Instructors for obvious immediate faults Periodical inspections by competent crew And faults to be reported and the equipment retired immediately until repaired or condemned.	Medium
Failure of anchor points		The course, all anchor points and safety lines are professionally designed and installed and are appropriate for their purpose.	Daily inspections by instructors looking for rust, damage and wear and tear to anchor points. Annual and periodical inspections to specifically look at anchor points.	Low



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High All Aboard

Activity	Woodland Activity Tower	Pages	2
Task / Operation	Daily Checks and Operation	Version	1.0
Written By	Chris Bryenton	Written Date	10 th February 2017
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised access	All Un-authorised users	Access to the tower restricted to qualified instructors	Regularly remind activity instructors on the importance of ensuring area is secure	Low
Slip, Trips and Falls	All users and instructors	Instructors trained in basic first aid Area periodically maintained to restrict undergrowth and remove trip hazards	Safety brief – mention awareness of uneven ground/trip hazards etc as appropriate Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Falling branches, Falling trees	Anyone in woods	Course constructed in an appropriate area as decided by professional, external, qualified body	Annual tree surveys of the woods by professional, external, qualified body – with appropriate remedial action as a result. Annual Inspection of the course including assessment of encroaching branches and supporting trees by professional, external, qualified body – with appropriate remedial action as a result. Periodical checks by competent crew for obvious threats, such as hanging branches	High

			etc, particularly after foul weather – with appropriate remedial action as a result. Daily checks (when course in use) to course by instructor looking for major and immediate threats to course – with appropriate remedial action as a result.	
Structural failure of course	All above or below the course	Course constructed by specialist company to a commercial standard.	Annual Inspection of the course including assessment of anchor points, platforms, load bearing cables, safety lines and all other relevant areas; by professional, external, qualified body – with appropriate remedial action as a result. Periodical checks by competent crew for obvious threats, such as wear and tear to platforms, anchor points and eye-bolts, particularly after foul weather – with appropriate remedial action as a result. Daily checks (when course in use) to course by instructor looking for major and immediate threats to course – with appropriate remedial action as a result.	Low
Equipment Failure		All safety equipment is specifically designed and fit for purpose All equipment is maintained and used according to manufacturer guidelines All equipment is within the safe working lifetime defined by the manufacturer	Daily visual checks by Instructors for obvious immediate faults Periodical inspections by competent crew And faults to be reported and the equipment retired immediately until repaired or condemned.	Medium
Failure of anchor points		The course, all anchor points and safety lines are professionally designed and installed and are appropriate for their purpose.	Daily inspections by instructors looking for rust, damage and wear and tear to anchor points. Annual and periodical inspections to specifically look at anchor points.	Low



High Ropes

Activity	High Ropes	Pages	4
Task / Operation	Daily Checks and Operation	Version	2.1
Written By	Ed Rutson	Written Date	May 2015
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised access	All Un-authorised users	Access to high section of the course restricted by removing part of an element	Regularly remind activity instructors on the importance of ensuring area is secure	Low
Slip, Trips and Falls	All users and instructors	Instructors trained in basic first aid Area periodically maintained to restrict undergrowth and remove trip hazards	Safety brief – mention awareness of uneven ground/trip hazards etc as appropriate Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Falling branches, Falling trees	Anyone in woods	Course constructed in an appropriate area as decided by professional, external, qualified body	Annual tree surveys of the woods by professional, external, qualified body – with appropriate remedial action as a result. Annual Inspection of the course including assessment of encroaching branches and supporting trees by professional, external, qualified body – with appropriate remedial action as a result. Periodical checks by competent crew for obvious threats, such as hanging branches	High

			etc, particularly after foul weather – with appropriate remedial action as a result. Daily checks (when course in use) to course by instructor looking for major and immediate threats to course – with appropriate remedial action as a result.	
Structural failure of course	All above or below the course	Course constructed by High Ropes course building specialist company to a commercial standard.	Annual Inspection of the course including assessment of anchor points, platforms, load bearing cables, safety lines and all other relevant areas; by professional, external, qualified body – with appropriate remedial action as a result. Periodical checks by competent crew for obvious threats, such as wear and tear to platforms, anchor points and eye-bolts, particularly after foul weather – with appropriate remedial action as a result. Daily checks (when course in use) to course by instructor looking for major and immediate threats to course – with appropriate remedial action as a result.	
Equipment Failure		All safety equipment is specifically designed and fit for purpose All equipment is maintained and used according to manufacturer guidelines All equipment is within the safe working lifetime defined by the manufacturer	Daily visual checks by Instructors for obvious immediate faults Periodical inspections by competent crew And faults to be reported and the equipment retired immediately until repaired or condemned.	
Failure of anchor points		The course, all anchor points and safety lines are professionally designed and installed and are appropriate for their purpose.	Daily inspections by instructors looking for rust, damage and wear and tear to anchor points. Annual and periodical inspections to specifically look at anchor points.	
Zip wire		Zip wire trolley out of reach to lessen the risk of trapped fingers	Briefed on use of trolley at top of zip wire.	

			Landing area clear of sharp objects, rocks and substantial undergrowth.	
Objects falling from the course		Participants should not have any unnecessary equipment attached to them Briefed to remove anything loose from pockets etc. Anyone under High Ropes course should be wearing a helmet and be aware of the risk	Instructors to be careful with equipment to ensure nothing is dropped, especially during rescues.	
Moving around the course		Helmet to be worn at all times Appropriate safety harness to be worn at all times	Appropriate equipment used	
Participant totally unclipping themselves from the course		Bornack lanyard system prevents the participant from unclipping themselves while using the course.	Briefing on how to use Bornack lanyards at the start of every session. Participants to use the low ropes course as training period to get used to the system while easily rescued/trained	
Falling onto or past an element		Bornack lanyards short enough to prevent participants falling past an element.		
Extreme adverse weather – electrical storms, high winds, ice and snow, sun exposure etc		Participants briefed on appropriate clothing for the conditions When appropriate sessions will be cancelled and access to woodland restricted	Instructor authorised the call to end a session at any time Mandatory cancellation of sessions in electrical storms.	
Trapped fingers		Primarily a risk on zip, sling attaching zip wire trolley long enough to prevent fingers being trapped while running. Risk of being caught in karabiners minimised by using Bornack	Briefing on use of lanyards/clips and trolley. If necessary reiterate the instructions at the top of the zip wire.	

		karabiners designed to be used by children and snap back in a relatively controlled way.		
Choking/ strangulation in cow tails		Bornack lanyards designed specifically to prevent choking when loaded, even with a head trapped in the way.		

MINI JCB RISK ASSESSMENT

Hazard	Effect	Possible Cause	Notes	PSR	PLR	RF	Action
JCB leaves arena	9	Improper setup of arena	May be caused by the natural surroundings of the area or setup.	3	1	3	Appropriate training and advice to be given to the driver. Marshalls to redirect driver. Course inspection prior to event.
JCB hits Marshall	9	Inadequate instruction	Suitable arena to be setup	3	1	3	Marshall places himself appropriately on the course. Training to be given prior to the event
JCB Turns Over	9	Unsuitable Arena	May be caused by the natural surroundings. Course inspection prior to event	3	1	3	Only flat terrain to be used
Tracks come off JCB	1	Inadequate instruction	Set out suitable course, free from obstructions before event	1	1	1	Participants to be advised on correct driving procedures. No spinning round in circles or reversing, unless instructed too. Marshalls to monitor closely.

10	Drowning
11	Spinal Injuries
12	Personal health – situations possibly leading to illness e.g. thermal shock causing heart attack or working conditions leading to epilepsy
13	Asphyxia
14	Absorbing harmful substances (e.g. through the skin, orifices, swallowing)
15	Noise injuries

Potential Severity Rating (PSR)

1	Negligible injuries
2	Minor injuries (singular or repetitive)
3	Major injuries
4	Fatal injuries
5	Multiple fatalities
6	Catastrophic fatalities

Definition	
Minor Injury	May require the application of routine first aid, leads to discomfort or minor illness
Major Injury	Requires hospital treatment, or is life threatening, or reportable under RIDDOR

Probable Likelihood Rating (PLR)

1	Highly improbable
2	Remotely possible



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Junior Crossbows

Activity	Junior Crossbows	Pages	1
Task / Operation	Maintenance + Operation	Version	1.0
Written By	Ed Rutson	Written Date	April 2017
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Slip, Trips and Falls	All users and instructors	Instructors trained in basic first aid Area regularly maintained to restrict undergrowth and remove trip hazards	Safety brief to include 'no running in the area' Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Equipment failure – string snapping, limbs breaking etc	Bow users and those close by	Equipment fit for use and appropriate for purpose	Periodical inspection with any damaged or suspect equipment retired and repaired or replaced	Low
Targets or bosses being dropped, falling, or collapsing	Set up staff and participants collecting darts	Sucker darts easy to recover with minimal force Targets and stands, robust, secure and properly assembled to minimise risk of collapse.	Appropriate manual handling to be considered during set up Only to be positioned on flat, stable ground Periodical inspection to check for damage Participants must be careful when removing darts from targets.	Low
Hit by Suction Dart	Users & Other Site Visitors	Junior Crossbow area is fenced to stop accidental entry.	Leaders running sessions must ensure participants understand not to intentionally fire the darts towards any other person.	Low



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Laser Tag

Activity	Laser Tag	Pages	2
Task / Operation	Daily Checks and Operation	Version	1.1
Written By	Chris Bryenton	Written Date	20 th April 2022
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual - Reviewed 12/05/2023

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Slip, Trips and Falls	Users & Instructors	Instructors trained in basic first aid	Safety brief – mention awareness of uneven ground/trip hazards etc as appropriate Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline. Encourage appropriate footwear. Check for obstacles in play area.	Low
Equipment Failure	Users & Instructors	Daily visual checks by Instructors for obvious immediate faults		Medium

General Participation – causing injuries from banged heads, collisions with others	Users & Instructors	Check that all participants are wearing long sleeves and trousers, long hair is gathered up and tucked away, large or prominent jewellery and large pocket items are removed.	Tell participants to be aware of who is near them and give each other space.	Low
Environmental Infections – Crawling through mud and puddles can expose participants to waterborne or faecal infections	Users	Check for signs of animal activity. Ensure all open cuts are covered with a dressing to prevent infection. Where participants are likely to get muddy, or getting muddy is encouraged, instructor must remind the group not to put mud on their faces. Brief participants to wash their hands thoroughly at the end of the activity and before eating or drinking.		Low
Guns	Users	Guns not to be used as a baton or to strike other opponents, must only be fired from standing or lying position. No running with raised gun.	Briefing to be given at the start of each session. Suitable staff training. Marshall to control group during sessions and implement rules.	Low



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Leap of Faith

Activity	Woodland Activity Tower	Pages	2
Task / Operation	Daily Checks and Operation	Version	1.0
Written By	Ed Rutson	Written Date	10 th February 2017
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised access	All Un-authorised users	Access to the tower restricted to qualified instructors	Regularly remind activity instructors on the importance of ensuring area is secure	Low
Slip, Trips and Falls	All users and instructors	Instructors trained in basic first aid Area periodically maintained to restrict undergrowth and remove trip hazards	Safety brief – mention awareness of uneven ground/trip hazards etc as appropriate Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Falling branches, Falling trees	Anyone in woods	Course constructed in an appropriate area as decided by professional, external, qualified body	Annual tree surveys of the woods by professional, external, qualified body – with appropriate remedial action as a result. Annual Inspection of the course including assessment of encroaching branches and supporting trees by professional, external, qualified body – with appropriate remedial action as a result. Periodical checks by competent crew for obvious threats, such as hanging branches	High

			etc, particularly after foul weather – with appropriate remedial action as a result. Daily checks (when course in use) to course by instructor looking for major and immediate threats to course – with appropriate remedial action as a result.	
Structural failure of course	All above or below the course	Course constructed by specialist company to a commercial standard.	Annual Inspection of the course including assessment of anchor points, platforms, load bearing cables, safety lines and all other relevant areas; by professional, external, qualified body – with appropriate remedial action as a result. Periodical checks by competent crew for obvious threats, such as wear and tear to platforms, anchor points and eye-bolts, particularly after foul weather – with appropriate remedial action as a result. Daily checks (when course in use) to course by instructor looking for major and immediate threats to course – with appropriate remedial action as a result.	Low
Equipment Failure		All safety equipment is specifically designed and fit for purpose All equipment is maintained and used according to manufacturer guidelines All equipment is within the safe working lifetime defined by the manufacturer	Daily visual checks by Instructors for obvious immediate faults as per training. Periodical inspections by competent crew. And faults to be reported and the equipment retired immediately until repaired or condemned.	Low
Failure of anchor points		The course, all anchor points and safety lines are professionally designed and installed and are appropriate for their purpose.	Daily inspections by instructors looking for rust, damage and wear and tear to anchor points. Annual and periodical inspections to specifically look at anchor points.	Low



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Night Line

Activity	Nightline	Pages	2
Task / Operation	Daily Checks and Operation	Version	1.1
Written By	Chris Bryenton	Written Date	20 th March 2021
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Slip, Trips and Falls	Users & Instructors	Instructors trained in basic first aid	Safety brief – mention awareness of uneven ground/trip hazards etc as appropriate Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline. Encourage appropriate footwear. Check for obstacles in play area.	Low
Equipment Failure	Users & Instructors	Daily visual checks by Instructors for obvious immediate faults		Medium

General Participation – causing injuries from banged heads, collisions with others	Users & Instructors	Check that all participants are wearing long sleeves and trousers, long hair is gathered up and tucked away, large or prominent jewellery and large pocket items are removed.	Tell participants to be aware of who is near them and give each other space.	Low
Environmental Infections – Crawling through mud and puddles can expose participants to waterborne or faecal infections	Users	Check for signs of animal activity. Ensure all open cuts are covered with a dressing to prevent infection. Where participants are likely to get muddy, or getting muddy is encouraged, instructor must remind the group not to put mud on their faces. Brief participants to wash their hands thoroughly at the end of the activity and before eating or drinking.		Low



Orienteering, Woodland & Faith Trail



Activity	Orienteering	Pages	
Task / Operation		Version	1.0
Written By	Chris Bryenton	Written Date	September 2023
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

Risk Vs. Benefit Statement

There is a low risk of injury from the activities planned. However, these activities offer a real connection to the basics of the Natural world with opportunities for skill development, environmental awareness and team working.
The risks are therefore acceptable.

Hazard Description and activities giving rise to risk	Who may be harmed	Control Measures	Risk Rating
Slips, Trips & Falls	Participants, Accompanying Adults & Crew	- Be made aware of any steps or objects on the ground. - Shoe laces to be tied up. - Appropriate Footwear to be worn. - Clear Briefing/Instructions, full understanding. - Recommend no running. - No climbing fences. - No climbing Trees. - Paper cuts, avoid throwing pieces of paper or passing in a way that may cause injury.	LOW
Falling objects	Participants, Accompanying Adults & Crew	- Clear Briefing/Instructions, full understanding. - Site Arborists report on trees obtained. Buildings Checked periodically.	LOW

Wildlife	Participants, Accompanying Adults & Crew	- Allergies (controlled by group leader) - Pest control where appropriate. - Warn group of not exploring badger Sets / Rabbit Holes etc	LOW
Weather	Participants, Accompanying Adults & Crew	- Activity recommended not to be used in storm weather. - Activity recommended not to be used in extremely strong winds. (decision is down to the leader's discretion) - Recommend no running. - Clear Briefing/Instructions, full understanding. - Appropriate lighting/ torches when required.	LOW
Environment	Participants, Accompanying Adults & Crew	- Site cleared as appropriate the hazards or made visible to be avoided. - Warn about walking through Nettles / Brambles etc	LOW
Lost In Woodland	Participants, Accompanying Adults	- Ensure all participants know that they are not to climb over fences, all control points are on Paccar Scout Camp land. - Let participants know that all footpaths are on circular routes and will lead back to signposts which would allow them to find their way back to the flag circle.	LOW



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Pedal Karts

Activity	Pedal Karts	Pages	1
Task / Operation	Maintenance + Operation	Version	3.0
Written By	Ed Rutson	Written Date	May 2011
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised access	All Unauthorised users	All activity equipment is securely locked away Visiting groups are asked to lock equipment away before leaving an area.	Occasional inspection of equipment to ensure it is in good working order	Low
Slip, Trips and Falls	All users and instructors	Area regularly maintained to restrict undergrowth and remove trip hazards	Instructor brief to include 'no running in the area' Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Misuse of equipment	Participants	Helmets provided Periodical inspections of karts and helmets	When handing over to visiting groups, they are briefed in the use of helmets and briefly told how to safely use the karts.	Moderate
Equipment failure	Participants	Equipment periodically checked for faults by competent crew	Any faults reported and damaged equipment taken out of use until remedial work is carried out	Low
Over-hanging branches/objects on track	Participants, leaders	Use of karts on purpose built track Karts appropriate for terrain	Track to be walked by an adult before session to check for obvious hazards.	Moderate

Pioneering Risk assessment

Name of activity, event, and location	Pioneering	Date of risk assessment	January 2026	Name of person doing this risk assessment	Chris Bryenton
		Date of next review	January 2027 (or when a significant change occurs)		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Nature of terrain, slips, trips, and falls – personal injuries, sprains, and strains.	All	Check for natural hazards in the build area. Make sure everyone's wearing suitable footwear. Assess the weather risk before and during the session. Consider moving this activity to another area if needed.	
Handling equipment – strains and so on.	All	Plan the structure before you start building. Follow the plan. Check that the project you're planning and the type of equipment you'll use are appropriate for the age of the young people.	
Construction and dismantling – fingers, feet, or other body parts trapped between or under poles. Pioneering equipment, using tools, natural materials, ropes – personal injuries, rope burns, cuts, bruises, abrasions, puncture wounds, eye damage. Lifting heavy items – back or other muscular injuries.	All	Make sure the activity lead is competent. Give all participants appropriate training. Give everyone participating in the activity a safety briefing. Supervised young people at all times. Consider participants' personal circumstances and any reasonable adjustments you may need to make. Assess and advise young people carrying, lifting and storing pioneering equipment. Make sure that young people know how to carry, lift, and store pioneering equipment? Teach young people to carry, lift, and store pioneering equipment? Check equipment before use. Report any damaged or faulty equipment.	

You can find more information in the Safety checklist for leaders and at scouts.org.uk/safety

Paccar Scout Camp – Example pioneering – January 2024

Pioneering Risk assessment

		Make PPE available if the activity leader thinks it's necessary. Using thick gloves while handling poles is good practice.	
Structures collapsing – crush injuries, lacerations, and fractures. Impact with pioneering equipment – crush injuries, lacerations, and fractures.	All	Closely supervise structures while they're being constructed and dismantled. Check how the weather affects structures, for example, wet ropes causing stretching or tightening. Supervise young people and check they're using the correct knots and lashings. Limit the load you put on the structure. Undo the main supports last when you're dismantling a structure.	
Fall from height – personal injuries, lacerations, and fractures.	All	Fully brief all participants who will be above one meter off the ground. Use spotters when participants are off the ground. Undo the main supports last when you're dismantling a structure.	
Emergency aid.	All	Make sure a qualified first aider is present throughout the activity. Make sure a first aid kit is on site during the activity.	
Collection and Return of Equipment	All	Due to the equipment storage location being in a staff only area, everyone must be supervised by a member of Paccar Scout Camp Service Crew when collecting and returning the equipment.	

You can find more information in the [Safety checklist for leaders](https://scouts.org.uk/safety) and at scouts.org.uk/safety

Paccar Scout Camp – Example pioneering – January 2024



PACCAR Scout Camp Health & Safety Policy
RISK ASSESSMENT



Quick Drop

Activity	Woodland Activity Tower	Pages	2
Task / Operation	Daily Checks and Operation	Version	1.0
Written By	Ed Rutson	Written Date	10 th February 2017
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised access	All Un-authorised users	Access to the tower restricted to qualified instructors	Regularly remind activity instructors on the importance of ensuring area is secure	Low
Slip, Trips and Falls	All users and instructors	Instructors trained in basic first aid Area periodically maintained to restrict undergrowth and remove trip hazards	Safety brief – mention awareness of uneven ground/trip hazards etc as appropriate Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Falling branches, Falling trees	Anyone in woods	Course constructed in an appropriate area as decided by professional, external, qualified body	Annual tree surveys of the woods by professional, external, qualified body – with appropriate remedial action as a result. Annual Inspection of the course including assessment of encroaching branches and supporting trees by professional, external, qualified body – with appropriate remedial action as a result. Periodical checks by competent crew for obvious threats, such as hanging branches	High

			etc, particularly after foul weather – with appropriate remedial action as a result. Daily checks (when course in use) to course by instructor looking for major and immediate threats to course – with appropriate remedial action as a result.	
Structural failure of course	All above or below the course	Course constructed by specialist company to a commercial standard.	Annual Inspection of the course including assessment of anchor points, platforms, load bearing cables, safety lines and all other relevant areas; by professional, external, qualified body – with appropriate remedial action as a result. Periodical checks by competent crew for obvious threats, such as wear and tear to platforms, anchor points and eye-bolts, particularly after foul weather – with appropriate remedial action as a result. Daily checks (when course in use) to course by instructor looking for major and immediate threats to course – with appropriate remedial action as a result.	Low
Equipment Failure		All safety equipment is specifically designed and fit for purpose All equipment is maintained and used according to manufacturer guidelines All equipment is within the safe working lifetime defined by the manufacturer	Daily visual checks by Instructors for obvious immediate faults as per training. Periodical inspections by competent crew. And faults to be reported and the equipment retired immediately until repaired or condemned.	Low
Failure of anchor points		The course, all anchor points and safety lines are professionally designed and installed and are appropriate for their purpose.	Daily inspections by instructors looking for rust, damage and wear and tear to anchor points. Annual and periodical inspections to specifically look at anchor points.	Low



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Rabbit Run

Activity	Rabbit Run	Pages	1
Task / Operation	Maintenance + Operation	Version	2.1
Written By	Steve Allard	Written Date	May 2011
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Slip, Trips and Falls	All users and instructors	Instructors trained in basic first aid Area regularly maintained to restrict undergrowth and remove trip hazards	Safety brief to include 'no running in the area' Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Misuse of Equipment	Participants, leaders and spectators	Equipment designed and appropriate for use	Safety briefing, Instructors/leaders on hand to assist if necessary	Low
Use by unauthorised persons	Unauthorised persons	Activity area to be padlocked shut at the end of use, the area must not be left unlocked when not in use.	Area to be checked as locked before the end of the session	Medium
Correct use of equipment – grazed knuckles, sore knees etc	Participants	Equipment designed and appropriate for use	Safety Briefing, Instructors/Leaders on hand to assist. Any faulty equipment to be retired	Low
Entrapment in System	Participants	Tunnels checked for participants before securing hatches and doors.	Count in/ out all participants	Low



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Rifle Range

Activity	Rifle Range	Pages	1
Task / Operation	Maintenance + Operation	Version	2.0
Written By	Ed Ruston	Written Date	May 2011
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised access	All Un-authorised users	All entry points secured when activity is not supervised Doors automatically shut and lock if not overridden	Regularly remind activity instructors on the importance of ensuring area is secure Ensure area is never left unsecured	Low
Slip, Trips and Falls	All users and instructors	Instructors trained in basic first aid Area regularly maintained to restrict undergrowth and remove trip hazards	Safety brief to include 'no running in the area' Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Rebounding Pellets	All in Range	Range purpose built with consultation from external professionals to establish the best backstop to minimise rebounds	Provide safety glasses Safety Brief	Medium
Fire	All in Range	Building properly constructed and inspected.	No smoking	Low
Improper or Inappropriate use of equipment	All in Range	Dividers between shooters	Supervision from qualified instructor	Medium

			Teacher/Leader from participant group present to take responsibility for behaviour and crowd control	
Finger Entrapment in rifle	Users	Clear instruction to keep fingers away when closing the barrel.	Demonstration given of the correct places to hold the rifle.	Low



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Team Building

Activity	Team Building	Pages	2
Task / Operation	Maintenance + Operation	Version	3.0
Written By	Ed Rutson	Written Date	May 2015
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Slip, Trips and Falls	All users and instructors	Instructors trained in basic first aid Area regularly maintained to restrict undergrowth and remove trip hazards	Safety brief to include 'no running in the area' Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Equipment Failure	All near-by	Equipment designed and appropriate for use	Equipment visually inspected by instructors before each session, for self-led sessions the leaders are briefed to remove anything they are not happy with, to be reviewed later.	Medium
Misuse of Equipment	Participants, leaders and spectators	Equipment designed and appropriate for use	Safety briefing, Instructors/leaders on hand to assist if necessary	Low
Injury to passers-by/spectators from rogue balls etc	Passers-by, spectators	Equipment fit for purpose and unlikely to cause significant or notable injury	Spectators warned to be wary of rogue falls and flying objects	Low
Use by unauthorised persons	Unauthorised persons	Equipment secured away at the end of each session		Medium

Correct use of equipment – grazed knuckles etc	Participants	Equipment designed and appropriate for use	Safety Briefing, Instructors/Leaders on hand to assist. Any faulty equipment to be retired	Low
Collisions with equipment or other users	Participants, Instructors, Spectators	Activity to take place in an area large enough for the group to safely complete any tasks set.	Safety Brief Instructor / Leaders on hand to assist	Medium
Lifting and moving	All users	Sensible appropriate lifting techniques only. Leader on hand to step in if necessary	Safety Briefing highlighting risks	Medium



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Tomahawks / Throwing Angels

Activity	Tomahawks / Throwing Angels	Pages	2
Task / Operation	Maintenance + Operation	Version	3.0
Written By	Chris Bryenton	Written Date	17 th March 2019
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised access	All Un- authorised users	All entry points secured when activity is not supervised. Equipment to be locked away in a secure facility when area is not supervised.	Regularly remind activity instructors on the importance of ensuring area is secure. Ensure equipment is never left unattended.	Low
Slip, Trips and Falls	All users and instructors	Instructors trained in first aid. Area regularly maintained to restrict undergrowth and remove trip hazards.	Safety brief to include 'no running in the area'. Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Misuse of the equipment	All in area	Instructions given and understood by participants before the activity takes place. Activity supervised at all times by instructors/ leader. Ensure that the rules are complied with. Axes kept in locked box when not in use.	Group control	Medium

Impact from axe to the area	All in area	Activity supervised at all times by an instructor/ leader to ensure that rules are complied with. Target bosses checked regularly, along with the targets. Overthrow area to be checked, and barriers to be checked for any impact damage or damage from horse play.	Supervision from qualified instructor Teacher/Leader from participant group present to take responsibility for behaviour and crowd control	Medium
Horse Play	All in area	Activity supervised at all times by an instructor/ leader and, group leaders instructed that they are to ensure that their group complies with the operating rules and follow instructions given concerning waiting area and throwing line.	Group control and supervision	Medium
Equipment Failure	All in area	Equipment checked before use. Activity Logs are filled out on every session. Equipment is checked on a regular basis. Faulty equipment removed from service.	Ensuring pre use checks, along with Log Sheets. Regular inspections and kit monitoring. Periodical inspection with any damaged or suspect equipment retired and repaired or replaced	Low
Throwing distance	All in area	Minimum of 3m	Ensure area is set up correctly	Medium
Throwing direction of axes	All in area	Have suitable safety zones and no movement until throwing has stopped. Participants are taught the proper technique of throwing, and supervised when throwing.	Reinforce these rules, and keep good group management	Medium
Hit by axe / participant in front of the throwing line	All in area	Activity supervised at all times by an instructor to ensure that the rules are complied with. Waiting area clearly marked for participants. Instructors / leaders are first aid trained. Participants are taught the proper technique of throwing, and supervised when throwing.	Group control and supervision	High



Twin Zips

Activity	Twin Zip Wires	Pages	3
Task / Operation	Maintenance + Operation	Version	2.2
Written By	Ed Rutson	Written Date	May 2015
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Slip, Trips and Falls	All users and instructors	Instructors trained in basic first aid. Activity area regularly maintained to restrict undergrowth and remove trip hazards.	Safety brief Teacher/Leader/Instructor from the participant group to be with the group at all times for crowd control and discipline.	Low
Use by unauthorised persons	Unauthorised persons	Activity area to be secured shut at the end of use, the area must not be left unlocked when not in use.	Area to be checked as locked before leaving the activity area.	Medium
In-correct use of equipment –	Participants	Equipment designed and appropriate for use	Safety Briefing, Instructors/Leaders on hand to assist.- Faulty equipment to be retired	Low
Hair becoming caught in grigri, finger in karabiner	Participants	Instructors to ensure long hair is tied back. Safety briefing to include the safe use of all equipment	On-going training and refresher courses for instructors.	
Entanglement with safety lines	Participants	Instructors to ensure safety and descent lines are hanging correctly prior to leaving the top platform. Only fixed length rope lanyards may be used as safety lines. Instructors at the bottom of the course to	Safety Briefing, Instructors on hand to assist. Any faulty or suspect equipment to be removed from use.	Med

		check for possible entanglement before allowing the descent.		
Structural Failure of zipwire system	All users	The Zipwire system must be checked by an external commercial competent person on an annual basis with remedial and preventative works undertaken as required	Any defects noticed during session must be reported and, where appropriate, acted upon	Low
Equipment Failure	Participants and instructors	Equipment fit for purpose in an appropriate system. Equipment visual inspected before each use by an instructor Periodical inspections by competent crew responsible for climbing equipment.	Participants and Instructors to have received an appropriate level of training/briefing to operate equipment under supervision or supervise the operation of equipment.	Low
Trolley becoming stuck	Participants	Trolleys inspected by instructors before every session. Wire visually inspected where possible by instructors.	Wire to be inspected annually by external competent body.	Very Low
Panic attack/fear	Participants	All instructors experienced in dealing with nervous participants. No one forced to take part if they don't want to. Supportive encouraging atmosphere to be maintained.	Attempt to establish nervous participants at the start of the session	Medium
Participant unable to release themselves	Participant	Participant briefed at start of zip	Instructor to attempt to talk the participant down, if not possible, a rescue will take place.	Very Low
Falling from platform	Participant instructors	Overhead safety anchor cable, participants and instructors are attached to this at all times while on the platform.	Instructors are to prevent participants from stepping onto the platform from the steps without being attached to the safety line.	Low
Becoming stuck at bottom of zip	Participants	Relatively simple procedure to self-release, performed under instruction from Instructor on the ground.	Simple rescue can be performed if this does not work. Rescue equipment set up as standard practice.	Low
Descender slipping, causing the participant to involuntarily descend	Participants	Participants are to be attached to the zip trolley by two separate lines, 1 descent rope + 1 fixed length rope lanyard to prevent uncontrolled/unintended descents from continuing down the rope.	Only manually lockable descenders to be used, such as the Petzl Rig, where not possible – ie Petzl Grigri – the instructor must tie a slippery hitch in the dead rope close to the device.	Medium



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Site Entrance, Car Park and Recycling Area

Activity		Pages	2
Task / Operation	Accessing the Site	Version	2.0
Written By	Ed Rutson	Written Date	June 2015
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Barrier	People attempting to walk through/under vehicle barrier	Footpath provided next to barrier Gate only to be opened for vehicles or locked open	For large events the car park is marshalled by PACCAR Staff (see "Car Parking" Risk Assessment)	Low
Recycling Area	Pedestrians in the vicinity	Signage and CCTV in carpark 5 mph speed limit. Guest Recycling areas are situated away from car park.	Car park is used MUST not be used as a playground.	Low
Emptying Recycling Centre	Pedestrians in the vicinity	Bins emptied by professional contractors with appropriate machinery. Bins are emptied midweek as this is generally a quieter period	If anyone is seen loitering in the car park while heavy machinery is operating instruct them to move on	Low
Cars parking and moving	Passengers and pedestrians	5mph speed limit Car park not used for activities, socialising or travelling between activities Good visibility in car park	For large events the car park is marshalled by PACCAR Staff	Medium

		One way system in place		
Emergency Service Access	Pedestrians	Straight access road to barrier provided PACCAR staff control the area when Emergency vehicles are called	Prevent anyone from parking on verge between exit onto road and site barrier gate	Medium
Vehicle Collision	Drivers and Passengers	5 mph speed limit in place Good visibility in car park One way system in place		Medium
Slips Trips and Falls	All foot traffic	Car Park surfaced and periodical remedial work taken	Fill holes, particularly in walkways, within a reasonable period	Medium

Catering Risk Assessment

Activity
Task / Operation Daily Checks & Operation

Written By Chris Bryenton

Reviewed by
Pages

3

Version

2.0

Written Date

5th November 2019

Review Date

7th January 2026

What are the Hazards?	Who might be harmed	Pre-Control Rating			Existing Control Measures	Post-Control Rating		
		Likelihood	Severity	Risk Factor		Likelihood	Severity	Risk Factor
Food Poisoning	All	2	2	4	Caterers to have completed a minimum of Food Hygiene Lvl 2 (Catering)	1	2	2
Slips & Trips	Kitchen & Servery Staff	2	3	6	Remind staff about good housekeeping. Floor kept clear of obstructions. Spillages cleared immediately.	1	3	3
Manual Handling	All Staff	2	2	4	Team moving for heavy items. Handling aids used where required.	1	2	2
Contact with Steam, Hot Water, Hot Oil and Hot Surfaces	Kitchen & Servery Staff	3	3	9	Heat Resistant Gloves Provided, Mixer taps provided, Staff aware of the risks using Fryer.	2	3	6
Knives	Kitchen & Servery Staff	2	3	6	Knives suitably stored when not in use. First aid kit available.	1	3	3
Food Handling	Kitchen & Servery Staff	1	4	4	Gloves to be used when handling foods. Where handling cannot be avoided hands are washed promptly after completing the task.	1	4	4
Contact with Cleaning Chemicals	Kitchen & Servery Staff	2	3	6	Gloves available to be used. Caution taken to ensure residue is cleaned.	1	3	3
Gas Appliances	All	2	4	8	Inspection and certification of Gas appliances. Staff aware of how to isolate gas supply.	1	4	4

Electrical	All	2	4	8	Visual inspection of all appliances prior to use. PAT testing of portable appliances. 5 year fixed wiring inspections of installed cabling.	1	4	4
Fire	All	2	5	10	Fire risk assesment completed. Automatic Fire detection system installed.	1	5	5
Machinery	Kitchen & Servery Staff	2	4	8	Operating instructions avaiable if required. Remind staff to isolate machinery before cleaning or maintenance work completed.	1	4	4

Likelihood Number 1- Extremely Remote 2- Unlikely 3- Possible 4- Probable 5- Almost Certain	Severity Number 1 - Insignificant Injury 2- Minor Injury 3-Moderate Injury 4- Severe Injury 5-Fatality	Risk Rating = Likelihood X Severity	Rating 1 -6 Low Risk Rating 7-14 Medium Risk Rating 15-25 High Risk	No further action Action required Action immediately
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COSHH Management Plan

1. Introduction

This COSHH (Control of Substances Hazardous to Health) management plan outlines the procedures implemented at Paccar Scout Camp to identify, assess, and control the risks associated with hazardous substances in the workplace. This plan adheres to the relevant COSHH regulations and aims to protect the health and safety of all employees, visitors, and others who may be exposed to these substances.

2. Responsibilities

- **Management:**
 - Appointment a competent person (e.g., health and safety manager) to oversee the COSHH management plan.
 - Provide adequate resources for the implementation and maintenance of the plan.
 - Ensure all employees are aware of their responsibilities under COSHH.
- **Employees:**
 - Attend relevant COSHH training.
 - Follow safe working practices and use personal protective equipment (PPE) as instructed.
 - Report any incidents or near misses involving hazardous substances.
- **Volunteers:**
 - Only used approved products, reporting the finding of any others left by visiting groups to the duty manager.

3. Risk Assessment

A comprehensive risk assessment will be conducted for all activities involving hazardous substances. This assessment will consider:

- Types of hazardous substances used
- Potential hazards associated with each substance (e.g., toxicity, flammability, corrosiveness)
- Routes of exposure (e.g., inhalation, skin contact, ingestion)
- Quantities of substances used and stored
- Existing control measures

The risk assessments will be reviewed and updated regularly, or whenever there is a significant change in the workplace or the substances used.

4. Control Measures

Based on the risk assessment, a hierarchy of control measures will be implemented to minimize employee exposure to hazardous substances. These measures will follow the following principles:

1. **Elimination:** If possible, eliminate the use of hazardous substances altogether.
2. **Substitution:** Substitute the hazardous substance with a safer alternative.
3. **Engineering Controls:** Implement engineering controls such as local exhaust ventilation (LEV), enclosed systems, and containment to prevent the release of hazardous substances.
4. **Administrative Controls:** Implement administrative controls such as restricting access to hazardous substances, providing clear labeling and signage, and enforcing safe working procedures.
5. **Personal Protective Equipment (PPE):** Provide and ensure the proper use of suitable PPE such as gloves, respiratory masks, and eye protection.

5. Information, Instruction, and Training

All employees who work with or are potentially exposed to hazardous substances will receive adequate information, instruction, and training on:

- The hazards and risks associated with the substances they work with
- Safe working practices and procedures
- The use and limitations of control measures
- The correct use and maintenance of PPE
- Emergency procedures

6. Monitoring and Health Surveillance

Where necessary, monitoring of employee exposure to hazardous substances and health surveillance may be implemented. This will be done in accordance with relevant guidance and legislation.

7. Spills and Incidents

Procedures will be established for dealing with spills, leaks, and other incidents involving hazardous substances. These procedures will include:

- Evacuation procedures
- Personal protective equipment requirements
- Clean-up methods and disposal of contaminated materials

8. Record Keeping

Records will be kept of all COSHH assessments, control measures, training, monitoring results, and incidents.

9. Review and Update

This COSHH management plan will be reviewed and updated regularly, or whenever there is a significant change in the workplace, the substances used, or the legislation.

10. Appendix

The appendix may contain additional information such as:

- A list of hazardous substances used in the workplace
- Safety data sheets (SDS) for each hazardous substance
- COSHH risk assessments
- Training records



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RISK ASSESSMENT



Site Accommodation in Buildings

Activity	Adventure Area	Pages	2
Task / Operation	Maintenance + Operation	Version	2.0
Written By	Chris Bryenton	Written Date	June 2015
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised access	All Un-authorised users	Site covered by CCTV Only authorised access to buildings Buildings lockable from inside and out Keys are issued to group hiring building to secure as they feel appropriate.	Continued development of CCTV and Paxton keyless entry systems	Low
Slip, Trips and Falls	All users and instructors	Walk ways and social areas clear of built in obstacles . Where possible and appropriate suitable flooring used.	Spills and trip hazards to be cleared away as promptly as realistically possible.	Low
Fire	All site users	Modern fire alarm system installed with call points and automatic sensors No smoking All exits on accommodation to be escapable crash doors or easily unlocked from the inside, such as twist lock doors.	Weekly internal test of fire alarms Annual test of fire alarms by external specialists	Medium
Legionella	All in building	All plumbing, taps and services appropriate for use and conform to relevant guidelines	Periodical internal checks of water temperature Periodical bacterial check of water quality by external contractor	Medium

Electrical Fault	All in building	All electrical equipment PAT tested annually Hard wire electrical testing carried out 5 yearly with appropriate remedial work as required	Any suspect equipment to be retired and inspected immediately	Low
Gas leak	All on site	All gas work carried out and certified by suitable gas safe registered tradesmen. All gas supplies isolatable at appropriate and accessible points	Any concerns to be reported and acted on immediately by crew and appropriate external contractors or emergency services	Medium
Cuts, burns and kitchen related injury	All kitchen users	No children to be in the kitchen unsupervised and without direct explicit reason to be in there. Kitchen users to take reasonable common-sense precautions	First Aid kits on hand	High
Chemical burns/ reactions/ inhalation	All in building/using cleaning equipment or with access to cleaning cupboard	Equipment appropriate for commercial use Chemicals stored away from children	First Aid kits on hand	Moderate



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Site Vehicles

Activity	Use of site vehicles
Task / Operation	Site Services
Written By	Ed Rutson
Reviewed By	Chris Bryenton

Pages	1
Version	2.0
Written Date	June 2015
Date of last Review	January 2026
Next Review	January 2027

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Moving around site	Drivers, Site users, All on site	Access to keys restricted Only people aged over 21 to use vehicles Working beacons to be used on all vehicles Speed limit of 5mph	Drivers to be aware of site users and take care at all times Horn to be used on blind corners	High
Unauthorised use	All on site	Only authorised users to operate Keys kept securely in the office	Keys to be returned to office when vehicle is not in use	Low
Mechanical failure resulting in fire, collision or accident	All on site	Vehicles maintained by relevantly qualified/experienced staff Where necessary legal procedures, such as MOT inspections carried out by external commercial entities	If any issues are suspected remedial action must be taken	Low
Collisions	Drivers, site users	5mph speed limit Only trained drivers to use each vehicle Warning beacons and lights to be used as appropriate	Anyone caught behaving recklessly to be prevented from using vehicles on site again.	High

Risk Assessment – Live Entertainment on an Outdoor Stage

Event Activity: Live Entertainment Performance

Location: Paccar Scout Camp, February Freezer, Outdoor Stage

Assessor: Chris Bryenton

Review Date: 7th January 2026

Relevant UK Guidance & Legislation:

- Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Electricity at Work Regulations 1989
 - Work at Height Regulations 2005
 - Event Safety Guide (HSG195)
 - HSE guidance on outdoor events and temporary structures
-

Hazard Identification, Risk & Control Measures

1. Adverse Winter Weather (Cold, Rain, Wind, Ice, Snow)

Hazards:

- Slips due to ice or wet surfaces
- Hypothermia and cold stress
- Structural instability due to high winds
- Increased electrical risk from moisture

Persons at Risk: Performers, crew, contractors, audience

Control Measures:

- Daily weather monitoring, including Met Office warnings
- Defined wind speed thresholds for performance cancellation
- Stage, truss, and coverings rated for winter outdoor use
- Gritting and anti-slip mats applied to access routes and stage steps
- Covered stage roof and side protection where possible
- Adequate warm clothing breaks for performers and crew
- Heated welfare facilities available
- Performance stopped in the event of unsafe weather conditions

Risk Level: High

Residual Risk: Low

2. Electrical Safety (Increased Risk in Winter Conditions)

Hazards: Electric shock, short circuits, fire

Persons at Risk: Performers, crew, technicians

Control Measures:

- All electrical equipment PAT tested and visually inspected
- IP-rated outdoor cabling and connectors used
- RCD protection on all circuits
- Power distribution raised off the ground where possible
- Cables routed safely and covered to prevent water ingress
- Only competent electricians to install and manage systems
- Power isolated immediately if conditions become unsafe

Risk Level: High

Residual Risk: Low

3. Slips, Trips & Falls

Hazards: Uneven ground, trailing cables, poor visibility

Persons at Risk: Performers, crew

Control Measures:

- Clearly defined, well-lit access and egress routes
- Cable ramps and effective cable management
- Non-slip stage surface suitable for wet and icy conditions
- Regular inspections throughout the event
- Immediate action to treat icy areas

Risk Level: Medium

Residual Risk: Low

4. Temporary Stage & Structural Safety

Hazards: Collapse, falling equipment, instability due to wind

Persons at Risk: Performers, crew, audience

Control Measures:

- Stage supplied and installed by competent contractors
- Structural calculations and wind loading certification available

- Load limits clearly defined and adhered to
- All overhead equipment secured with secondary safety bonds
- Pre-event, daily, and pre-performance inspections recorded
- Exclusion zones maintained behind and under the stage

Risk Level: High

Residual Risk: Low

5. Working at Height (Stage Setup & Breakdown)

Hazards: Falls during rigging, lighting or sound installation

Persons at Risk: Crew and contractors

Control Measures:

- Work at Height Regulations 2005 complied with
- Use of suitable access equipment (ladders)
- Competent personnel only
- PPE used where required
- Adverse weather conditions considered before working at height

Risk Level: Medium

Residual Risk: Low

6. Crowd Management & Audience Safety

Hazards: Slips, crushing, unauthorised stage access

Persons at Risk: Audience, performers

Control Measures:

- Crowd barriers installed at front of stage
- Stewards briefed on winter-specific risks
- Capacity limits observed
- Clear signage and exit routes
- Emergency access routes kept clear at all times

Risk Level: Medium

Residual Risk: Low

7. Noise Management

Hazards: Hearing damage, complaints from local residents

Persons at Risk: Performers, crew, audience

Control Measures:

- Sound levels monitored and controlled
- Compliance with local authority limits
- Directional speaker placement
- Hearing protection available for staff as required

Risk Level: Low

Residual Risk: Low

8. Fire Safety

Hazards: Electrical fire, equipment overheating

Persons at Risk: All persons on site

Control Measures:

- Fire extinguishers (CO₂ and foam) available at stage
- No smoking policy enforced near stage and equipment
- Electrical equipment kept clear of combustible materials
- Staff trained in emergency procedures

Risk Level: Low

Residual Risk: Low

9. Medical & Welfare

Hazards: Cold-related illness, injury

Persons at Risk: Performers, crew, audience

Control Measures:

- First aid provision appropriate to event size
- Staff briefed on signs of hypothermia
- Heated welfare areas available
- Clear access for emergency services

Risk Level: Medium

Residual Risk: Low

Emergency Procedures

- Event Manager / Stage Manager authorised to stop the event
 - Emergency evacuation plan in place and briefed to staff
 - Clearly marked exits suitable for winter darkness
 - Assembly point identified
 - Reliable communication systems (radios/mobile phones)
-

Assessment Conclusion

With the control measures in place and continuous monitoring of winter weather conditions, the risks associated with live entertainment on an outdoor stage can be reduced to an acceptable level in line with UK health and safety requirements.



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Toilet & Shower Block Laundry

Activity		Pages	1
Task / Operation	Maintenance + Operation	Version	2.0
Written By	Cliff Brooke	Written Date	June 2015
Reviewed By	Chris Bryenton 7th January 2026	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Unauthorised Access	All Unauthorised users	Clear signage showing who has authority to enter Site covered by CCTV Only authorised users allowed on site	Continued Development of CCTV	Low
Slip, Trips and Falls	All users and instructors	Walk ways clear of built in obstacles Appropriate flooring used throughout	Regularly cleaned to remove excessive mud and leaves	Medium
Fire	All site users	No Smoking Internal rooms at low risk of fire as wet environment, with many hard surfaces. Fire proof roof in place	Continued development of the toilets Ensure Tumble Drier vent & Lint filter is cleaned on a regular basis.	Low

Chemical Burns	Building users	Toilets cleaned by trained staff with appropriate measures taken to protect themselves and users	Cleaning staff to ensure no concentrated puddles of cleaning chemical are left anywhere. Area only to be cleaned using appropriate chemicals and tools designed for commercial use.	Medium



PACCAR Scout Camp Health & Safety Policy
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Woodland/Trees

Activity		Pages	2
Task / Operation	Camping / Being in woodland	Version	1.4
Written By	Ed Rutson	Written Date	June 2015
Reviewed By	Chris Bryenton 7th January 2026]	Review Interval	Annual

What are the Hazards?	Who might be harmed?	What existing control measures are already in place?	What further action is required to manage the risk?	Risk Rating
Playing on logs/in undergrowth	Any in woods	Children should be supervised by adults and made aware of the dangers of playing unsupervised in the woods	Ensure groups take responsibility for children in their care.	Medium
Falling trees	Any in woods	Woods inspected annually by professional external contractor qualified to do so, with remedial work taken in due course Woods inspected by competent crew after any major storms or high winds and remedial action taken	Removal of hazardous trees to be done by trained professionals in a safe and professional manner.	Low
Poisoning / Irritation	All in woodland	Risk of poisoning to humans is extremely low with most dangerous plants in the UK and can normally be managed through good personal hygiene practices.	Encourage good hygiene practices Discourage children from playing in areas with known dangerous plants in the woods. Any one displaying rashes or reactions to seek help from a 1 st aider.	Low
Activities	Staff, instructors and participants	Activities independently risk assessed	Selection of activity areas (for things such as team building) to take into account ground	Medium.

			underfoot, undergrowth and foliage and branches/canopy overhead. Looking for anything that may cause injury or accidental harm. If logs etc to be used instructors must dynamically assess risk and establish an acceptable level of risk to work within specific to the activity	
Site work	Crew working	Crew undertaking work in the woods should be aware of risks of both being in the woods and job specific risks	Ensure anyone undertaking work in the woods is aware of the risk	Low