

Activity Area:	3G Swing
Minimum Staffing Level	1 Instructor
Staff/Pupil Ratio	1:12
Staff Qualifications	In house
Maximum Number of Participants	20
Role of Accompanying Adult:	Supervisor

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Controls Measures	New Risk Factor
Slips, trips and falls	Participants, Instructors Observers	High 12	Participants warned of the dangers of running around the 3G area and advised to wait in the shelter area.	Medium 9
Unqualified staff	Participants	High 12	Only qualified staff to run the swing who have been signed off in accordance with the operating procedures.	Medium 9
Falling objects	Participants, Instructors Observers	High 12	Participants asked to remove object from pockets and ensure shoes are fastened prior to swinging. All apparatus checked in line with inspections procedure.	Medium 9
Incorrectly fitted harness / helmet	Participants, Instructors	High 16	Instructors to check harnesses and helmets are fitted correctly prior to anyone leaving the ground.	Medium 13
Faulty apparatus	Participants, Instructors Observers	High 16	Regular inspection by trained staff and a yearly inspection by an externally qualified inspector.	Medium 13
Falling whilst accessing the course	Instructors	High 8	Only appropriate approved staff to access the course.	Low 5
PPE Failure	Participants, Instructors	High 12	All PPE to be inspected prior to use and regularly in line with inspection procedure.	Medium 9
Hair, clothing or jewellery trapped in equipment	Participants, Instructors Observers	High 12	Participants briefed to tie hair back and remove any objects / jewellery that could become trapped.	Medium 9
Entanglement	Instructors	High 8	Instructor to be aware of pulling back the height restriction rope to avoid tangling the swing and participants.	Low 5
Incorrect posture on swing beam	Participants, Instructors Observers	High 8	Participants to hold the bar and not the wire.	Low 5
Incorrect fitting onto swing beam	Participants, Instructors Observers	High 12	The harness fitted loop must be secured over the welded eye and the karabiner over the top to ensure the harness cannot come off the eye.	Medium 9
Swing pendulum impact	Participants, Instructors Observers	High 8	No one to be allowed into swing area whilst the swing is in operation.	Medium 6

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Pulling the release cord	Participants	Medium 4	Participants to be shown how to pull the release cord.	Low 1
Participants stuck in air	Participants	Medium 4	Radio for assistance, rope to be cut if not possible to lower and participant have been hanging for 5 minutes or more (senior staff only)	Low 1
Lightning	Participants, Instructors Observers	High 16	Activity to be stopped in the event of lightning.	Medium 13
Unauthorised access	Participants	High 12	Group Leader briefing, signage & controlled access. Area locked and secure when not in use.	Medium 9

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Activity Area:	Archery
Minimum Staffing Level	1 Instructor per range
Staff/Pupil Ratio	1:12
Staff Qualifications	Archery GB Training
Maximum Number of Participants	20
Role of Accompanying Adult:	Supervisor

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Consequences	High	High	High	Medium
Fatality	-16	-15	-14	-13
Major Injuries	High	High	Medium	Medium
	-12	-11	-10	-9
Minor Injuries	High	Medium	Medium	Low
	-8	-7	-6	-5
Negligible Injuries	Medium	Medium	Low	Low
	-4	-3	-2	-1

Hazard	Persons at risk	Prior Risk	Controls Measures	New Risk Factor
Slips, Trips and Falls	Instructors Participants Observers	High 8	Bangs and Scrapes could be minimised by disciplined instruction being maintained at all times. First Aid kit available at all times.	Low 5
Persons shot with arrow	Instructors Participants Observers	High 15	Archery instruction takes place on a permanently laid out range with instructors tutoring to GNAS standards.	Medium 13
Persons shot with arrow from over shoot.	Campers	High 15	Archery instruction takes place on a permanently laid out range with instructors tutoring to GNAS standards. Instructor to watch over participants shooting, stopping any attempt to over shoot. Session to be stopped if participants continue to try and over shoot.	Medium 13
Abrasions or bruises to body whilst shooting	Instructors Participants	Medium 4	Correct instruction and PPE (Wrist / Arm guards) available.	Low 2
Tomahawks (Range 1)	Instructor Participants	High 12	Nobody is to walk behind the Tomahawk board whilst participants are throwing axes. Archery instructor must inform Tomahawk instructor before collecting any arrows not on archery range.	Medium 9
Hair, clothing or jewellery trapped in equipment	Instructors Participants	Medium 4	Instructor is to brief all participants to tuck away loose clothing and long hair prior to participation. Instructor is to brief participants to remove prominent jewellery prior to participation.	Low 2
Misuse of equipment	Instructors Participants	High 8	When not in use the archery equipment is to remain locked in the Trading Post. Equipment is only used under trained supervision.	Medium 6
Faulty equipment	Instructors Participants	High 8	Equipment is checked on a regular basis and recorded, and replaced where necessary. Instructor is to visually check the equipment for obvious faults at the start of every session.	Low 5
Hyperthermia / Hypothermia	Instructors Participants	High 16	Appropriate clothing, time out of sun, fluid breaks.	Medium 13
Sun	Instructors Participants Observers	High 12	Instructor must ensure that they make the group aware of the dangers relating to the sun i.e. heatstroke & sunburn. Instructor to ensure that the group have suitable clothing, e.g. long sleeves, trousers and sun hat.	Medium 9
Unauthorised access	All	Medium 4	Instructor to brief participants on arrival reference not going onto any activity without a member of staff. All equipment to be taken away at end of the day, bosses to be secured at end of day.	Medium 3

Activity Area:	Assault Course
Minimum Staffing Level	1 Instructor per group
Staff/Pupil Ratio	1:20
Staff Qualifications	In-house Training
Maximum Number of Participants	25
Role of Accompanying Adult:	Supervisor

Risk Matrix	Likelihood			
Consequences	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16	High -15	High -14	Medium -13
Major Injuries	High -12	High -11	Medium -10	Medium -9
Minor Injuries	High -8	Medium -7	Medium -6	Low -5
Negligible Injuries	Medium -4	Medium -3	Low -2	Low -1

Hazard	Persons at risk	Prior Risk	Controls Measures	New Risk Factor
Cold and/or Wet conditions	All	High 8	Instructor to check that all participants have suitable clothing prior to commencing the activity. Instructors must always wear appropriate clothing in order to run the activity safely.	Medium 6
Snow and Ice	All	High 8	Instructor to inspect platforms, ascent/descent surfaces for snow/ice build-up prior to the activity commencing, and remove as necessary.	Medium 6
Sun	All	High 8	Instructor must ensure that they make the group aware of the dangers relating to the sun i.e. heatstroke & sunburn. Instructor to ensure that the group have suitable clothing, e.g. long sleeves, trousers and sun hat.	Medium 6
Lightening and/or storms	All	High 16	Instructor is not to run the session in any serious storm. If caught out during a lightning storm, then the instructor must cease the activity immediately and seek appropriate shelter.	Medium 13
High winds	All	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Tree survey and wind policies in place (see SOP).	Medium 13
General ground areas	Participants Instructors	High 8	Instructor to visually check areas for use before each session. Instructor to brief participants at the start of the session about the correct way to use equipment. Instructor to brief participants on safety systems.	Medium 6
Slips on wet equipment	Participants Instructors	High 12	Instructor to brief participants on taking care on equipment prior to commencing on the equipment. Instructor to make an informed decision if more than one participant slips as to whether anyone else should continue.	Medium 10
Structural failure	Participants Instructors	High 12	Instructor checks equipment before and after every session. Instructor is to conduct weekly visual check of the structures.	Medium 10
Extremities entrapment	Participants Instructors	High 8	Instructor to brief participants on the specific risks of each section of the course prior to allowing participant on the course. Instructor to be vigilant during the session and stand in the position of maximum usefulness.	Medium 6
Fall from apparatus	Participants Instructors	High 12	Instructor to brief participants on the entire course and how to tackle it prior to allowing participant onto the course.	Medium 10
Collisions with other participants/obstacles	Participants Instructors	High 8	Instructor to brief participants prior to the session commencing to follow the instructor's directions and be aware of colliding with others. No more than two participants should be on any apparatus at one time.	Low 5
Lifting	Participants Instructors	High 8	Instructor to brief the participants on how to carry objects before taking part. More than one participant to carry any heavy objects. Participant to be briefed on what is deemed a 'heavy object' prior to allowing participants on the course.	Low 5
Rope burns	Participants	High	Instructor to brief participants in how to use ropes correctly prior to use.	Low

Assault Course

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	Instructors	8		5
Hair, clothing or jewellery trapped in equipment	Participants Instructors	High 8	Instructor is to brief all participants to tuck away loose clothing and long hair prior to participation. Instructors are to brief participants to remove prominent jewellery prior to participation.	Low 5
Exposed skin on rough surfaces	Participants Instructors	High 8	Booking information to inform of clothing requirement (long sleeves and trousers) and sturdy footwear (no sandals or crocs) on the day of the session. Instructor to ensure all participants wear suitable clothing (long sleeves and trousers and sturdy footwear (no sandals) prior to session commencing.	Low 5
Splinters	Participants Instructors	Medium 4	Instructor to perform visual check of wooden equipment prior to commencing the activity. Activity coordinator to conduct weekly inspection of wooden equipment and repair or replace splintered components as necessary.	Low 2
Faulty equipment	Participants Instructors	High 12	Equipment is checked on a regular basis and recorded, and replaced where necessary. Instructor is to visually check the equipment for obvious faults at the start of every session.	Medium 10
Unauthorised access	All	High 12	Instructor to brief participants on arrival reference not going onto any activity without a member of staff. Clear signs to be posted at all structures stating no access without suitable qualified staff. No equipment / ropes etc. are to be left prepared and unattended.	Medium 10
Wobble Board (Trapping)	Participants Instructors	High 8	Instructor to brief participants on use of equipment. Distance from platform to ground (when in use to be no more than 5 cms). Bark or wood chippings to be used and raked regularly by member of staff.	Medium 6
Wobble Board Trip hazards	Participants Instructors	High 8	Instructor to brief participants on use of equipment. Instructor to check under wobble board for obstructions and remove them. Bark or wood chippings to be used and raked regularly.	Medium 6
Tyre Stepper	Participants Instructors	High 8		Medium 6
Walls - Fall from height	Participants Instructors	High 8	Instructor to brief participants on use of equipment. Instructor to check condition of walls. Take-off and landing points to be checked. Rubber matting in place after each wall.	Low 5
A - Frame	Participants Instructors	High 12	Instructor to brief participants on use of the equipment. Instructor to check condition of the ropes before each session. Participants are to walk down from the top backwards.	Medium 10

Assault Course

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Activity Area:	Body Boarding - Lake
Minimum Staffing Level	1
Staff/Pupil Ratio	1:20
Staff Qualifications	In-house Trained
Maximum Number of Participants	20
Role of Accompanying Adult:	Supervisor

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at Risk	Prior Risk	Control Measures	New Risk Factor
Water	Instructors Participants	High 12	Instructor to advise not to ingest water or use water activities if suffering from open wounds. Supervision by instructor and accompanying adults. Exit from slide is shallow.	Medium 9
Collision on slide	Participants Observers	High 8	Instructor to only have one person go down the slide at a time with no more participants on the slide until the last one has exited the water at the end.	Low 5
Vandalism	Participants	High 8	Instructor to check slide before session for brakes or dangerous items placed on/in the slide.	Low 5
Ejection from slide	Participants Observers	Medium 10	Instruction of proper use of slide. Water flow set to a maximum level. Ground level around the slide must be flush with the top edge when in use with no obstructions.	Medium 10
Hyperthermia / Hypothermia Sun Burn	Instructors Participants Observers	High 8	Appropriate clothing, time out of sun, fluid breaks. Water resistant sun cream should be used for sunny days. This should be reapplied after the session ends	Low 5
Location of activity	Instructors Participants Observers	Medium 4	First aid kit available. VHF radio and mobile phone used to maintain contact with reception.	Low 1
Slips, Trips and Falls	Instructors Participants	High 8	Bangs and scrapes are minimised by disciplined instruction being maintained at all times. First aid kit available at all times. Instructor mentions about the hose that come out of the ground at the bottom of the slide which is clearly visible.	Low 5
Cold and/or Wet conditions	All	Medium 6	Instructor to check that all participants have suitable clothing prior to commencing the activity. Instructors must always wear appropriate clothing in order to run the activity safely.	Low 5
General ground areas	Instructors Participants	High 8	Participants encouraged not to run. Instructors issue warnings with regards to hazardous areas.	Low 5
Slips on wet equipment	Participants Instructors	High 8	Nobody is to walk on the slide.	Low 5
Extremities entrapment	Participants Instructors	Medium 7	Instructor to brief participants on the specific risks of the course prior to allowing participant on the course. If the slide is damaged, the Duty Manager should be informed and the slide should be repaired prior to the session or the activity should be cancelled.	Low 5
Exposed skin on rough surfaces	Participants Instructors	Medium 7	Participants must be wearing a minimum of shorts, t-shirt and shoes to participate with the session. Any rough/damaged areas must be reported to the Duty Manager before session commences after pre activity checks. All participants must use a mat to go down the slide.	Low 5

Body Boarding

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Hot engine parts	Participants, instructor	Medium 7	Instructor to check prior to commencing the activity that all engine guards are securely fitted in place Regular pump checks are carried out by a suitably qualified individual to ensure the pump is adequately covered. Pump to be located out of the way from slide.	Low 5
Fuel spillages	Instructor	Medium 4	All refuelling is to be carried out by an instructor with the pump off. All spillages are to be covered with sand. All refuelling to be carried out using a funnel.	Low 1

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Activity Area:	Bush Craft - Woodland
Minimum Staffing Level	1 Instructor
Staff/Pupil Ratio	1:12
Staff Qualifications	In House Trained
Maximum Number of Participants	12
Role of Accompanying Adult:	Supervisor

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Consequences	High	High	High	Medium
Fatality	-16-	-15-	-14-	-13-
Major Injuries	High	High	Medium	Medium
	-12-	-11-	-10-	-9-
Minor Injuries	High	Medium	Medium	Low
	-8-	-7-	-6-	-5-
Negligible Injuries	Medium	Medium	Low	Low
	-4-	-3-	-2-	-1-

Hazard	Persons at risk	Prior Risk	Existing Controls	New Risk Factor
Uneven surfaces	Participants Instructors	High 8	Instructor briefing and on-going vigilance.	Medium 9
Lifting	Participants Instructors	High 8	Participants work together to lift larger objects.	Medium 9
Cold and/or Wet conditions	Instructors Participants Observers	High 12	Instructor to check that all participants have suitable clothing prior to commencing the activity. Instructors must always wear appropriate clothing.	Medium 9
Open fire's	Instructors Participants	High 12	Prior briefing and instruction by Group Leader. Demonstration to establish safe fire lighting protocols. Safe site to be chosen cleared & prepared in advance of fire lighting. Perimeter established – no running or fooling about in the area. Walk round the fire. Safe seating positions established. At all times review and maintain a safe staff to client ratio First Aid kit & adequate water to hand.	Medium 10
Smoke inhalation	Instructors Participants Observers	High 8	When tending fire maintain safe distance. Start the fire small and maintain it fit for purpose - small and efficient. No potentially toxic or hazardous materials to be disposed of using the fire e.g. plastics, gas canisters. Avoid adding green wood and toxic plants e.g. laburnum to fire	Medium 7
Contact with hot and or sharp items -	Instructors Participants Observers	High 12	Use thick gloves to handle hot items e.g. Dutch Ovens, fry pans. Use purpose made handles on containers containing hot liquids. Adults to check tripods and billy stands for stability before use. Group to be shown how to use sharp knives and axes safely, the participants are only to use them if the instructor is satisfied they will be safe.	Medium 10
Cooking and food preparation	Instructors Participants Observers	Medium 7	All participants to be briefed and trained on food and personal hygiene and use of sharps. Close adult supervision of clients whilst they are cutting and preparing food. Use designated area for food preparation. Hand wash and hand cleanser must be available. Suitable work surfaces to be used. Dispose of food waste hygienically.	Low 5

Group control / staffing ratios	Instructors Participants Observers	Medium 4	Ratio of staff to students 1:8 for inexperienced students. Ratio of staff to students 1:12 for experienced students. Ratio of staff to challenging students 1:4. Contact details to be held by Group Leader. Leader to have First Aid kit to hand.	Low 1
River Crossing	Instructors Participants Observers	High 16	Bridge across the river must be secure. Supervision by the instructor whilst participants cross. Crossing must be fit for purpose and not slippery when wet.	Medium 13
Sleep Walking	Participants	Medium 6	Leader to check medical forms. Tent doors to face away from any bodies of water.	Low 5
Hypothermia/ Hyperthermia	Instructors Participants	High 12	Prior training & briefing during training course. Use of suitable clothing. Water breaks and time out of the sun.	Medium 9

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WORKING PROCEDURE FOR FIREWORK DISPLAYS

Risk Assessment

Firework displays and bonfire are occasional events which can be run safely provided that the event is carefully planned and controlled.

Serious injuries can result from people being hit by live or spent fireworks, unless simple precautions are followed.

The Event Organiser and or Display Safety Representative must complete Section 1 and a firework risk assessment 28 days prior to the event, in order to determine whether the event is satisfactory, or whether further control measures are required and can be implemented to ensure the safe running of the event.

Once all sections of the risk assessment have been completed a copy of it should be retained on site for audit purposes by any of the relevant authorities, if required. The risk assessment should, if completed correctly, highlight to the Event Organiser/Display Representative and areas of non-compliance or concern which should be catered for by additional control measures prior to the event proceeding.

If there are any requirements/areas of concern that cannot adequately be catered for by the inclusion of further control measures, then consideration should be given by the Event Organiser/Display Representative to the cancellation or amending the event accordingly i.e. by downsizing or removing any aerial display.

If the Event Organiser/Display Representative decides to proceed with the event, they should then inform the Fire Authority, Local Authority and Police. The Display Safety Representative must check the details again on the day, prior to the event. Check boxes must be filled in or ticked to indicate compliance, with the Event Organiser and the Display Safety Representative signing section 2, to confirm that all appropriate controls have been met.

The completed document must be kept on the display site. The document should be available for inspection on site, by any of the relevant authorities. Note* Satisfactory completion of all sections of the risk assessment should make for a safe display but does not remove the onus of safety from the Organisers of the event, nor does it mean that accidents will not happen.

The risk assessment and display criteria must also be amended on site and through-out the display, in response to any unseen circumstances i.e. unexpectedly large crowds or severe sudden adverse weather conditions.

REMEMBER EVENT SAFETY IS IN YOUR HANDS.

AND

IF ANY OF THE FOLLOWING CONTROLS CANNOT BE MET THE EVENT MUST NOT BE HELD.

FIREWORK RISK ASSESSMENT

Section 1:

Confirmation of Completion of Firework Risk Assessment

This section should be completed at least 28 days prior to the event.

We confirm that the Firework Risk Assessment has been completed and that all the appropriate controls can/will be implemented at:

Premises:
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Time of display:

Duration of display:

Fireworks to be ordered: YES/NO (Delete as applicable)

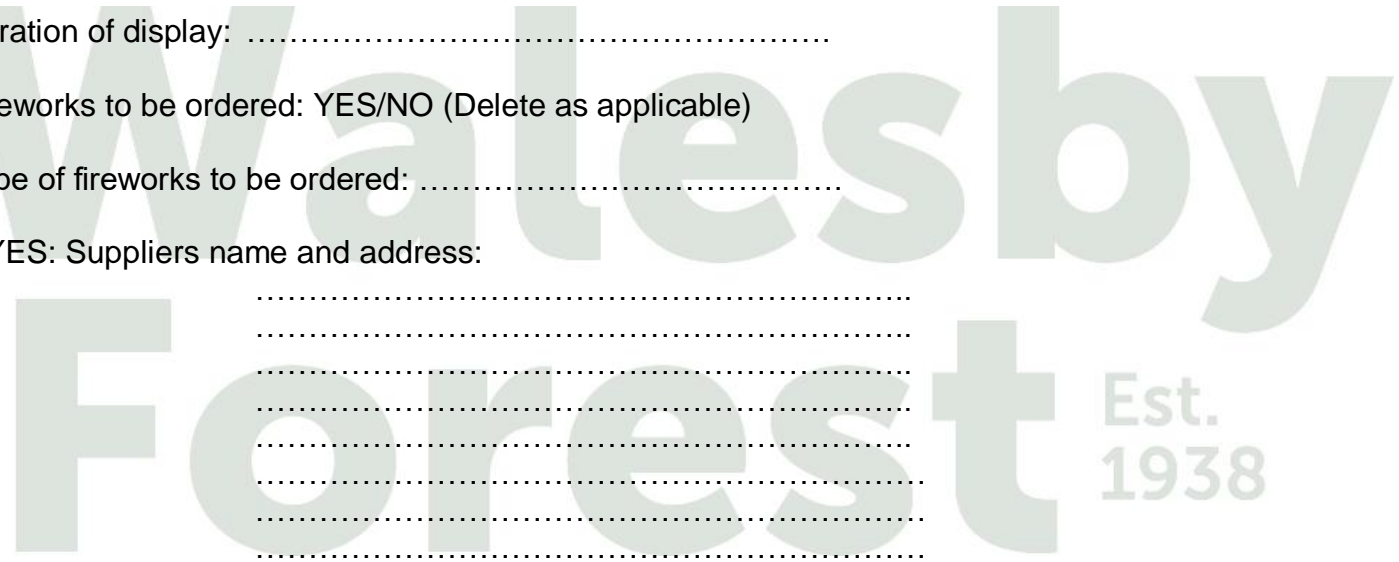
Type of fireworks to be ordered:

If YES: Suppliers name and address:

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Signed: Date:

Signed Date:



Section 2:

This section should be completed on the day, prior to the event.

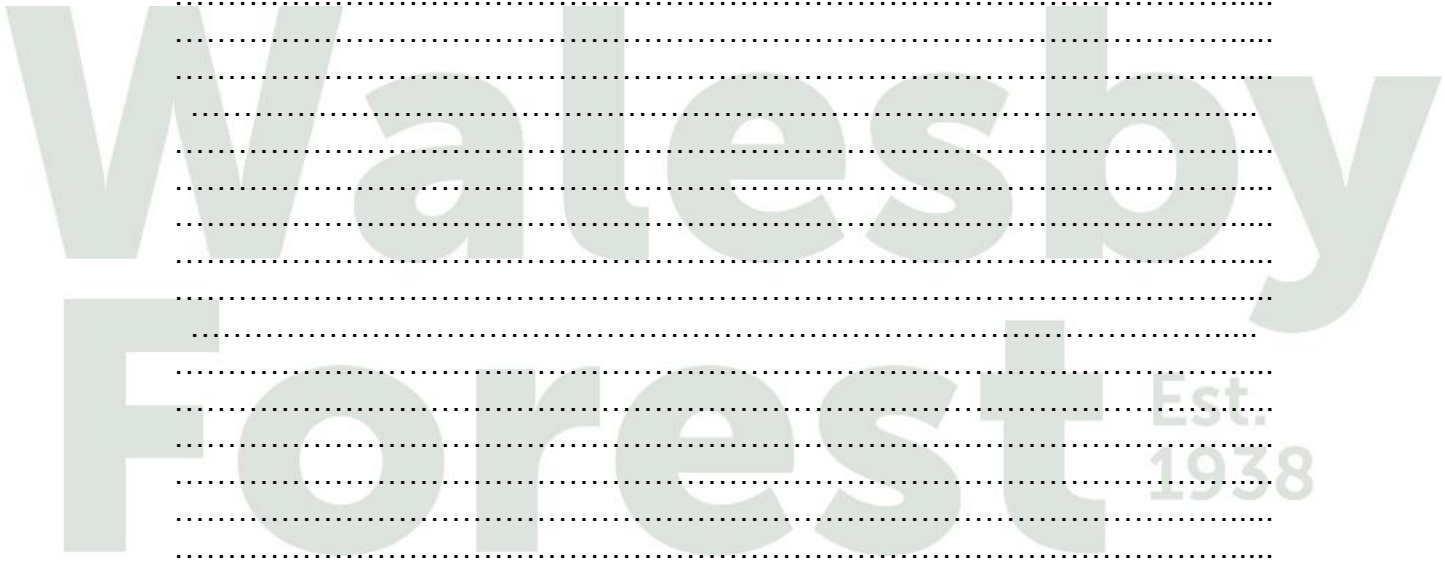
I confirm that the Fireworks Safe Working Procedure has been checked and that all relevant controls have been/will be implemented.

Sign: Date:

Sign: Date:

Additional Information on Controls implemented:

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FIREWORKS SAFE WORKING PROCEDURE

1. EVENT PLANNING

a) Site Layout

	Check (Tick to indicate compliance)
Ensure that you have sufficient space to run the event safely (Refer to the attached Site Layout diagram) The firing area, from which fireworks are set off, should be 20m x 50m. Access to this area must be restricted to only those setting off the fireworks.	
The distance between the firing area and the spectators (the safety area) must be at least 25m.	
The spectator area must be large enough to prevent overcrowding and must be physically separated from the safety area using barriers or ropes. An assessment of the expected number of spectators and spectator profile attending the event must be undertaken. Numbers of spectators anticipated:.....	
The fall out area or dropping zone, where spent fireworks will fall, must be free of all people and be at least 50m (preferably 100m for larger displays) in the direction of the prevailing winds. Confirm direction of prevailing wind in relation to site layout: Is it satisfactory? YES/NO. If NO can site layout be amended? YES/NO. IF NO CANCEL OR AMEND TYPE OF DISPLAY. The fall out area must not cover any land where people or animals may be, including: roads, footpaths, gardens or neighbouring premises. The fall out area to be under display organiser control.	Length of fall out zone:m.
Overhead obstructions must be avoided, e.g. keep clear of trees, adjoining buildings and overhead power cables etc.	
The site must be free from dry, cut grass and other combustibles, all rubbish to be cleared off site. All long grass to be cut prior to display.	
Bonfires must be at least 15m away from the fireworks, buildings, roads, railways and public rights of way. If this cannot be achieved do not have a bonfire.	If no bonfire, please state this.
There must be access to the site for Emergency Services. This access to be maintained at all times during display. (Wherever possible, access for Emergency Services should be provided, separate from spectator access/egress).	

IF THE SPACE REQUIREMENTS CANNOT BE MET DO NOT HOLD THE DISPLAY

b) Contacts

	Indicate if agency contacted. Contact persons name and date of contact, to be recorded:
Consider your neighbours, and adjacent risks, give prior notice of the event to avoid possible complaints. Consideration to be given to the proximity of: • Hospitals: • Aged Persons Homes: • Animal Shelters i.e. Stables: • Standing crops • Adjacent farms with fields containing cattle: In relation to the above, consideration to be given to the time of staging the event.	
Contact the: • Police • Fire Service • Local Authority. 28 days prior to the event	
If near an aerodrome contact the Airport Authority or Civil Aviation Authority a week prior to the even. Give information on time of display, location, height of aerial pyrotechnics, duration of display.	

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c) Emergency Procedures

<p>An emergency action plan must be established and known by firers and Marshalls, e.g. in the event of an injury or dangerous situation – stop firing, call emergency services and suspend the display. Consider complete cessation of the display if required by the circumstances. These to include:</p> <ul style="list-style-type: none"> • Sudden change of wind direction: • Sudden increase in wind velocity: • Sudden worsening of weather conditions: • Spectator overcrowding: • Spectator disturbance (due to alcohol): • Any emergency incident requiring the attendance of any of the emergency services: • At any time the Display Safety Representative or any Marshall deems necessary: 	
<p>A trained first aider must be on site during the display. The nominated person to be in contact at all times with Stewards and display organiser.</p>	<p>Name of First aider/s:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Buckets of water, fire extinguishers, and a fire blanket must be readily available. Indicate number and type of firefighting equipment provided.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Spectator exits must be well lit. Indicate type of lighting used i.e. street lighting, portable floodlights etc.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Evacuation procedures to be made known to all Marshalls and Stewards. Stewards/Marshalls to be provided with high visibility clothing i.e. surcoats or jackets.</p>	
<p>Communications:</p> <ul style="list-style-type: none"> • Marshalls must be appointed to direct customers and traffic on the premises and to prevent overcrowding. • Indicate number and location of Marshalls: • Communication between Marshalls/Stewards to be provided. • Indicate type of communication: • Indicate numbers of communication devices provided: • Confirm method of summoning the Emergency Services: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

d) Training

It is the Event Organiser's and Display Safety Representative's responsibility to ensure that all firers and Marshalls involved in the display are trained in the contents of this Safe Working Procedure and the manufacturer's instructions. All participants must sign the training record below to confirm that they have been trained and understand all of the necessary controls and precautions.

Training Record

Name	Address	Signature

2. FIREWORK CONTROLS

Check (Tick to Indicate Compliance)

Fireworks must be stored in their original packaging in a cool, dry place, for no more than 14 days prior to the event.	
Fireworks must be set up in the firing zone, following the manufacturer's instructions for the different types.	
During the event, fireworks must be kept in a safe place in a building nearby or closed metal or wooden container until required. Ensure there is no public access to the fireworks and remove them for firing as required in a planned sequence.	
A torch must be available for use by the firers during the event.	
The number of firers must be kept to a minimum and they must wear suitable clothing e.g.: stout boots and outer clothing of wool or other fire resistant material. (Lightweight or flammable clothing must be avoided).	
Safety goggles and gloves must be worn by all firers. Sleeves must be tucked into gloves.	
There must be no smoking whilst handling any fireworks.	
Slow burning wicks must be used to light fireworks. (Do not use matches).	
Check each firework for any signs of damage immediately before use. Do not use damaged fireworks or attempt to repair them.	
Fuses must be correctly lit, in accordance with the manufacturer's instructions.	
Firers must stand well back and ensure fireworks are always pointing away from the face and body.	
Misfires must not be relit. Leave for 30 minutes and then place them in a bucket of water. Wear goggles and gloves and point fireworks away from face and body.	

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3. BONFIRE CONTROLS

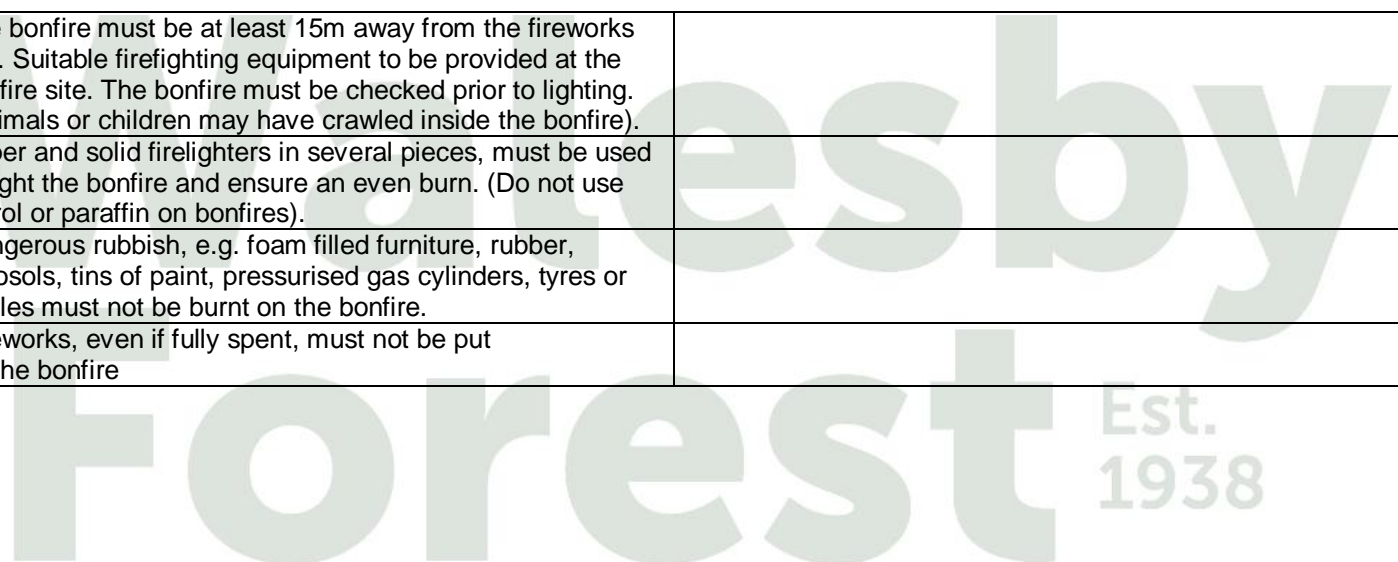
If not applicable, please state this

The bonfire must be at least 15m away from the fireworks site. Suitable firefighting equipment to be provided at the bonfire site.	
The bonfire must be checked prior to lighting. (Animals or children may have crawled inside the bonfire).	
Paper and solid firelighters in several pieces, must be used to light the bonfire and ensure an even burn. (Do not use petrol or paraffin on bonfires).	
Dangerous rubbish, e.g. foam filled furniture, rubber, aerosols, tins of paint, pressurised gas cylinders, tyres or bottles must not be burnt on the bonfire.	
Fireworks, even if fully spent, must not be put on the bonfire.	

4. AFTER THE EVENT

Check (Tick to Indicate Compliance)

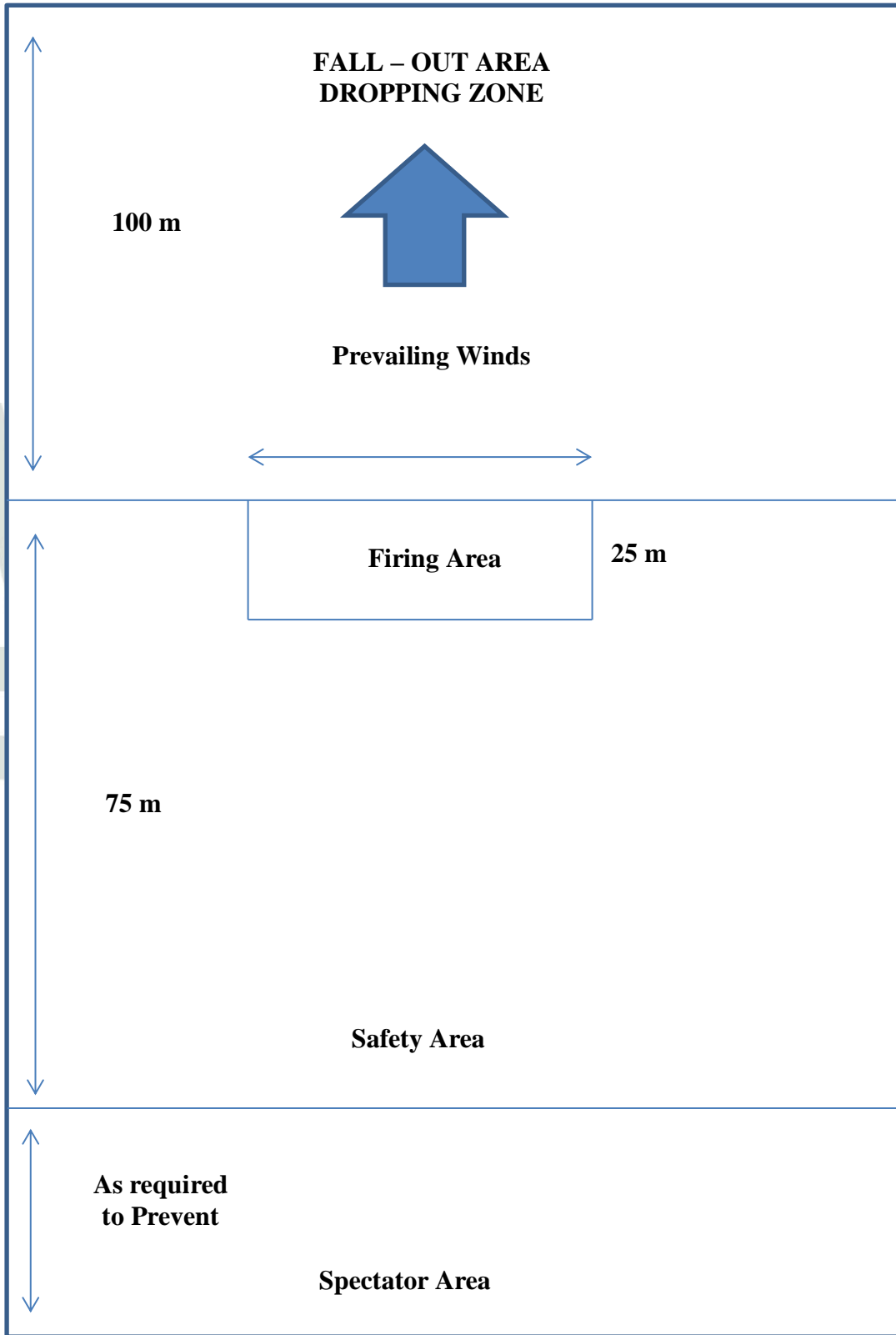
The bonfire must be at least 15m away from the fireworks site. Suitable firefighting equipment to be provided at the bonfire site. The bonfire must be checked prior to lighting. (Animals or children may have crawled inside the bonfire).	
Paper and solid firelighters in several pieces, must be used to light the bonfire and ensure an even burn. (Do not use petrol or paraffin on bonfires).	
Dangerous rubbish, e.g. foam filled furniture, rubber, aerosols, tins of paint, pressurised gas cylinders, tyres or bottles must not be burnt on the bonfire.	
Fireworks, even if fully spent, must not be put on the bonfire	



Larger type of public display



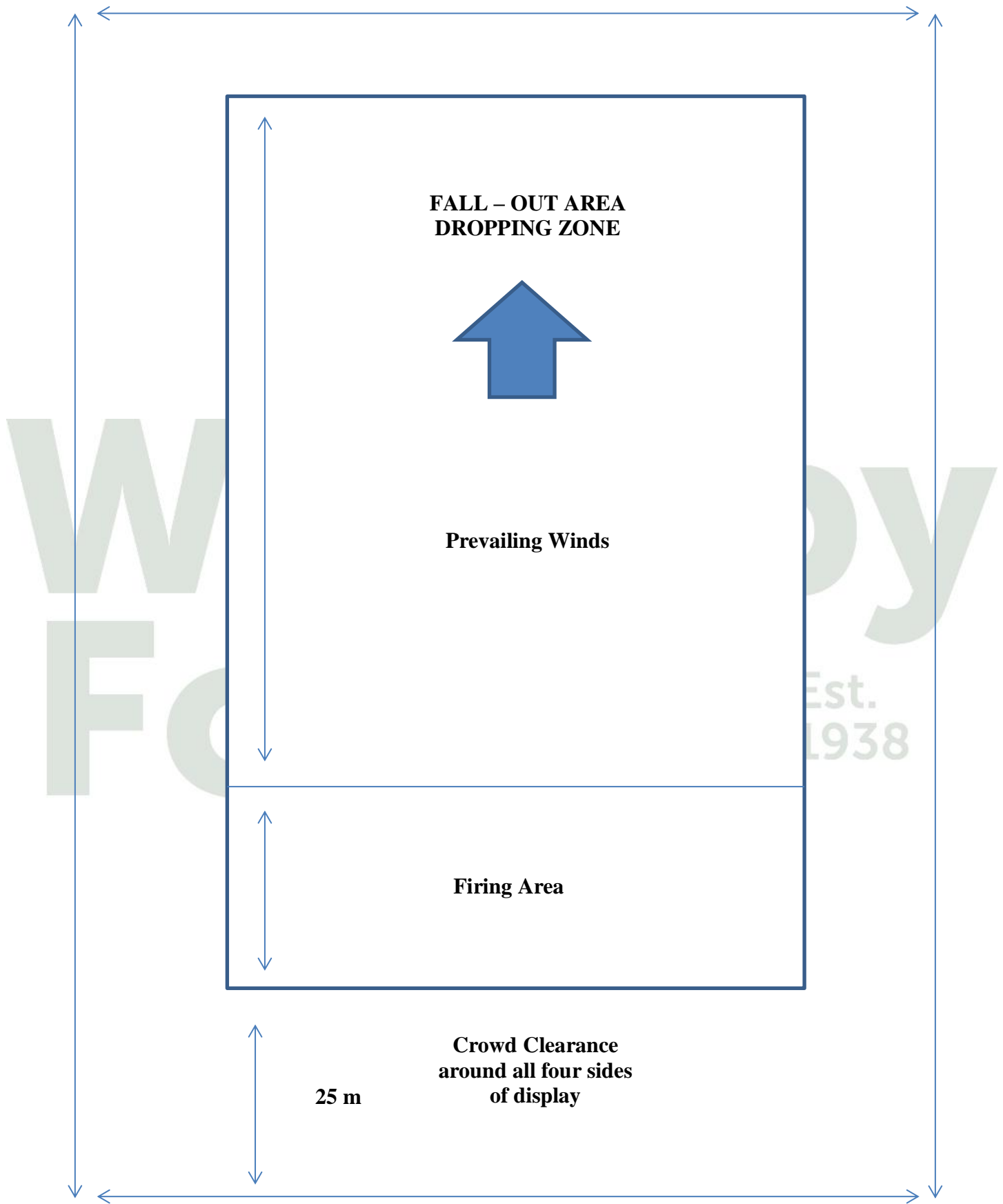
150 m



Camp Fire

01/12/2021 Date of next review 04/03/2022 RA Creator CW

Smaller type of public display



Activity Area:	Canadian Canoes - Lake
Minimum Staffing Level	1 per group
Staff/Pupil Ratio	1:12
Staff Qualifications	BCU 2 Star as a minimum
Maximum Number of Participants	12
Role of Accompanying Adult:	Bank supervisor

Risk Matrix Consequences	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High 16	High 15	High 14	Medium -13
Major Injuries	High 12	High 11	Medium -10	Medium -9
Minor Injuries	High 8	Medium -7	Medium -6	Low -5
Negligible Injuries	Medium -4	Medium -3	Low -2	Low -1

Hazard	Persons at Risk	Prior Risk	Existing Control Measures	New Risk Factor
Water	Instructors Participants	High 16	Instructor to advise not to ingest water or use water activities if suffering from open wounds. Water tested off site every year. Bouncy aids to be worn at all times when on the water.	Medium 13
Deep water	Instructors Participants	High 16	All staff & participants wear buoyancy aids at all times when on the water. Safety brief given at the start of the session. Weak and non-swimmers identified prior to session commencing.	Medium 13
Location of activity	Instructors Participants	Medium 4	First Aid kit available. VHF radio and mobile phone used to maintain contact with reception.	Low 2
Faulty equipment	Instructors Participants	Medium 4	Equipment is checked prior to the start of every session. Equipment fault report system in place. Faulty equipment is taken out of service.	Low 2
Paddles	Instructors Participants	High 8	All participants wear helmets at all times when on the water. Safety brief delivered before the session commences.	Medium 6
Injury to feet at lake area	Instructors Participants	High 8	Suitable footwear check takes place prior to accessing lake. All participants instructed to wear trainers or suitable footwear at all times.	Medium 7
Lifting Canadian Canoe	Instructors Participants	High 8	Staff provided with manual handling training. Safety brief includes correct lifting technique. Nobody is to lift a boat on their own.	Medium 7
Hyperthermia / Hypothermia	Instructors Participants Observers	High 16	Appropriate clothing, time out of sun, fluid breaks.	Medium 13
Lightning and/or storms	All	High 16	Instructor is not to run the session in any serious storm. If caught out during a lightning storm, then the instructor must cease the activity immediately and seek appropriate shelter.	High 14
High winds	Instructors Participants	Medium 4	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Instructors to carry tow line to rescue none paddlers. Tree survey and wind policies in place(see SOP).	Low 1
Extremities entrapment	Participants Instructors	High 8	Instructor to brief participants on the specific risks of each section of the boats before allowing participant on the lake. Instructor to be vigilant during the session and be in the position of maximum usefulness.	Low 5
Storage cabin	Instructors Participants Observers	High 8	Instructors to make sure two persons lift the boats on and off the racking. Foot wear to be worn at all times when in the lake area. Storage cabins to be locked when not in use.	Medium 11

06/03/2021 Date of next review 06/03/2022 RA Creator CW

Activity Area:	Cave Maze – Camp Centre
Minimum Staffing Level	1 Instructor or leader/teacher
Staff/Pupil Ratio	1:20
Staff Qualifications	In House Training
Maximum Number of Participants	25
Role of Accompanying Adult:	Supervision of groups

Risk Matrix Consequences	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at Risk	Prior Risk	Control Measure	New Risk Factor
Slips, Trips and Falls	Instructors Participants	High 8	Bangs and Scrapes could be minimised by disciplined instruction being maintained at all times. First Aid kit available at all times.	Medium 6
Falls down centre chimney	Instructors Participants	High 8	Instruction given on the middle section of the cave. Emergency lighting available for younger groups.	Medium 7
Disorientation	Instructors Participants	Medium 4	Emergency lighting in operation and all doors to be open if child is in distress. Instructor must count all participants in and out of the maze.	Medium 2
Low objects	Instructors Participants	Medium 4	Any person entering the cave maze must have a safety helmet. Participants advised to keep them on at all times.	Medium 3
Colliding	Instructors Participants	High 8	First Aid kit stored in the trading post. Any person entering the cave maze must have a safety helmet.	Low 5
Standing water	Instructors Participants	High 8	Instructor to check before letting groups in. Standing water removed as necessary.	Low 5
Fragile roofing/ Falling off the roof	Instructors Participants Observers	High 12	Signs placed on top of the maze and are clearly visible. All staff advised to make sure anyone found on the roof is told to get off and watches until they are off.	Medium 10
Unauthorised Access	All	Medium 4	Group Leader briefing, signage & controlled access. Area locked and secure when not in use.	Low 1
Electrics	Instructors Participants	High 12	Electrics checked yearly. LED lights to be used with low voltage.	Medium 10

Activity Area:	Circus Skills – Outside area
Minimum Staffing Level	1
Staff/Pupil Ratio	1:12
Staff Qualifications	In House Trained
Maximum Number of Participants	20
Role of Accompanying Adult:	Supervision of group

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16	High -15	High -14	Medium -13
Major Injuries	High -12	High -11	Medium -10	Medium -9
Minor Injuries	High -8	Medium -7	Medium -6	Low -5
Negligible Injuries	Medium -4	Medium -3	Low -2	Low -1

Hazard	Persons at Risk	Prior Risk	Existing Controls	New Risk Factor
Struck with the Diablo when thrown	Participants Instructors Observers	High 12	Demonstrate safe use with the equipment. Allocate a safe area to use the equipment. Don't allow the students to throw the equipment too high at the start.	Medium 10
Diablo lands on participants foot	Participants Instructors Observers	Medium 4	Before carrying out the activity make sure the participants are wearing suitable footwear.	Low 2
Hitting someone with the Diablo sticks	Instructors Observers Participants	High 12	Demonstrate safe use with the equipment. Allocate a safe area to use the equipment. Do not play about with the equipment i.e. poke in the eye.	Medium 10
Juggling balls/bags splitting and beans getting into eyes	Instructors Observers Participants	High 12	Regularly do safety checks on the equipment making sure the seams are not fraying. Allocate a safe area to store the equipment	Medium 10
Juggling balls/bags splitting and beans getting inhaled or ingested causing choking	Instructors Observers Participants	High 16	Regularly do safety checks on the equipment making sure the seams are not fraying. Allocate a safe area to store the equipment. Staff have First Aid knowledge.	Medium 13
Struck with the Devil Stick when in use	Participants Instructors Observers	High 8	Demonstrate safe use with the equipment. Allocate a safe area to use the equipment. Do not allow the participants to throw the equipment too high or get carried away at the start.	Medium 6
Devil Stick dropped on foot	Participants	Medium 4	Before carrying out the activity make sure the participants are wearing suitable footwear.	Low 2
Hitting someone with the Devil stick sticks	Instructors Observers Participants	High 12	Demonstrate safe use with the equipment. Allocate a safe area to use the equipment. Do not play about with the equipment i.e. poke in the eye.	Medium 10
Struck in face with Spinning Plate	Participants Instructors Observers	High 12	Demonstrate safe use with the equipment. Allocate a safe area to use the equipment.	Medium 10
Poked in the eye with Spinning Plate stick	Instructors Observers Participants	High 12	Demonstrate safe use with the equipment. Allocate a safe area to use the equipment. Do not play about with the equipment i.e. poke in the eye.	Medium 10
Struck with the juggling balls/bags	Participants Instructors Observers	High 12	Demonstrate safe use with the equipment. Allocate a safe area to use the equipment. Do not allow the participants to throw the equipment too high or get carried away at the start. Only give them soft balls/bags to juggle with.	Medium 10

Circus Skills

06/03/2021 Date of next review 06/03/2022 RA Creator CW

Adverse weather conditions	Participants Instructors Observers	High 8	Weather reports monitored. Activity stopped during electrical storms, high winds and heavy rain.	Medium 6
Slips, Trips and Falls	Instructors Participants Observers	High 8	Bangs and scrapes are minimised by disciplined instruction being maintained at all times. First aid kit available at all times. Instructor mentions about the equipment on the floor already set out for them.	Low 5
Vehicles	Instructors Participants Observers	High 16	Speed limit imposed on vehicles driving on site. Participants reminded of out of bounds areas prior to activity commencing.	Medium 13
Misuse of Equipment	Instructors Participants Observers	High 8	Instruction, supervision during activity session.	Low 5

Walesby
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Activity Area:	Create Stacking - Small and Giant
Minimum Staffing Level	1 Instructor per group
Staff/Pupil Ratio	1:12 (1:1 when climbing)
Staff Qualifications	In-house Training MIA assessed
Maximum Number of Participants	15
Role of Accompanying Adult:	Supervision of group at activity base

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Existing Controls	New Risk Factor
Fall from height	Participants, Instructors	High 16	Participants clipped to safety line at start of climb. Correctly fitted helmets and harnesses worn by all participants. Participant descent controlled by trained instructor via safety rope.	Medium 13
Equipment failure	Participants Instructors	High 16	All equipment checked by instructors prior to use. Daily and weekly equipment checks carried out.	Medium 13
Harnesses incorrectly fitted	Participants Instructors	High 16	Instructor to brief all participants on the correct fitting of harnesses prior to commencing the activity. Instructor to check each individual's harness immediately before they step onto crates.	Medium 13
Crates falling from stack	Participants Instructors Observers	High 12	Correctly fitted helmets must be worn within designated area. Marked off areas are out of bounds to casual spectators. Participants advised to look straight ahead when stack is falling and not to try and catch any crates.	Medium 10
Trapping of fingers in belay equipment	Participants Instructors	High 12	Instructors trained in correct use of belay equipment. Belay equipment checked for defects prior to use.	Medium 10
Trip hazards (ground anchors)	Participants Instructors	High 8	Crate Stacking - Chippings to be raked over tree roots Giant Crate Stacking – Chippings to be raked to cover geotextile membrane and to fill up to the build area	Medium 6
Ascending/Descending	Participants Instructors	High 8	Correctly fitted helmets worn by all staff and participants. Instructors trained in correct use of belay equipment.	Low 5
Ropes tangled in branches	Participants Instructors	Medium 4	Activity areas checked weekly for low hanging branches. Branches removed If necessary.	Low 1
Cable failure	Participants Instructors	High 16	Cable work to be checked yearly by senior staff member. Weekly checks carried out on ground anchors and equipment checked before and after use.	Medium 13
Adverse weather conditions	Participants Instructors Observers	High 12	Weather reports monitored. Activity stopped during electrical storms, high winds and heavy rain.	Medium 10
Unauthorised Access	All	High 8	Group Leader briefing, signage & controlled access. Giant Crate Stack Area locked and secure when not in use	Medium 6
High winds	Instructors Participants	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Tree survey and wind policies in place (see SOP).	Medium 13

Activity Area:	CSI Outdoor (Woodland) Lab Area (Games Room)
Minimum Staffing Level	1 Instructor per group of 12
Staff/Pupil Ratio	1:12
Staff Qualifications	In-house Training
Maximum Number of Participants	12
Role of Accompanying Adult:	Supervision of group

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Control Measures	New Risk Factor
Cold and/or Wet conditions	Instructors Participants	High 8	Instructor/Supervisor to check that all participants have suitable clothing prior to commencing the activity. Instructor/Supervisor must always wear appropriate clothing.	Low 5
Snow and Ice	Instructors Participants	High 8	Instructor/Supervisor to inspect outdoor areas for snow/ice build-up prior to the activity commencing, and remove as necessary.	Low 5
Sun	Instructors Participants	High 8	Instructor must ensure that they make the group aware of the dangers relating to the sun i.e. heatstroke & sunburn. Instructor to ensure that the group have suitable clothing, e.g. long sleeves, trousers and sun hat.	Low 5
Falling objects from trees	Instructors Participants	High 16	Instructor/Supervisor to brief participants at the start of the session about any conkers etc. that may fall from trees.	Medium 13
Slips, Trips and Falls	Instructors Participants	High 8	Instructor/Supervisor is to warn all participants about watching where they walk on site.	Low 5
Sharp edges of equipment	Instructors Participants	Medium 4	Instructor/Supervisor to brief all participants on how to use equipment before commencing activity, using plastic containers etc. where possible.	Low 2
Hair, clothing or jewellery trapped in equipment	Instructors Participants	Medium 4	Instructor/Supervisor are to brief all participants to wear crime scene suits for most of the activity. Instructor/Supervisor are to brief participants to remove prominent jewellery prior to participation	Low 1
Faulty equipment e.g. microscopes	Instructors Participants	Medium 4	Equipment is checked on a regular basis and recorded, and replaced where necessary. Instructor/Supervisor is to visually check the equipment for obvious electrical faults before every session.	Low 1
Electrocution from wet equipment	Instructors Participants	High 16	Instructor/Supervisor is to inspect that all electrical equipment is dry before use and prevent use if equipment is wet.	Medium 13
Misuse	Instructors Participants	Medium 4	To run this activity, Instructor/supervisor must have first been trained on the session in-house. Instructor/Supervisor is present to observe participants during activities to ensure they are working safely.	Low 1
Ingestion of lead traces from fired bullets	Instructors Participants	High 8	Instructor/Supervisor to ensure that gloves are worn when handling fired bullets. Instructor/Supervisor to brief participants to wash hands before and after handling the bullets.	Low 5
Glass breakages	Instructors Participants	High 8	Instructor/Supervisor must be present during activity and ensure that glass is handled by participants with care. Have a bin labelled with a Sharps Warning specifically for glass breakages in the lab area.	Medium 6
Staining from food colouring	Instructors Participants	Medium 4	Instructor/Supervisor must get participants to wear crime scene suits and gloves and cover surfaces with newspaper. Instructor/Supervisor must ensure responsible actions of participants.	Medium 3

CSI

06/03/2021 Date of next review 06/03/2022 RA Creator CW

Burns from lighters, candles and gas stove	Instructors Participants	High 8	Only Instructor/Supervisor will be using candles, lighters and stoves in order to set up the scenario/activities.	Low 5
Chemical Injury	All	High 8	All chemicals for any activity are stored in a locked cupboard so that they are not accessible. Instructors given training on all chemical used and know how to store them safely at all times. All chemicals correctly marked with warning signs.	Low 5
Allergies to latex gloves and food colouring	Instructors Participants	Medium 4	Make sure that Instructor/Supervisor ask participants about their allergies before undertaking activity. If latex allergy, provide nitrile gloves. If food colouring allergy, stay away from all blood evidence and practical's.	Low 2
Unauthorised access to lab (games Room)	All	Medium 4	Instructor to brief participants on arrival reference following/remaining near member of staff. Clear signs to be posted at entrance to the lab stating no access without trained Instructor/Supervisor. Areas to be locked when left unattended.	Low 2
High winds	Instructors Participants	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Trees served and wind policies in place see SOP.	Medium 13



Activity Area:	Disco - Catering Barn/Outdoors
Minimum Staffing Level	3 Instructor
Staff/Pupil Ratio	1:30
Staff Qualifications	In House Trained
Maximum Number of Participants	N/A
Role of Accompanying Adult:	Supervisor

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Control Measures	New Risk Factor
Location hazards	Instructor Participants Observers	High 8	Area used kept clear of obstruction. Tables and chairs moved back as appropriate.	Medium 6
Dehydration	Participants	Medium 4	Participants monitored by instructors and group leaders. Doors open for fresh air and appropriate ventilation.	Low 2
Electric equipment	Instructors	High 16	Electric equipment fixed to work tops. Electric supply connected to an operating RCD. Equipment to be PAT tested where HSE states.	Medium 13
Fall from height	Instructors	High 16	Staff trained on using the access ladder to the disco equipment area before allowed access to the platform. No customers to use ladder at any time. Ladder to be put out of way at the end of every disco.	Medium 13
Slips, Trips and Falls	Instructors Participants Observers	High 8	Bangs and scrapes could be minimised by disciplined instruction being maintained at all times. First Aid kit available at all times.	Low 5
Unauthorised Access	All	High 8	Group Leader briefing, signage & controlled access. Area locked and secure when not in use	Low 5
Loud music	All	High 8	Music kept at a safe level at all times, sound meter to be used if unsure of DB's	Low 2

Disco

06/03/2021 Date of next review 06/03/2022 RA Creator CW

Activity Area:	Mini Fencing - Allocated area
Minimum Staffing Level	1
Staff/Pupil Ratio	1:12
Staff Qualifications	In House Trained
Maximum Number of Participants	12
Role of Accompanying Adult:	Supervision of group

Risk Matrix Consequences	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Control Measures	New Risk Factor
Struck with the Foil.	Participants Instructors Observers	High 8	Demonstrate safe use with the equipment. Allocate a safe area to use the equipment. Participants are shown how to use equipment correctly and how to hold the foil so it bends the correct way. Face mask to be worn by all participants that are fencing including the instructor Participants to be removed if misusing equipment.	Medium 6
Slippery surfaces Uneven surfaces	Participants Instructors Observers	High 8	Participants encouraged not to run. Instructor issues warnings with regards to hazardous areas.	Medium 6
Dehydration	Participants	High 8	Participants not to play longer than 10 mins at a time.	Medium 6
Adverse weather conditions	Participants Instructors Observers	High 8	Weather reports monitored. Activity stopped during electrical storms, high winds and heavy rain if played outdoors.	Medium 6
Vehicles	Participants	High 16	Speed limit imposed on vehicles driving on site. Participants reminded of out of bounds areas prior to activity commencing.	Medium 13
Slips, Trips and Falls	Instructors Participants	High 8	Bangs and scrapes could be minimised by disciplined instruction being maintained at all times.	Medium 6
Foil sharp edges	Instructors Participants	Medium 4	Equipment to be checked before and after every session.	Low 2
Safety helmet sharp edges	Instructors Participants	Medium 4	Equipment to be checked before and after every session.	Low 2

WORKING PROCEDURE FOR FIREWORK DISPLAYS

Risk Assessment

Firework displays and bonfires are occasional events which can be run safely provided that the event is carefully planned and controlled. Serious injuries can result from people being hit by live or spent fireworks, unless simple precautions are followed.

Regulations

The Event Organiser and or Display Safety Representative must complete Appendix 1 and a firework risk assessment 28 days prior to the event, in order to determine whether the event is satisfactory, or whether further control measures are required and can be implemented to ensure the safe running of the event.

Once all sections of the risk assessment have been completed a copy of it should be sent to Walesby Forest to be retained on site for audit purposes by any of the relevant authorities, if required. The risk assessment should, if completed correctly, highlight to the Event Organiser/Display Representative any areas of non-compliance or concern which should be catered for by additional control measures prior to the event proceeding.

If there are any requirements/areas of concern that cannot adequately be catered for by the inclusion of further control measures, then consideration should be given by the Event Organiser/Display Representative to the cancellation or amending the event accordingly i.e. by downsizing or removing any aerial display.

If the Event Organiser/Display Representative decides to proceed with the event, they should then inform the Fire Authority, Local Authority and Police. The Display Safety Representative must check the details again on the day, prior to the event. Check boxes must be filled in or ticked to indicate compliance, with the Event Organiser and the Display Safety Representative signing appendix 2, to confirm that all appropriate controls have been met.

The completed document must be kept at the display site. The document should be available for inspection on site, by any of the relevant authorities and Walesby Forest.

Note* Satisfactory completion of all sections of the risk assessment should make for a safe display but does not remove the onus of safety from the Organisers of the event, nor does it mean that accidents will not happen.

The risk assessment and display criteria must also be amended on site and through-out the display, in response to any unseen circumstances i.e. unexpectedly large crowds or severe sudden adverse weather conditions.

**REMEMBER EVENT SAFETY IS IN YOUR HANDS.
AND
IF ANY OF THE FOLLOWING CONTROLS CANNOT BE MET THE EVENT MUST
NOT BE HELD.**

FIREWORK RISK ASSESSMENT

Appendix 1:

Confirmation of Completion of Firework Risk Assessment

This section should be completed at least 28 days prior to the event.

We confirm that the Firework Risk Assessment has been completed and that all the appropriate controls can/will be implemented at:

Premises:
.....
.....
.....

Time of display:

Duration of display:

Fireworks to be ordered: YES/NO (Delete as applicable)

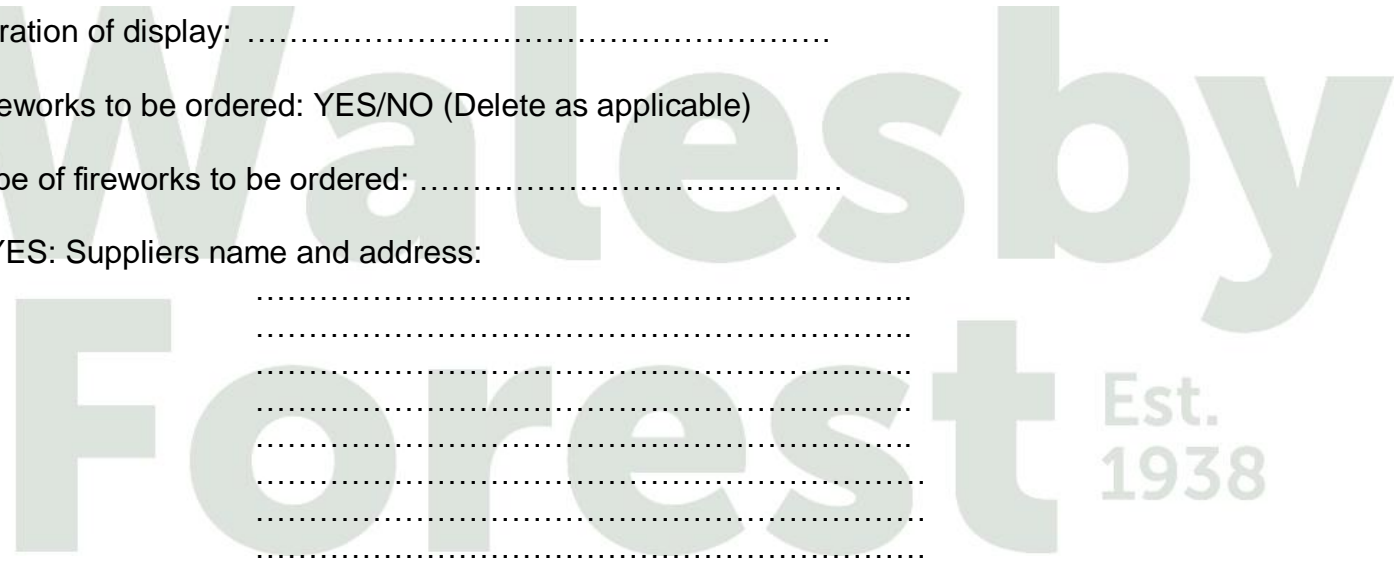
Type of fireworks to be ordered:

If YES: Suppliers name and address:

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Signed: Date:

Signed Date:



Appendix 2:

This section should be completed on the day, prior to the event.

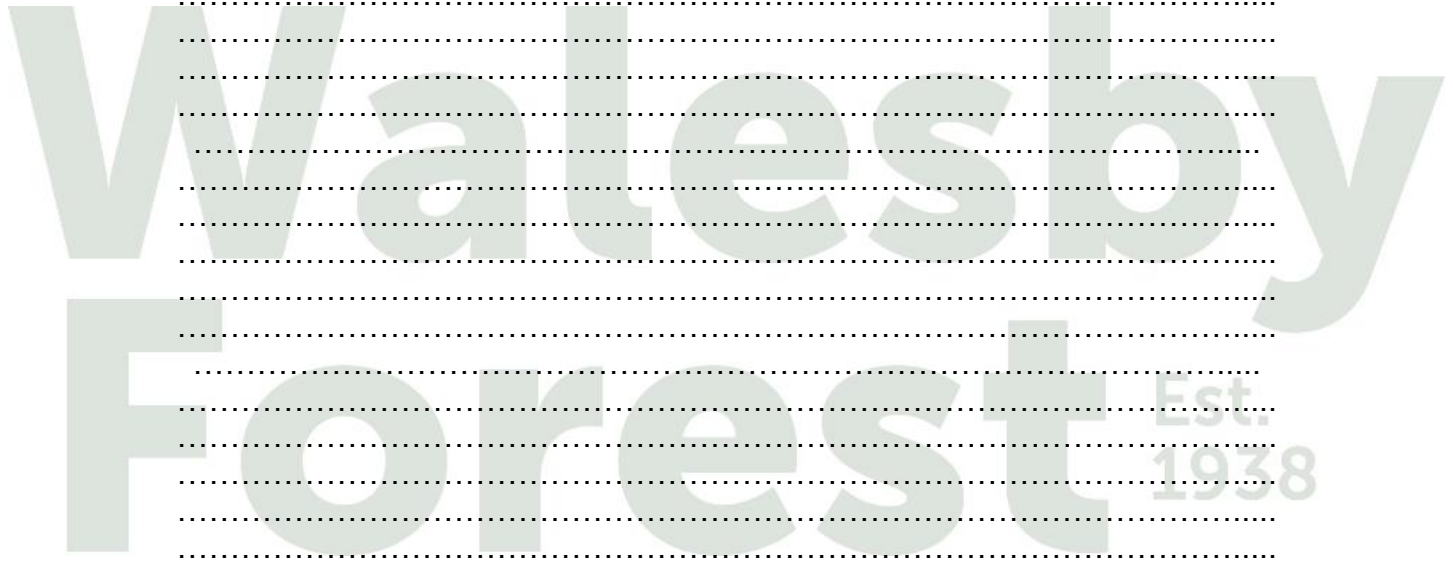
I confirm that the Fireworks Safe Working Procedure has been checked and that all relevant controls have been/will be implemented.

Sign: Date:

Sign: Date:

Additional Information on Controls implemented:

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FIREWORKS SAFE WORKING PROCEDURE

1. EVENT PLANNING

a) Site Layout

	Check (Tick to indicate compliance)
Ensure that you have sufficient space to run the event safely (Refer to the attached Site Layout diagram) The firing area, from which fireworks are set off, should be 25m x 50m. Access to this area must be restricted to only those setting off the fireworks.	
The distance between the firing area and the spectators (the safety area) must be at least 25m.	
The spectator area must be large enough to prevent overcrowding and must be physically separated from the safety area using barriers or ropes. An assessment of the expected number of spectators and spectator profile attending the event must be undertaken. Numbers of spectators anticipated:	
The fall out area or dropping zone, where spent fireworks will fall, must be free of all people and be at least 50m (preferably 100m for larger displays) in the direction of the prevailing winds. Confirm direction of prevailing wind in relation to site layout: Is it satisfactory? YES/NO. If NO can site layout be amended? YES/NO. If NO CANCEL OR AMEND TYPE OF DISPLAY. The fall out area must not cover any land where people or animals may be, including: roads, footpaths, gardens or neighbouring premises. The fall out area to be under display organiser control.	Length of fall out zone:m.
Overhead obstructions must be avoided, e.g. keep clear of trees, adjoining buildings and overhead power cables etc.	
The site must be free from dry, cut grass and other combustibles, all rubbish to be cleared off site. All long grass to be cut prior to display.	Est. 1938
Bonfires must be at least 15m away from the fireworks, buildings, roads, railways and public rights of way. If this cannot be achieved do not have a bonfire.	If no bonfire, please state this.
There must be access to the site for Emergency Services. This access to be maintained at all times during display. (Wherever possible, access for Emergency Services should be provided, separate from spectator access/egress).	

IF THE SPACE REQUIREMENTS CANNOT BE MET DO NOT HOLD THE DISPLAY

b) Contacts

	Indicate if agency contacted. Contact persons name and date of contact, to be recorded:
<p>Consider your neighbours, and adjacent risks, give prior notice of the event to avoid possible complaints. Consideration to be given to the proximity of:</p> <ul style="list-style-type: none"> • Hospitals: • Aged Persons Homes: • Animal Shelters i.e. Stables: • Standing crops • Adjacent farms with fields containing cattle: <p>In relation to the above, consideration to be given to the time of staging the event.</p>	
<p>Contact the:</p> <ul style="list-style-type: none"> • Police • Fire Service • Local Authority. <p>28 days prior to the event</p>	
<p>If near an aerodrome contact the Airport Authority or Civil Aviation Authority a week prior to the even. Give information on time of display, location, height of aerial pyrotechnics, duration of display.</p>	



c) **Emergency Procedures**

<p>An emergency action plan must be established and known by firers and Marshalls, e.g. in the event of an injury or dangerous situation – stop firing, call emergency services and suspend the display. Consider complete cessation of the display if required by the circumstances. These to include:</p> <ul style="list-style-type: none"> • Sudden change of wind direction: • Sudden increase in wind velocity: • Sudden worsening of weather conditions: • Spectator overcrowding: • Spectator disturbance (due to alcohol): • Any emergency incident requiring the attendance of any of the emergency services: • At any time the Display Safety Representative or any marshall deems necessary: 	
<p>A trained first aider must be on site during the display. The nominated person to be in contact at all times with Stewards and display organiser.</p>	<p>Name of First aider/s:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Buckets of water, fire extinguishers, and a fire blanket must be readily available. Indicate number and type of firefighting equipment provided.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Spectator exits must be well lit. Indicate type of lighting used i.e. street lighting, portable floodlights etc.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Evacuation procedures to be made known to all Marshalls and Stewards. Stewards/Marshalls to be provided with high visibility clothing i.e. surcoats or jackets.</p>	
<p>Communications:</p> <ul style="list-style-type: none"> • Marshalls must be appointed to direct customers and traffic on the premises and to prevent overcrowding. • Indicate number and location of Marshalls: • Communication between Marshalls/Stewards to be provided. • Indicate type of communication: • Indicate numbers of communication devices provided: • Confirm method of summoning the Emergency Services: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

2. FIREWORK CONTROLS

Check (Tick to Indicate Compliance)

Fireworks must be stored in their original packaging in a cool, dry place, for no more than 14 days prior to the event.	
Fireworks must be set up in the firing zone, following the manufacturer's instructions for the different types.	
During the event, fireworks must be kept in a safe place in a building nearby or closed metal or wooden container until required. Ensure there is no public access to the fireworks and remove them for firing as required in a planned sequence.	
A torch must be available for use by the firers during the event.	
The number of firers must be kept to a minimum and they must wear suitable clothing e.g.: stout boots and outer clothing of wool or other fire resistant material. (Lightweight or flammable clothing must be avoided).	
Safety goggles and gloves must be worn by all firers. Sleeves must be tucked into gloves.	
There must be no smoking whilst handling any fireworks.	
Slow burning wicks must be used to light fireworks. (Do not use matches).	
Check each firework for any signs of damage immediately before use. Do not use damaged fireworks or attempt to repair them.	
Fuses must be correctly lit, in accordance with the manufacturer's instructions.	
Firers must stand well back and ensure fireworks are always pointing away from the face and body.	
Misfires must not be relit. Leave for 30 minutes and then place them in a bucket of water. Wear goggles and gloves and point fireworks away from face and body.	

3. BONFIRE CONTROLS

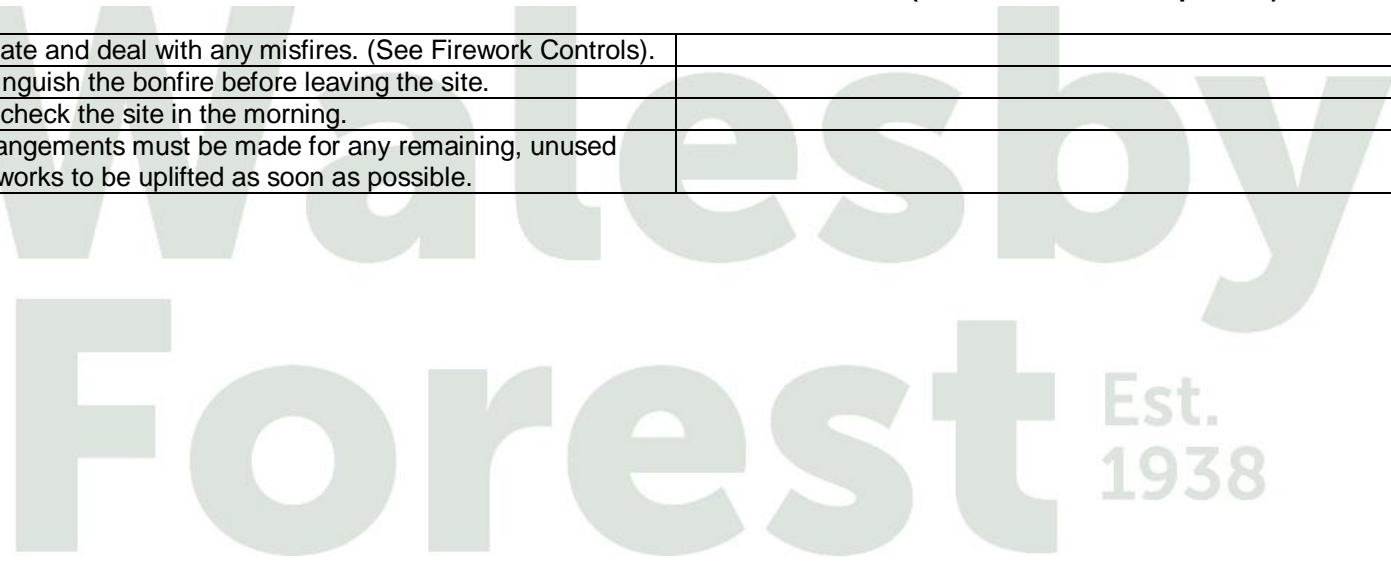
If not applicable, please state this

The bonfire must be at least 15m away from the fireworks site. Suitable firefighting equipment to be provided at the bonfire site.	
The bonfire must be checked prior to lighting. (Animals or children may have crawled inside the bonfire).	
Paper and solid firelighters in several pieces, must be used to light the bonfire to ensure an even burn. (Do not use petrol or paraffin on bonfires).	
Dangerous rubbish, e.g. foam filled furniture, rubber, aerosols, tins of paint, pressurised gas cylinders, tyres or bottles must not be burnt on the bonfire.	
Fireworks, even if fully spent, must not be put on the bonfire.	

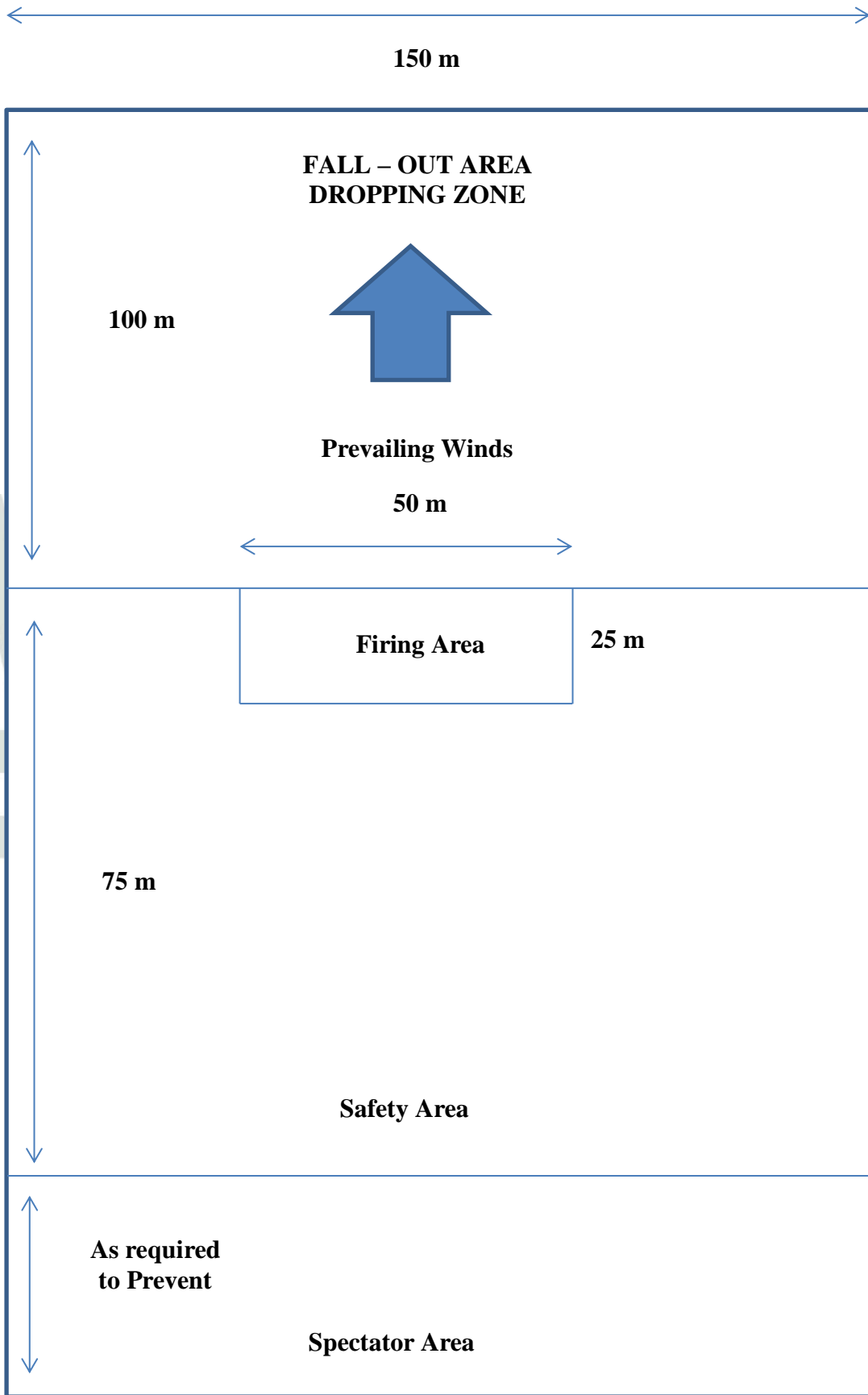
4. AFTER THE EVENT

Check (Tick to Indicate Compliance)

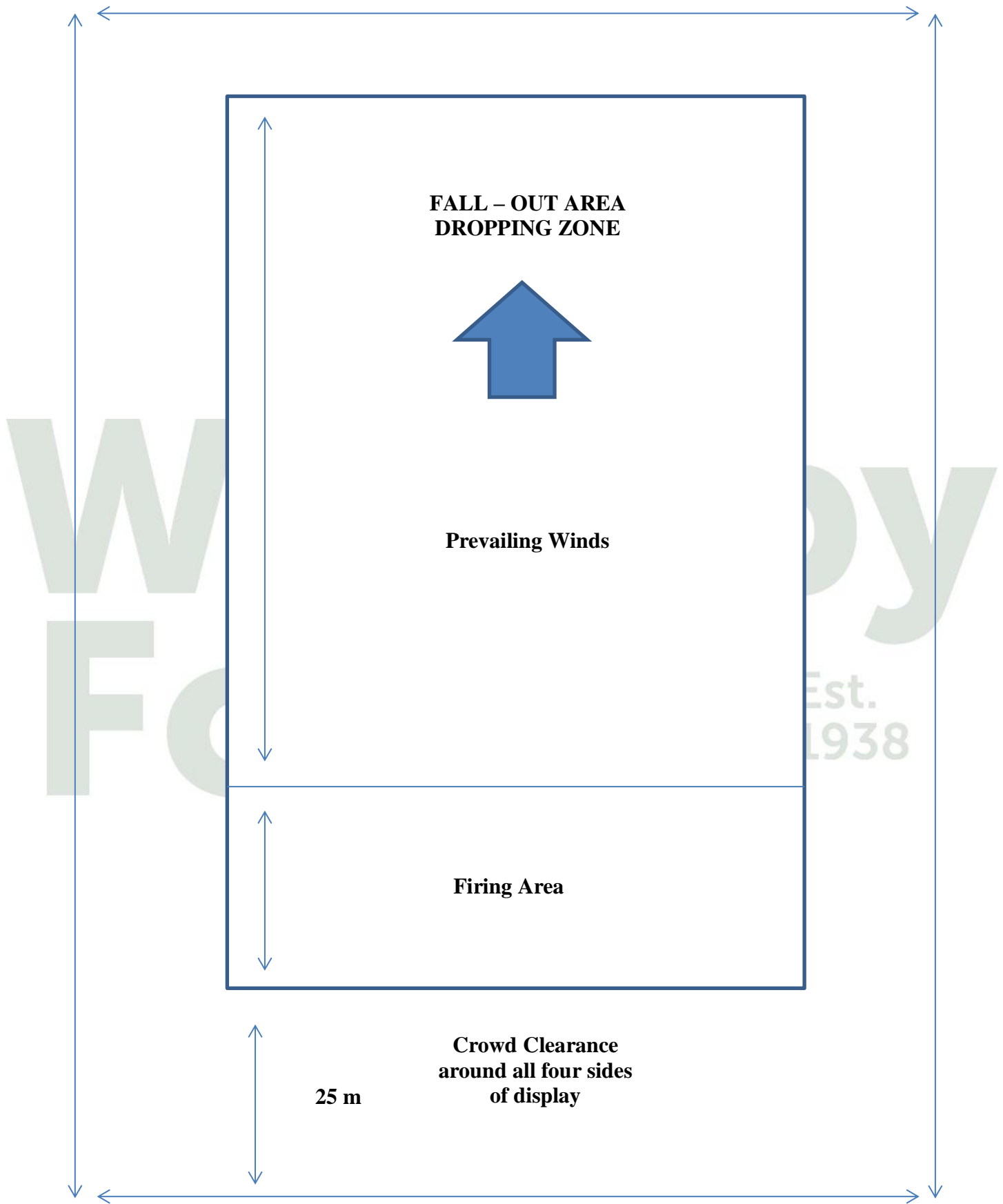
Locate and deal with any misfires. (See Firework Controls).	
Extinguish the bonfire before leaving the site.	
Re-check the site in the morning.	
Arrangements must be made for any remaining, unused fireworks to be uplifted as soon as possible.	



Larger type of public display



Smaller type of public display



**Below is an example Risk Assessment that groups can use
This should not be used straight off and must be edited for groups own display's.**

Activity Area:	Fire Works
Minimum Staffing Level	1 Instructor
Staff/Pupil Ratio	As per group regulations
Staff Qualifications	BPA Firers Course
Maximum Number of Participants	50
Role of Accompanying Adult:	Supervisor

Risk Matrix Consequences	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Existing Controls	New Risk Factor
Injury caused by fireworks	Staff Pupils Visitors Volunteers Contractor	High 12	50m x 25m space has been allowed for the firing area. A dropping zone for spent fireworks of 100m x 150m is in place in a downwind direction (check weather conditions) Spectators are to be kept back on the opposite side from the dropping zone at least 25m from the firing zone. The area has been checked and is free from obstructions i.e. trees, overhead power cables and well away from buildings. Suitable secure area for firework storage inaccessible to public. Firing area supervised once fireworks set up. Spent firework cases gathered, site also checked at first light for partly spent fireworks.	Medium 10
Use of external companies / contractors	Staff Pupils Visitors Volunteers Contractor	High 12	Vet for competence, operator has considerable experience with fireworks. Risk assessments provided. Clearly defined responsibilities for operator and school (in particular in event of emergency) Appropriate public liability insurance in place (min £5m public liability). Insurer contacted to ensure adequate coverage and that any special conditions are met.	Medium 10
Adverse weather	Staff Pupils Visitors Volunteers Contractor	High 4	Test launch of small firework to gauge effect Increase separation from fireworks and bonfire and relocate safety line / barriers If safe separation cannot be ensured delay / cancel display	Medium 6
Crowd Control Overcrowding	Staff Pupils Visitors Volunteers Contractor	High 12	Maximum number of attendees established. Adequate numbers of staff / PTA supervising Marshals in place and responsible for crowd control. (identifiable by wearing fluorescent bibs or jackets) Agreed emergency procedures in place. Megaphone used to communicate with the crowd.	Medium 10

Fireworks Display
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			CB Radio's used by marshals and organiser. Spectators will not be allowed into the display area and signage to this effect in place. Barriers and adequate supervision to prevent unauthorised use and control access and egress	
Cold and/or Wet conditions	Staff Pupils Visitors Volunteers Contractor	High 12	Check that all participants have suitable clothing prior to commencing the activity.	Medium 9
Surrounding areas /Neighbours	Staff Pupils Visitors Volunteers Contractor	Medium 4	Neighbours have been informed of the proposed display by letter from Walesby Forest office after being notified from the group in question.	Low 1

The above is a guide to a safe display for any group wishing to set a display at Walesby Forest, All groups wishing to set a display at Walesby Forest must have the approval of the CEO or Centre manager 2 months before the display, all SOP's and RA's must be submitted 4 weeks before the display.

Walesby Forest holds the right to cancel any display due to any concerns the Duty manager holds at the time regards the event.

For further guidance groups should refer to HSG 123 <http://www.eig2.org.uk/wp-content/uploads/WTOFD-Blue-Guide.pdf>

Note: This document is of no relation to Walesby Forest Public bonfire event.

Activity Area:	Frisbee Golf
Minimum Staffing Level	N/A (Self Instruct)
Staff/Pupil Ratio	N/A
Staff Qualifications	In house training
Maximum Number of Participants	N/A
Role of Accompanying Adult:	Supervision of group during activity

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

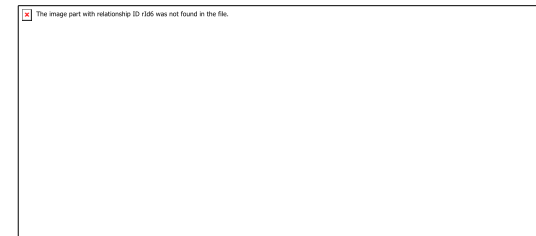
Hazard	Persons at risk	Prior Risk	Control Measures	New Risk Factor
Slips Trips and Falls	Instructors Participants	High 8	Bangs and scrapes minimised by disciplined instruction being maintained at all times. First Aid kit available at all times.	Medium 6
Damaged equipment	Participants	Medium 4	Frisbees to be checked at the beginning and end of each session. Any damaged equipment should be removed.	Low 2
Misuse of Equipment	Instructors Participants	Medium 4	Instruction, supervision and Safety Notice. Safety Notice displayed at location of course.	Low 2
Uneven surfaces	Instructors Participants	High 8	Participants encouraged not to run.	Medium 6
Vehicles	Instructors Participants	High 16	Speed limit imposed on vehicles driving on site. Participants reminded of out of bounds areas prior to activity commencing.	Medium 13
Lightning and/or storms	All	High 16	The activity is not to run in any serious storm. If the participants are caught out during a lightning storm, then they must cease the activity immediately and seek appropriate shelter.	High 14
High winds	Instructors Participants	High 16	Participants to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Tree Survey and wind policies in place (see SOP).	Medium 13

Activity Area:	Giant Catapult – Any open area
Minimum Staffing Level	1
Staff/Pupil Ratio	1:12 (1:6 when at launch line)
Staff Qualifications	In house training for staff or leader self-instructed
Maximum Number of Participants	12
Role of Accompanying Adult:	Leading or supervision of group during activity

Risk Matrix	Likelihood			
Consequences	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Control Measures	New Risk Factor
Projectiles	Participants Instructors Observers	High 8	Safe area to be selected for session. No person in front of launch line when launching (safe distance) Strict discipline maintained. Only tennis balls are used to shoot. Visual check prior to launch.	Medium 6
Incorrect technique	Participants Instructors	High 8	Instruction, demonstration and ongoing coaching from instructor.	Medium 6
Equipment failure	Participants Instructors	High 8	All equipment checked by instructors prior to use. Daily and weekly equipment checks carried out. Elastic/poles changed every year or sooner if needed.	Medium 6
Vehicles	Participants	High 16	Speed limit imposed on vehicles driving on site. Participants reminded of out of bounds areas prior to activity commencing.	Medium 13
Slips, Trips and Falls	Instructors Participants	High 8	Bangs and scrapes could be minimised by disciplined instruction being maintained at all times.	Medium 6
General ground areas	Instructors Participants	High 8	Participants encouraged not to run. Instructor issues warnings with regards to hazardous areas.	Medium 6
Elastic	Participants Instructors Observers	High 12	Instructor issues warnings with regards to hazardous areas. Instructor to check the elastic before and during each session. Elastic to be removed if showing signs of over wear.	Medium 10
Back Fire	Participants Instructors Observers	High 8	No heavy objects to be used i.e. water melons etc. Only balls to be used as projectiles.	Medium 6
Extremities entrapment	Participants Instructors	High 8	Instructor to brief participants on the specific risks of each section of the catapult before allowing participant to start. Instructor to be vigilant during the session and be in the position of maximum usefulness.	Low 5

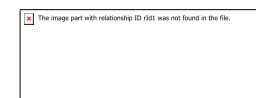
Activity Area:	Indoor Climbing Wall
Minimum Staffing Level	1
Staff/Pupil Ratio	1:1 When belayed 1:2 Auto belay
Staff Qualifications	In-house Training MIA assessed
Maximum Number of Participants	20
Role of Accompanying Adult:	Supervision of group at base



Hazard	Persons at risk	Prior Risk	Control Measures	New Risk Factor
Fall from height	Participants, Instructors	High 16	Staff and participants clipped to safety line at start of climb. Correctly fitted harnesses worn by all participants and staff. Participant descent controlled by trained instructor via safety rope. Tower secured against unsupervised access.	Medium 13
Equipment failure	Participants, Instructors	High 16	All equipment checked by instructors prior to use. Daily and weekly equipment checks carried out.	Medium 13
Objects falling from structure	Participants, Instructors, Observers	High 12	Base of tower and immediate area out of bounds to casual spectators No Instructor is to go up the tower without Management approval during a session	Medium 9
Contact with wall during ascent or descent	Participants, Instructors	High 8	Correct technique described by trained instructors. Suitable clothing should be worn (including footwear) Long hair and loose clothing or items of jewellery safely tucked away. Instructors trained in rescue techniques.	Medium 6
Trapping of fingers in belay equipment	Participants, Instructors	High 8	Instructors trained in correct use of belay equipment. Belay equipment checked for defects prior to use.	Medium 6
Ascending/descending access ladders / steps	Instructors	High 12	Correctly fitted helmets worn by all staff when ascending the tower. Trained instructors permitted at the top of the tower only after Management approval. Training on additional activity specific equipment for use with Via Ferrata at the top. Via Ferrata used for ascending and descending ladders.	Medium 10
Structural failure	Participants, Instructors, Observers	High 16	Climbing wall inspected but team leaders every Friday and before every use. Hand holds checked monthly. Climbing structures subject to inspection by an independent engineer.	Medium 13
Harnesses incorrectly fitted	Participants, Instructors, Observers	High 16	Instructor to brief all participants on the correct fitting of harnesses prior to commencing the activity. Instructor to check each individual's harness immediately before they climb.	Medium 13
Incorrect abseil technique	Participants	High 8	Instructor to brief all participants before abseiling the wall. Instructor observes participants abseiling to make sure they are holding the rope correctly Instructor holding safety line restricts participants abseil speed to stop rope burns and check correct technique	Medium 6
Unauthorised Access	All	High 16	Group Leader briefing, signage & controlled access. Area locked and secure when not in use.	Medium 13
Instructor/contractor access at top of tower.	Instructor, Contractor	High 16	Safety line to be in place at all times with access equipment to be used at all times. Contractors to be supervised at all times by senior climbing instructor.	Medium 13

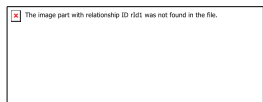
Indoor Climbing Wall

06/03/2021 Date of next review 06/03/2022 RA Creator CW



TruBlue Auto Belay				
Equipment failure Not arresting fall damage to webbing	Participants, Instructors	High 16	All equipment checked by instructors prior to use. Daily and weekly equipment checks carried out. Instructors trained on how to look for wear and how to check equipment prior to use. Weekly checks in operation. Monthly in depth checks in operation. Essential in depth check with dismount of device in operation. Yearly check by manufacturer. If webbing is damaged it will be replaced and put out of use until it is sorted. Webbing guide with SOP	Medium 13
Device falling from height	Participants, Instructors, Observers	High 16	Device anchored to the top with locking carabiner with secondary anchor point as back up.	Medium 13
Entrapment by helmet	Participants, Instructors	High 16	Helmets are not permitted on any auto belay route	Medium 13

Walesby
Forest Est. 1938



Activity Area:	Jacobs Ladder
Minimum Staffing Level	1 Instructor per group
Staff/Pupil Ratio	1:15 1:1 when belaying
Staff Qualifications	In-house Training MIA assessed
Maximum Number of Participants	15
Role of Accompanying Adult:	Supervision of group

Risk Matrix	Likelihood			
Consequences	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Control Measures	New Risk Factor
Fall from height	Participants Instructors	High 16	Participants clipped to safety line. Correctly fitted helmets and harnesses worn by all participants. Participant descent controlled by trained instructor via safety rope.	Medium 13
Equipment failure	Participants Instructors	High 16	All equipment checked by instructors prior to use. Daily and weekly equipment checks carried out.	Medium 13
Harnesses incorrectly fitted	Participants Instructors	High 16	Instructor training and observations using equipment.	Medium 13
Trapping of fingers in belay equipment	Participants Instructors	High 8	Instructors trained in correct use of belay equipment. Belay equipment checked for defects prior to each use.	Medium 10
Trip hazards (ground anchors)	Participants Instructors Observers	High 8	Ground anchors clearly marked.	Medium 6
Ascending/descending	Participants Instructors	High 8	Instruction provided on safe ascent and descent of ladder. Correctly fitted helmets worn by staff and climber. Participants instructed to push poles away from them when descending. Instructors trained in correct use of belay equipment.	Low 5
Ropes tangled in branches	Participants Instructors	Medium 4	Activity areas checked weekly for low hanging branches. Branches removed if necessary.	Low 1
Cable failure	Participants Instructors	High 16	Cable work to be checked yearly by senior staff member. Weekly checks carried out on ground anchors and equipment checked before and after every use.	Medium 13
Adverse weather conditions (outdoor walls)	Participants Instructors Observers	High 12	Weather reports monitored. Activity stopped during electrical storms, high winds and heavy rain.	Medium 10
Unauthorised Access	All	High 8	Group Leader briefing, signage & controlled access. Area locked and secure when not in use.	Medium 6
High winds	Instructors Participants	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Tree survey and wind policies in place (see SOP).	Medium 13

Activity Area:	Kayaking - Lake
Minimum Staffing Level	1 per group
Staff/Pupil Ratio	1:6
Staff Qualifications	BCU 2 Star as a minimum
Maximum Number of Participants	6
Role of Accompanying Adult:	Bank supervisor

Risk Matrix	Likelihood			
Consequences	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at Risk	Prior Risk	Existing Control Measures	New Risk Factor
Water	Instructors Participants	High 16	Instructor to advise not to ingest water or use water activities if suffering from open wounds. Water tested off site every year. Bouncy aids to be worn at all times when on the water	Medium 13
Deep water	Instructors Participants	High 16	All staff & participants wear buoyancy aids at all times when on the water. Safety brief given at the start of the session. Weak and non-swimmers identified prior to session commencing.	Medium 13
Location of activity	Instructors Participants	Medium 4	First Aid kit available. VHF radio and mobile phone used to maintain contact with reception.	Low 2
Faulty equipment	Instructors Participants	Medium 4	Equipment is checked prior to the start of every session. Equipment fault report system in place. Faulty equipment is taken out of service.	Low 2
Paddles	Instructors Participants	High 8	All participants wear helmets at all times when on the water. Safety brief delivered before the session commences.	Medium 6
Injury to feet at lake area	Instructors Participants	High 8	Suitable footwear check takes place prior to accessing lake. All participants instructed to wear trainers or suitable footwear at all times.	Medium 7
Lifting Kayak	Instructors Participants	High 8	Staff provided with manual handling training. Safety brief includes correct lifting technique. Nobody is to lift a boat on their own	Medium 7
Hyperthermia / Hypothermia	Instructors Participants Observers	High 16	Appropriate clothing, time out of sun, fluid breaks. Space blankets at lake with a bag of spare clothes for cold children. Transport to be arranged for the worst affected children.	Medium 13
Lightning and/or storms	All	High 16	Instructor is not to run the session in any serious storm. If caught out during a lightning storm, then the instructor must cease the activity immediately and seek appropriate shelter.	High 14
Extremities entrapment	Participants Instructors	High 8	Instructor to brief participants on the specific risks of each section of the boats before allowing participant on the lake. Instructor to be vigilant during the session and be in the position of maximum usefulness.	Low 5
Storage cabin	Instructors Participants Observers	High 8	Instructors to make sure two persons lift the boats on and off the racking. Foot wear to be worn at all times when in the lake area. Storage cabins to be locked when not in use.	Medium 6
High winds	Instructors Participants	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Tree survey and wind policies in place (see SOP).	Medium 13

Activity Area:	Laser Quest Outdoor Woodland
Minimum Staffing Level	1 Instructor per group
Staff/Pupil Ratio	1:12
Staff Qualifications	In-house Training
Maximum Number of Participants	15
Role of Accompanying Adult:	Supervisor

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Controls Measures	New Risk Factor
Cold and/or Wet conditions	Instructors Participants Observers	High 12	Instructor to check that all participants have suitable clothing prior to commencing the activity. Instructors must always wear appropriate clothing in order to run the activity safely.	Low 5
Slips, Trips and Falls	Instructors Participants Observers	High 8	Instructor to check activity area prior to session for animal holes and mark off the areas with any large holes. First Aid kit available at all times. Instructors to mention in the safety brief that there are obvious trip hazards in the woods i.e. trees and roots. Any unnecessary hazard is removed before the session. Activity areas are checked weekly for hazards.	Medium 6
Sun	Instructors Participants Observers	High 12	Instructor must ensure that they make the group aware of the dangers relating to the sun i.e. heatstroke & sunburn. Instructor to ensure that the group have suitable clothing, e.g. long sleeves, trousers and sun hat.	Medium 9
Lightning and/or storms	Instructors Participants Observers	High 16	Instructor is not to run this session in any serious storm. If caught out during a lightning storm, then the instructor must cease the activity immediately and seek appropriate shelter.	High 14
High winds	Instructors Participants	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Tree survey and wind policies in place (see SOP).	Medium 13
Falling objects	Instructors Participants Observers	High 16	Trees to be checked after every major storm. Activity areas check weekly and before each session.	Medium 13
Hair, Clothing or Jewellery trapped in equipment	Instructors Participants	Medium 4	Instructor is to brief all participants to tuck away loose clothing and long hair prior to participation. Instructor is to brief participants to remove prominent jewellery prior to participation.	Low 1
Faulty equipment	Instructors Participants	Medium 4	All equipment has a log that relates to its age. Equipment is checked on a regular basis and recorded, and replaced where necessary. Instructor is to visually check the equipment for obvious faults at the start of every session.	Low 1
Misuse	Instructors Participants	High 8	To run this activity, instructors must have passed the Laser Quest Assessment Course which is assessed by senior internal staff.	Low 2

Hazard	Persons at risk	Prior Risk	<u>Covid 19</u> Controls Measures	New Risk Factor
Cross-contamination	Instructors Participants	High 12	Enhanced Cleaning, Laser Tag guns and head bands are sanitized between each use.	Medium 9
People Showing Signs of C-19	Instructors Participants Observers	High 12	If a member of staff becomes unwell in the workplace with C-19 symptoms (a new continuous cough or high temperature) they should be sent home and told to follow government advice to self-isolate. All areas/surfaces that the symptomatic person has come into contact with must be cleaned and disinfected. Areas such as toilets can be cleaned normally. Group organisers to be advised when booking that any guests in their group that are displaying C-19 symptoms should not attend site.	Medium 9
			<p>Points to adhere to</p> <ul style="list-style-type: none"> • If you or any of your household (or occupants of your vehicle) have coronavirus or exhibiting any symptoms PLEASE return to your vehicle and return home. Please then follow the Government advice about coronavirus and isolation. • All organisers are requested to check with players (or their parents) that the players do not have coronavirus and are not exhibiting symptoms before attending a session. • We ask that parents who attend sessions operate 2m social distancing. • We will operate a different style of game to maintain social distancing and ask players to operate a ONE player per barricade rule when playing. • Social distancing during the safety/induction talk and when in the “elimination zone” during games is essential. • Players will be issued a laser tag gun at the start of the session and they must use this all session and not swap with other players. • Laser tag guns will be cleaned between sessions. • Hand sanitiser is available and we ask that players use it regularly (they are alcohol based so please ensure you are not allergic to these products). • Participants can continue to take part in organised sporting or licensed physical activity in groups of more than 6 	

Activity Area:	Leap of Faith
Minimum Staffing Level	1 Instructor per group
Staff/Pupil Ratio	1:15 1:1 when belaying
Staff Qualifications	In-house Training MIA assessed
Maximum Number of Participants	15
Role of Accompanying Adult:	Supervision of group

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Control Measures	New Risk Factor
Fall from height	Participants Instructors	High 16	Staff and participants clipped to safety line at start of climb. Correctly fitted helmets and harnesses worn by participant when on equipment. Participant descent controlled by trained instructor via safety rope. Ladder secured to tree when in use	Medium 13
Splinters	Participants Instructors	Medium 4	Ladder, holds and wooden platform checked for deformities weekly.	Low 2
Equipment failure	Participants Instructors	High 16	All equipment checked by instructors prior to use. Daily and weekly equipment checks carried out.	Medium 13
Objects falling from tree canopy	Participants Instructors Observers	High 16	Correctly fitted helmets must be worn within designated area. Base of activity and immediate area out of bounds to casual spectators.	Medium 13
Contact with tree on ascent or descent	Participants	High 12	Correctly fitted helmets worn while climbing. Correct technique described by trained instructors. Suitable clothing should be worn (including footwear) Long hair and loose clothing or items of jewellery safely tucked away.	Medium 10
Trapping of fingers in belay equipment	Instructors	High 8	Instructors trained in correct use of belay equipment. Belay equipment checked for defects prior to use.	Low 5
Trip hazards (ground anchors)	Participants Instructors	High 8	Ground anchors clearly marked. Only the instructor goes near the ground anchor during a session.	Medium 6
Ascending/descending	Participants Instructors	High 8	Correctly fitted helmets worn by all staff and participants. Instruction provided on safe ascent/descent of ladder/step sections.	Low 5
Cable failure	Participants Instructors Observers	High 16	Cable structures subject to inspection by an independent engineer.	Medium 13
Adverse weather conditions	Participants Instructors Observers	High 12	Weather reports monitored. Activity stopped during electrical storms, high winds and heavy rain.	Medium 10
Unauthorised Access	All	High 8	Group Leader briefing, signage & controlled access. Area locked and secure when not in use.	Medium 6

Activity Area:	Long Archery- Open area
Minimum Staffing Level	1 Instructor 1-3 when shooting
Staff/Pupil Ratio	1:12
Staff Qualifications	GNAS Trained
Maximum Number of Participants	15
Role of Accompanying Adult:	Supervision of group

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Control Measures	New Risk Factor
Slips, Trips and Falls	Instructors Participants Observers	High 8	Bangs and scrapes could be minimised by disciplined instruction being maintained at all times. First Aid kit available at all times.	Low 5
Persons shot with arrow	Instructors Participants Observers	High 16	Archery instruction takes place on a location to be set away from main camping area at the time with instructors tutoring to GNAS standards. Arrows shot by instructor to observe wind direction prior to session. Shooting line allocated accordingly.	Medium 13
Persons shot with arrow from over shoot.	Observers	High 16	Instructor to watch over participants shooting, stopping any attempt to over shoot. Session to be stopped if customers continue to try and over shoot. Signs put in place to advise the fall out area with no entry. Flu Flues to be used to stop over shoots.	Medium 13
Abrasions or Bruises to body whilst shooting	Instructors Participants	Medium 4	Correct instruction and PPE (Wrist / Arm guards) available.	Low 2
Hair, Clothing or Jewellery trapped in equipment	Instructors Participants	Medium 4	Instructor is to brief all participants to tuck away loose clothing and long hair prior to participation. Instructor is to brief participants to remove prominent jewellery prior to participation.	Low 2
Misuse of equipment	Instructors Participants	High 8	When not in use the archery equipment is to remain locked in the Trading Post. Equipment is only used under trained supervision.	Medium 6
Faulty equipment	Instructors Participants	High 8	Equipment is checked on a regular basis and recorded, and replaced where necessary. Instructor to visually check the equipment for obvious faults at the start of every session.	Low 5
Hyperthermia / Hypothermia	Instructors Participants Observers	High 16	Appropriate clothing, time out of sun, fluid breaks.	Medium 13
Sun	Instructors Participants Observers	High 12	Instructor must ensure that they make the group aware of the dangers relating to the sun i.e. heatstroke & sunburn. Instructor to ensure that the group have suitable clothing, e.g. long sleeves, trousers and sun hat.	Medium 9

Unauthorised access while shooting	All	High 16	<p>Instructor to brief participants on arrival reference not going onto any activity without a member of staff.</p> <p>Instructor to observe the main landing area and stop all shooting if persons wonder into the shooting line.</p> <p>Area to be chosen by the Duty Manager, location to be set away from main camping area at the time.</p>	Medium 3
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Walesby Forest

Est.
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Activity Area:	Low Ropes Course
Minimum Staffing Level	1 per group
Staff/Pupil Ratio	1:20
Staff Qualifications	In-house Training
Maximum Number of Participants	20
Role of Accompanying Adult:	Supervisor

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16	High -15	High -14	Medium -13
Major Injuries	High -12	High -11	Medium -10	Medium -9
Minor Injuries	High -8	Medium -7	Medium -6	Low -5
Negligible Injuries	Medium -4	Medium -3	Low -2	Low -1

Hazard	Persons at risk	Prior Risk	Controls Measures	New Risk Factor
Cold and/or Wet conditions	All	High 8	Instructor to check that all participants have suitable clothing prior to commencing the activity. Instructor must always wear appropriate clothing in order to run the activity safely.	Low 5
Snow and Ice	All	High 8	Instructor to inspect platforms, ascent/descent surfaces for snow/ice build-up prior to the activity commencing, and remove as necessary.	Low 5
Sun	All	High 12	Instructor must ensure that they make the group aware of the dangers relating to the sun i.e. heatstroke & sunburn. Instructor to ensure that the group have suitable clothing, e.g. long sleeves, trousers and sun hat	Medium 10
Lightning and/or storms	All	High 16	Instructor is not to run the session in any serious storm. If caught out during a lightning storm, the instructor must cease the activity immediately and seek appropriate shelter.	Medium 13
High winds	All	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected.	Medium 13
General ground areas	Participants Instructors	High 12	Instructor to visually check areas for uses before each session. Instructor to brief participants at the start of the session about the correct way to use equipment. Instructor to brief participants on safety systems.	Medium 10
Slips on wet equipment	Participants Instructors	High 12	Instructor to brief participants on taking care on equipment prior to commencing on the equipment. Instructor to make an informed decision if more than one participant slips as to whether anyone else should continue.	Medium 10
Structural failure	Participants Instructors	High 12	Instructor checks equipment before and after every session. Activity Coordinator to conduct weekly visual check of the structures.	Medium 10
Extremities entrapment	Participants Instructors	High 12	Instructor to brief participants on the specific risks of each section of the course prior to allowing participant on the course. Instructor to be vigilant during the session and stand in the position of maximum usefulness.	Medium 10
Fall from apparatus	Participants Instructors	High 12	Instructor to brief participants on the entire course and how to tackle it prior to allowing participant onto the course.	Medium 10

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Collisions with other participants/obstacles	Participants Instructors	High 8	Instructor to ensure immediate activity area is free from other users prior to commencing the activity. Instructor to brief participants prior to the session commencing to follow the Instructor's directions and be aware of colliding with others.	Medium 6
Lifting	Participants Instructors	High 8	Instructor to brief the participants on how to carry objects before taking part. More than one participant to carry any heavy objects. Participant to be briefed on what is deemed a 'heavy object' prior to allowing participants on the course.	Low 5
Rope burns	Participants Instructors	High 8	Instructor to brief participants in how to use ropes correctly prior to use.	Medium 6
Hair, clothing or jewellery trapped in equipment	Participants Instructors	Medium 4	Instructor is to brief all participants to tuck away loose clothing and long hair prior to participation. Instructor is to brief participants to remove prominent jewellery prior to participation.	Low 2
Exposed skin on rough surfaces	Participants Instructors	Medium 4	Booking information to inform of clothing requirement (long sleeves and trousers) and sturdy footwear (no sandals) on the day of the session. Instructor to ensure all participants wear suitable clothing (long sleeves and trousers and sturdy footwear (no sandals) prior to session commencing.	Low 2
Splinters	Participants Instructors	Medium 4	Instructor to perform visual check of wooden equipment prior to commencing the activity. Activity Coordinator to conduct weekly inspection of wooden equipment and repair or replace splintered components as necessary.	Low 2
Faulty equipment	Participants Instructors	High 8	Equipment is checked on a regular basis and recorded, and replaced where necessary. Instructor is to visually check the equipment for obvious faults at the start of every session.	Medium 6
Misuse	Participants Instructors	High 8	Low Ropes Area to be locked when not in use.	Medium 6
Unauthorised access	All	High 8	Instructor to brief participants on arrival reference not going onto any activity without a member of staff. Clear signs to be posted at all structures stating no access without suitable qualified staff. No equipment/ropes etc. are to be left prepared and unattended. Area locked and secure when not in use.	Medium 6
Cargo Net (Trapping)	Participants Instructors	High 8	Instructor to brief participants on use of equipment. No more than 2 participants on the net at any one time.	Medium 6
Slack Line's	Participants Instructors	High 8	Instructor to brief participants on use of equipment. Instructor to check slack lines before use and after. No more than two people on a slack line at any time.	Medium 6
Rope Swing	Participants Instructors	High 8	Instructor to brief participants on use of equipment. Take-off and landing points to be checked.	Medium 6
Log Steps	Participants Instructors	High 8	Instructor to brief participants on use of equipment. Instructor to check condition of logs and ropes. Take-off and landing points to be checked.	Medium 6

Low Ropes

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Activity Area:	Night Line
Minimum Staffing Level	1 Instructor Teacher or Leader
Staff/Pupil Ratio	1:12
Staff Qualifications	In House Trained
Maximum Number of Participants	20
Role of Accompanying Adult:	Supervisor

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Controls Measures	New Risk Factor
Slips Trips and Falls	Participants Instructors Observers	High 12	Appropriate verbal warnings from instructors. Suitable clothing to be worn at all times (including shoes) No running allowed. Guide rope/rail provided at appropriate points. Instructor vigilance.	Medium 10
Course apparatus	Participants Instructors	High 8	Apparatus checked by instructor prior to use. Weekly inspections carried out.	Medium 6
Other blindfolded participants	Participants	High 8	Participant numbers limited on certain obstacles. Communication between group members encouraged. Instructor vigilance.	Medium 6
Blindfolds	Participants	Medium 4	Blindfolds cleaned regularly.	Low 2
Vegetation	Participants Instructors Observers	High 8	Vegetation removed or cut back as necessary.	Medium 6
Lightning and/or storms	Participants Instructors Observers	High 16	Appropriate clothing to be worn. Activity cancelled in high wind and heavy rain.	Medium 13
Rope burns	Participants Instructors	High 8	Instructor to brief participants in how to use ropes correctly prior to use.	Low 5
High winds	All	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected.	Medium 13
Vehicles	Participants	High 16	Speed limit imposed on vehicles driving on site. Participants reminded of out of bounds areas prior to activity commencing.	Medium 13

Activity Area:	Orienteering - Centre Grounds
Minimum Staffing Level	1 Instructor Teacher or Leader
Staff/Pupil Ratio	N/A
Staff Qualifications	In-house Training
Maximum Number of Participants	N/A
Role of Accompanying Adult:	Supervisor

Risk Matrix Consequences	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Controls Measures	New Risk Factor
Uneven surfaces	All	High 12	Participants encouraged not to run. Instructor/Leader issue warnings with regards to hazardous areas.	Medium 10
Vehicles	All	High 16	Speed limit imposed on vehicles driving on site. Participants reminded of out of bounds areas prior to activity commencing. Orienteering course and markers avoid roadways.	Medium 13
Disorientation	All	Medium 4	Participants stay together in groups. Instructor/Leader to accompany groups where possible. Instructor/Leader positioned to see as much of the course where possible. Boundaries explained. Time limit given to return to starting area. Instructor/Leader vigilance.	Low 2
Cold and/or Wet conditions	All	High 8	Instructor/Leader to check that all participants have suitable clothing prior to commencing the activity. Instructor/Leader must always wear appropriate clothing in order to run the activity safely.	Medium 6
Sun	All	High 8	Instructor/Leader must ensure that they make the group aware of the dangers relating to the sun i.e. heatstroke & sunburn. Instructor/Leader to ensure that the group have suitable clothing, e.g. long sleeves, trousers and sun hat.	Medium 6
Lightning and/or storms	All	High 16	Instructor/Leader is not to run the session in any serious storm. If caught out during a lightning storm, then the Instructor must cease the activity immediately and seek appropriate shelter.	Medium 13
High winds	All	High 16	Instructor/Leader to monitor weather & suspend or cancel session when wind conditions cause safety to be affected.	Medium 13

Activity Area:	Outdoor Climbing Tower
Minimum Staffing Level	1 Instructor per group
Staff/Pupil Ratio	45ft: 1:8 25ft: 1:12 25ft Abseil: 2:12 45ft Abseil: 2:8
Staff Qualifications	In-house Training MIA assessed
Maximum Number of Participants	25ft: 15 45ft: 12
Role of Accompanying Adult:	Supervision of group at tower base

Risk Matrix	Likelihood			
Consequences	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Control Measures	New Risk Factor
Fall from height	Participants, Instructors	High 16	Staff and participants clipped to safety line at start of climb. Correctly fitted helmets and harnesses worn by all participants and staff. Participant descent controlled by trained instructor via safety rope. Tower secured against unsupervised access.	Medium 13
Equipment failure	Participants, Instructors	High 16	All equipment checked by instructors prior to use. Daily and weekly equipment checks carried out.	Medium 13
Objects falling from structure	Participants, Instructors, Observers	High 12	Correctly fitted helmets must be worn within designated area. Base of tower and immediate area out of bounds to casual spectators	Medium 9
Contact with wall during ascent or descent	Participants, Instructors	High 8	Correctly fitted helmets worn while climbing/abseiling. Correct technique described by trained instructors. Suitable clothing should be worn (including footwear) Long hair and loose clothing or items of jewellery safely tucked away.	Medium 6
Trapping of fingers in belay equipment	Participants, Instructors	High 8	Instructors trained in correct use of belay equipment. Belay equipment checked for defects prior to use.	Medium 6
Trip hazards (ground anchors)	Participants, Instructors	High 8	Ground anchors clearly marked.	Medium 6
Ascending/descending access ladders / steps	Participants, Instructors	High 12	Correctly fitted helmets worn by all staff and participants. Instruction provided on safe ascent and descent of ladder / step sections. If participants use ladder they will descend under rope control at all times.	Medium 10
Structural failure	Participants, Instructors, Observers	High 16	Climbing structures subject to inspection by an independent engineer.	Medium 13
Adverse weather conditions	Participants, Instructors, Observers	High 12	Weather reports monitored. Activity stopped during electrical storms, high winds and heavy rain.	Medium 10
Harnesses and helmet incorrectly fitted	Participants, Instructors, Observers	High 16	Instructor to brief all participants on the correct fitting of harnesses and helmets prior to commencing the activity. Instructor to check each individual's harness and helmet immediately before they ascend the platform	Medium 13
Incorrect abseil technique	Participants	High 8	Instructor to brief all participants before abseiling the wall. Instructor observers participants abseiling to make sure they are holding the rope correctly Instructor holding safety line restricts participants abseil speed to stop rope burns and check correct technique	Medium 6

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Bell ringing	Participants	High 8	Instructors trained how to train and observe participants bell ringing with the correct technique No less than three participants are used to control the rope when bell ringing each with their own specific task Instructor to hold tail end of the rope Instructor must refer to each participant by name to make sure they understand that the instructions being given are for them and check that they understand before the action takes place. Instructor to constantly pay attention to the rope as well as the climber.	Medium 6
Unauthorised Access	All	High 16	Group Leader briefing, signage & controlled access. Area locked and secure when not in use	Medium 13
Instructor/contractor access at top of tower.	Instructor Contractor	High 16	Safety line to be in place at all times with access equipment to be used at all times. Contractors to be supervised at all times by senior climbing instructor.	Medium 13



Activity Area:	Pedal Go Karts - Woodland
Minimum Staffing Level	1 Instructor per group
Staff/Pupil Ratio	1:12
Staff Qualifications	In-house Training
Maximum Number of Participants	15
Role of Accompanying Adult:	Supervisor

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Controls Measures	New Risk Factor
Cold and/or Wet conditions	Participants Instructor Observers	High 8	Instructor or teacher/leader to check that all participants have suitable clothing prior to commencing the activity. Instructor or teacher/leader must always wear appropriate clothing in order to run the activity safely.	Medium 6
Sun	Participants Instructor Observers	High 8	Instructor or teacher/leader must ensure that they make the group aware of the dangers relating to the sun i.e. heatstroke & sunburn. Instructor or teacher/leader to ensure that the group have suitable clothing, e.g. long sleeves, trousers and sun hat.	Medium 6
Lightning and/or storms	Participants Instructor Observers	High 16	Instructor or teacher/leader is not to run this session in any serious storm. If caught out during a lightning storm, then the Instructor or teacher/leader must cease the activity immediately and seek appropriate shelter.	Medium 14
High winds	Instructors Participants	High 16	Instructor or teacher/leader to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Tree survey and wind policies in place (see SOP).	Medium 14
Ruts	Participants Instructor	High 12	Instructor or teacher/leader to perform a visual inspection of the track prior to commencing the activity and note any rutted areas to be avoided. All seriously rutted areas are to be indicated to the participants by the Instructor or teacher/leader and participants briefed to reduce speed in those areas. Instructor or teacher/leader to perform a weekly inspection of the track and track surface and ensure that ruts are filled in or track is remodelled to avoid them.	Medium 9
Collision (general)	Participants Instructor	High 12	Instructor or teacher/leader to ensure participants wear correctly fitted helmets at all times when in the track area. Instructor or teacher/leader to brief group on correct riding position prior to commencing the activity, and to check that each participant adheres to it.	Medium 10
Collision with tyres/tyre barrier	Participants Instructor	High 12	Instructor or teacher/leader to tour the track with participants at the beginning of the activity indicating slow corners and other likely collision sites. In the event of a collision the Instructor or teacher/leader is to bring all vehicles to a stop and rebuild tyre barriers prior to vehicles re-starting, ensuring everyone involved is okay.	Medium 7
Collision between moving vehicles	Participants Instructor	High 12	Instructor or teacher/leader to brief the group prior to commencing the activity that participant must remember that this is not crash bandicoots. Any dangerous riders will be removed from the track. (including teachers)	Medium 7

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Participant run over	Participants Observers	High 12	Instructor to brief the group prior to commencing the activity on the location and purpose of the safe waiting area. Accompanying teacher/leader to assist in monitoring the group in the safe waiting area. Instructor or teacher/leader to control access to the track, specifically preventing participants from entering the track whilst a vehicle is moving.	Medium 9
Objects flicked up from tyres	Participants Instructor Observers	High 12	Instructor or teacher/leader to perform a visual inspection of the track prior to commencing the activity and remove any debris. Instructor or teacher/leader to perform a weekly inspection of the track and track surface and remove any debris. Instructor or teacher/leader must ensure that participants wear helmets.	Medium 9
Body parts trapped in kart	Participants Instructor	High 12	Instructor or teacher/leader to check prior to commencing the activity that all guards are securely fitted in place. Instructor or teacher/leader to brief participants prior to commencing the activity not to touch any of the moving parts. Instructor or teacher/leader to ensure all long or loose hair is fastened back and tucked away prior to each participant attempting the activity.	Medium 9
Equipment misuse	Participants Instructor	High 12	All equipment is to be securely locked away outside of activity periods and keys are to be kept locked separately from the vehicles. Only qualified staff is to have access to the keys and equipment.	Medium 9
Poor vehicle control	Participants Instructor	High 9	Instructor to brief the group prior to commencing the activity on correct vehicle operation and good technique. Each participant is to conduct a successful controlled brake, prior to being allowed solo track time.	Medium 10
Unauthorised access to track	All	Medium 13	Instructor or teacher/leader to brief the group prior to commencing the activity on the location and purpose of the safe waiting area. Accompanying teacher/leader to assist in monitoring the team in the safe waiting area. Instructor or teacher/leader to control access to the track, specifically preventing non-participants from entering the track whilst a vehicle is moving. Instructors or teacher/leader to stop the session if any unauthorised access is gained Group leader to brief participants on arrival at centre that they may not access any activity without a suitably qualified instructor.	Medium 13

Activity Area:	Pioneering
Minimum Staffing Level	1 per group
Staff/Pupil Ratio	N/A
Staff Qualifications	Self-led
Maximum Number of Participants	N/A
Role of Accompanying Adult:	Self-Led Instructor

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at Risk	Prior Risk	Controls Measures	New Risk Factor
Faulty equipment	Instructors Participants	High 12	Equipment is checked prior to the start of every session. Equipment fault report system in place. Faulty equipment is taken out of service.	Medium 10
Injury to feet	Instructors Participants Observers	High 12	Suitable footwear check takes place. All participants instructed to wear trainers or suitable footwear at all times Customers told two persons to a pole when lifting	Medium 10
Lifting poles	Instructors Participants	High 12	Staff provided with manual handling training. Safety brief includes correct lifting technique. Customers told two persons to a pole when lifting	Medium 10
Hyperthermia / Hypothermia	Instructors Participants Observers	High 16	Appropriate clothing, time out of sun, fluid breaks.	Medium 13
Slips, Trips and Falls	Instructors Participants	High 12	Bangs and Scrapes could be minimised by disciplined instruction being maintained at all times. Participants encouraged not to run. Instructor issues warnings with regards to hazardous areas	Medium 10
Vehicles	Participants	High 16	Speed limit imposed on vehicles driving on site. Participants reminded of out of bounds areas prior to activity commencing.	Medium 13
JCB delivery	Driver Instructors Participants Observers	High 16	Speed limit imposed on vehicles driving on site. Participants reminded of out of bounds areas prior to activity commencing. Driver checks load before setting off. Driver to ensure no customers in close area when dropping poles off.	Medium 13
Pole storage rack	Driver Instructors Participants Observers	High 12	Suitable footwear check takes place. Sharpe edges to be smoothed off if found. Storage racks not to be double stacked on delivery to customers.	Medium 10
Splinters	Participants Instructors	Medium 4	Instructor to perform visual check of wooden equipment prior to commencing the activity. Activity Coordinator to conduct weekly inspection of wooden equipment and repair or replace splintered components as necessary.	Low 2
Exposed skin on rough surfaces	Participants Instructors	High 8	Booking information to inform of clothing requirement (long sleeves and trousers) and sturdy footwear (no sandals or crocs) on the day of the session. Instructor to ensure all participants wear suitable clothing (long sleeves and trousers and sturdy footwear (no sandals) prior to session commencing.	Low 2

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Activity Area:	Quad Bikes - Woodland
Minimum Staffing Level	1 Instructor per group
Staff/Pupil Ratio	1:12
Staff Qualifications	In-house Training
Maximum Number of Participants	15
Role of Accompanying Adult:	Supervisor

Risk Matrix	Likelihood			
Consequences	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Controls Measures	New Risk Factor
Cold and/or Wet conditions	Participants Instructor Observers	High 8	Instructor to check that all participants have suitable clothing prior to commencing the activity. Instructors must always wear appropriate clothing in order to run the activity safely.	Medium 6
Sun	Participants Instructor Observers	High 8	Instructor must ensure that they make the group aware of the dangers relating to the sun i.e. heatstroke & sunburn. Instructor to ensure that the group have suitable clothing, e.g. long sleeves, trousers and sun hat.	Medium 6
Lightning and/or storms	Participants Instructor Observers	High 16	Instructor is not to run this session in any serious storm. If caught out during a lightning storm, then the instructor must cease the activity immediately and seek appropriate shelter.	Medium 14
High winds	Instructors Participants	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Tree survey and wind policies in place (see SOP).	Medium 14
Ruts	Participants Instructor	High 12	Instructor to perform a visual inspection of the track prior to commencing the activity and note any rutted areas to be avoided. All seriously rutted areas are to be indicated to the participants by the instructor and participants briefed to reduce speed in those areas. Activity Instructor to perform a weekly inspection of the track and track surface and ensure that ruts are filled in or track is remodelled to avoid them.	Medium 9
Slippery track conditions	Participants Instructor	High 12	Instructor to monitor track & suspend or cancel session when conditions cause safety to be affected. All hazard areas are to be indicated to the participants by the instructor and participants briefed to reduce speed in those areas. Participant speed is to be regulated by the instructor.	Medium 9
Collision (general)	Participants Instructor	High 12	Instructor to ensure participants wear correctly fitted helmets at all times when in the track area. Instructor to ensure participants wears gloves, goggles, pads, long sleeves and thick trousers while riding the vehicles. Instructor to brief group on correct riding position prior to commencing the activity, and to check that each participant adheres to it.	Medium 10
Collision with tyres/tyre barrier	Participants Instructor	High 12	Instructor to tour the track with participants at the beginning of the activity indicating slow corners and other likely collision sites. Each participant is to conduct a successful controlled brake, prior to being allowed solo track time. In the event of a collision the Instructor is to bring all vehicles to a stop and rebuild tyre barriers prior to vehicles re-starting, ensuring everyone involved is okay.	Medium 7

Quads

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Collision between moving vehicles	Participants Instructor	High 12	Instructor to brief the group prior to commencing the activity that participants must remain half a lap apart on the track if more than one quad on the track at a time. Instructor to ensure that vehicles start their laps half a lap apart. Participants speed is to be regulated by the instructor to ensure they remain half a lap apart. Instructor to bring the second vehicle to a halt if the first stops for any reason.	Medium 7
Instructor run over	Instructor	High 12	Instructor is to wear High Visibility Vests during session. Instructor is not to stand on the track where they may be hit by a moving vehicle.	Medium 9
Participant run over	Participants Observers	High 12	Instructor to brief the group prior to commencing the activity on the location and purpose of the safe waiting area. Accompanying teacher/leader to assist in monitoring the group in the safe waiting area. Instructor to control access to the track, specifically preventing participants from entering the track whilst a vehicle is moving. Instructor to ensure participants remain on their vehicles until other vehicles have come to a stop, and until instructed to do so by staff.	Medium 9
Objects flicked up from tyres	Participants Instructor Observers	High 12	Instructor to perform a visual inspection of the track prior to commencing the activity and remove any debris. Activity Instructor to perform a weekly inspection of the track and track surface and remove any debris. Instructor must ensure that participants wear helmets.	Medium 9
Hot engine parts	Participants Instructor	High 8	Instructor to check prior to commencing the activity that all engine guards are securely fitted in place. Regular vehicle checks are carried out by a suitably qualified individual to ensure the vehicle is adequately covered. Instructor to brief participants prior to commencing the activity that they are not to touch any of the engine parts. Instructor to supervise participants climbing on and off the vehicles to ensure they do not touch engine parts. Instructor to ensure all participant is wearing long sleeves and long trousers prior to commencing the activity.	Medium 6
Body parts trapped in vehicle	Participants Instructor	High 12	Instructor to check prior to commencing the activity that all engine guards are securely fitted in place. Instructor to brief participants prior to commencing the activity that they are not to touch any of the engine parts. Instructor to supervise participants climbing on and off vehicles to ensure they do not touch engine parts. Instructor to ensure all long or loose hair is fastened back and tucked away prior to each participant attempting the activity.	Medium 9
Equipment misuse	Participants Instructor	High 12	All equipment is to be securely locked away outside of activity periods and keys are to be kept locked separately from the vehicles. Only qualified staff is to have access to the keys and equipment.	Medium 9
Brake failure	Participants Instructor	High 12	Vehicles are to be checked on a weekly basis by a suitably qualified individual to ensure the brakes are working. Instructor is to check the operation of the brakes at the beginning of each session. Vehicles must not be used if the brakes do not operate properly. All vehicles that do not work correctly are to be reported immediately via the breakdown procedure and may not be used until fixed by a qualified individual.	Medium 9

Quads

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Accelerator sticking	Participants Instructor	High 5	Vehicles are to be checked on a weekly basis by a suitably qualified individual to ensure the accelerator is working freely. Instructor is to check the operation of the accelerator at the beginning of each session. Vehicles must not be run if the accelerator sticks or does not operate properly. All vehicles that do not work correctly are to be reported immediately via the breakdown procedure and may not be used until fixed by a qualified individual.	Medium 8
Poor vehicle control	Participants Instructor	High 9	Instructor to brief the group prior to commencing the activity on correct vehicle operation and good technique. Each participant is to conduct a successful controlled brake, prior to being allowed solo track time.	Medium 10
Vehicle rolling over	Participants Instructor	High 5	Instructor to brief the group prior to commencing the activity on correct vehicle operation and riding technique. Instructor is to use hand signals and audible commands to regulate the vehicle speed to a safe maximum. Instructor to perform a visual inspection of the track prior to commencing the activity and remove all possible ramps, stacked tyres and other causes of vehicles tipping over. If a ramp or cause of tipping becomes evident during the session, the instructor must stop the session and remove the threat before allowing the activity to continue.	Medium 10
Fuel spillages	Instructor	High 9	All vehicle refuelling is to be carried out away from the main track circuit by an instructor. All spillages are to be covered with sand. All refuelling to be carried out using a funnel.	Low 12
Vehicle fires	Participants Instructor Observers	High 5	Fire extinguishers must be within easy access and no further than 10 meters from the entry point of the vehicle track. The activity instructor is to check weekly that the track is kept free from flammable materials. Instructor is to carry out a visual check of the track at the beginning of the session to ensure there are no flammable materials on the track.	Medium 8
Unauthorised access to track	All	Medium 13	Instructor to brief the group prior to commencing the activity on the location and purpose of the safe waiting area. Accompanying teacher/leader to assist in monitoring the team in the safe waiting area. Instructor to control access to the track, specifically preventing non-participants from entering the track whilst a vehicle is moving. Instructors to stop the session if any unauthorised access is gained Appropriate warning signs to be displayed at all access points to the track. Group leader to brief participants on arrival at centre that they may not access any activity without a suitably qualified instructor.	Medium 13

Quads

06/03/2021 Date of next review 06/03/2022 RA Creator CW

Activity Area:	Raft Building - Lake
Minimum Staffing Level	1 per group
Staff/Pupil Ratio	1:20
Staff Qualifications	In-house Trained Raft Building Course
Maximum Number of Participants	20
Role of Accompanying Adult:	Bank supervisor

Risk Matrix Consequences	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at Risk	Prior Risk	Existing Control Measures	New Risk Factor
Water	Instructors Participants	High 16	Instructor to advise not to ingest water or use water activities if suffering from open wounds.	Medium 13
Deep water	Instructors Participants	High 16	All staff & participants wear buoyancy aids at all times when on the water. Safety brief given at the start of the session. Weak and non-swimmers identified prior to session commencing.	Medium 13
Location of activity	Instructors Participants Observers	Medium 4	First Aid kit available. Mobile phone available. VHF radios are used to maintain contact with reception. Off-site emergency procedure in place.	Low 2
Faulty equipment	Instructors Participants	Medium 4	Equipment is checked prior to the start of every session. Equipment fault report system in place. Faulty equipment is taken out of service.	Low 2
Raft collapsing	Instructors Participants	High 8	Safety brief given to include action on raft collapsing. Participants are shown how to tie secure knots during session. Instructor checks all rafts for rigidity prior to going afloat. Faulty rafts are not permitted on the water. Helmets worn by all participants whilst paddling the raft.	Low 2
Rope entanglement	Instructors Participants	High 8	One Rescue Knife to be located with head Rafting instructor. Safety brief given at the start of the session. Weak and non-swimmers identified prior to session commencing.	Low 5
Paddles	Instructors Participants	High 8	All staff & participants wear helmets at all times when on the water. Safety brief delivered before the session commences.	Medium 6
Injury to feet at lake area	Instructors Participants Observers	High 12	Suitable footwear check takes place prior to accessing lake. All participants instructed to wear trainers or suitable footwear at all times.	Medium 7
Lifting Raft	Instructors Participants	High 8	Staff provided with manual handling training. Staff arrange for raft to be build close to the water edge. Safety brief includes correct lifting technique.	Medium 7
Hyperthermia / Hypothermia	Instructors Participants Observers	High 16	Appropriate clothing, time out of sun, fluid breaks.	Medium 13

Raft Building
06/03/2021 Date of next review 06/03/2022 RA Creator CW

Lightning and/or storms	All	High 16	Instructor is not to run the session in any serious storm. If caught out during a lightning storm, then the instructor must cease the activity immediately and seek appropriate shelter.	High 14
Extremities entrapment	Participants Instructors	High 8	Instructor to brief participants on the specific risks of each section of the rafts before allowing participant on the lake. Instructor to be vigilant during the session and be in the position of maximum usefulness.	Low 5
High winds	Instructors Participants	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Tree Survey and wind policies in place (see SOP).	Medium 13

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Activity Area:	Rifle Range
Minimum Staffing Level	1 per group
Staff/Pupil Ratio	1:15 (1:4 when at firing line)
Staff Qualifications	NSRA- National small bore rifle association
Maximum Number of Participants	15
Role of Accompanying Adult:	Supervision of group during activity

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Existing Control Measures	New Risk Factor
Incorrect technique	Participants Instructors	High 8	Instruction, demonstration and ongoing coaching from trained instructor.	Low 5
Ricochet of pellets	Participants Instructors Observers	High 8	Anyone in the range who isn't shooting must be sat in the waiting area. Shooters to wear safety glasses while at the shooting line. Visual check prior to shooting. Strict range discipline maintained. Range checked before session to remove any objects.	Medium 6
Misuse of equipment	Instructors Participants	High 8	Instruction in correct technique. Long hair tied back. Earrings and facial jewellery removed.	Low 5
Equipment failure	Instructors Participants	High 8	All equipment checked by instructor prior to use. Daily and weekly equipment checks carried out.	Low 5
Lead Poisoning	Participants Instructors	High 12	Instructor to tell the group in safety talk to wash hands after rifle session	Medium 9
Access hatch	Participants Instructors Observers	High 12	Only instructor to operate access hatch for customers to enter main range walk way.	Medium 9
Seating area	Participants Instructors Observers	Medium 4	Area checked before and after every session for damage.	Low 1
Electrics	Participants Instructors Observers	High 16	PAT testing on heater. Building 5 year electrical test.	Medium 13
Low level lights	Participants Instructors Observers	High 8	Warning signs in places showing low level lights.	Medium 6
Finger trapping	Participants Instructors	High 8	Full safety brief given on how to load the rifle. Constant instructor supervision while shooting is taking place.	Medium 6

Rifles

06/03/2021 Date of next review 06/03/2022 RA Creator CW

Activity Area:	River Crossing - Riverside
Minimum Staffing Level	1 per group
Staff/Pupil Ratio	1:12
Staff Qualifications	In-house trained
Maximum Number of Participants	15
Role of Accompanying Adult:	Bank supervisor

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at Risk	Prior Risk	Existing Controls	New Risk Factor
Water	Instructors Participants	High 16	Instructor to advise not to ingest water or use water activities if suffering from open wounds. Safety brief given at the start of the session. Weak and non-swimmers identified prior to session commencing.	Medium 13
Location of activity	Instructors Participants Observers	Medium 4	First Aid kit available. VHF radio and mobile phone used to maintain contact with reception. Off-site emergency procedure in place.	Low 1
Slips, Trips and Falls	Instructors Participants Observers	High 8	Bangs and Scrapes could be minimised by disciplined instruction being maintained at all times. First Aid kit available at all times.	Medium 6
Faulty equipment	Instructors Participants	High 8	Equipment is checked prior to the start of every session. Equipment fault report system in place. Faulty equipment is taken out of service.	Medium 6
Falling object	Instructors Participants Observers	High 12	Whilst moving pioneering poles or similar objects extra vigilance is required by the instructor. Leaders to help with moving the poles.	Medium 9
Fall from poles/collision	Instructors Participants	High 12	Safety brief given on how to approach task relative to group age. Instructor on bank side ready for rescue on the event of person falling in the water.	Medium 9
Injury to feet at bank side area	Instructors Participants	High 8	Suitable footwear check takes place prior to accessing river. All participants instructed to wear trainers or suitable footwear at all times.	Medium 6
Manual Handling	Instructors Participants	High 12	Participants should be advised of manual handling risks. Instructor to observe for unsafe methods.	Medium 9
Hyperthermia / Hypothermia	Instructors Participants Observers	High 1	Appropriate clothing, time out of sun, fluid breaks. First Aid kit available.	Medium 13
Lightning and/or storms	Instructors Participants Observers	High 16	Instructor is not to run the session in any serious storm. If caught out during a lightning storm then the instructor must cease the activity immediately and seek appropriate shelter.	High 14
High winds	Instructors Participants	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Tree survey and wind policies in place (see SOP).	Medium 13
Extremities entrapment	Participants Instructors	High 12	Instructor to brief participants on the specific risks of each section of the activity before allowing participant on the crossing. Instructor to be vigilant during the session and be in the position of maximum usefulness.	Medium 10

Sharps	Instructors Participants Observers	High 12	Area to be checked before session for any sharps that may be in the area. Training and equipment on hand for staff to remove any sharps in the area.	Medium 9
Trailer	Instructors Participants Observers	High 8	Participants to be supervised while taking equipment off and on the trailer. Trailer to be a safe distance away from river crossing after equipment has been taken off. Regular checks of trailer for sharp edges etc.	Low 5
Vehicles	Instructors Participants Observers	High 16	Speed limit imposed on vehicles driving on site. Participants reminded of out of bounds areas prior to activity commencing.	Medium 13

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Activity Area:	Outdoor Swimming Pool
Minimum Staffing Level	1
Staff/Pupil Ratio	1:20
Staff Qualifications	1 Instructor (Qualified Lifeguard RLSS)
Maximum Number of Participants	30
Role of Accompanying Adult:	Supervision of group

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16	High -15	High -14	Medium -13
Major Injuries	High -12	High -11	Medium -10	Medium -9
Minor Injuries	High -8	Medium -7	Medium -6	Low -5
Negligible Injuries	Medium -4	Medium -3	Low -2	Low -1

Hazard	Persons at risk	Prior Risk	Existing Controls	New Risk Factor
Water	Instructors Participants	High 16	Swim aids may be available for weaker swimmers. Qualified lifeguard present for duration of all pool activities. Rescue aids available for use in the pool area. Pool area secured against unsupervised use.	Medium 13
Poor visibility	Participants	Medium 4	Activities stopped if visibility falls too low.	Low 2
Poor water clarity	Participants	High 8	Water chemically treated to maintain clarity. Water clarity checked by instructor prior to each activity. Activities stopped if clarity falls too low.	Low 5
Poolside equipment	Participants Instructors Observers	High 8	Poolside kept tidy. Participants made aware of hazards in initial safety brief. No running permitted on pool side.	Low 5
Hitting Pool bottom	Instructors Participants	High 12	No jumping or diving allowed. Entry into pool by approved methods only. Water depth signs displayed on pool side.	Medium 10
Wet floors in changing rooms	Instructors Participants Observers	High 12	Non-slip surfaces in changing rooms. No running permitted in changing rooms.	Medium 10
Submerged grilles	Participants	High 16	Small holes in grilles preventing tampering.	Medium 13
Submerged steps	Participants	High 12	Position of steps explained in initial safety briefing.	Medium 9
Floating Objects	Participants	Medium 4	Restricted access to aids. Aids only to be used during structured sessions.	Low 2
Hyperthermia / Hypothermia	Instructors Participants Observers	High 16	Appropriate clothing, time out of sun, fluid breaks.	Medium 13
Chemical handling	Instructors	High 16	Plant room to be locked at all times, with restricted accesses. Trained members of staff only to use controlled chemicals. All PPE and first aid equipment readily available Chemicals to be handled/added at pool closing times.	Medium 13

Sun	Instructors Participants Observers	High 12	Instructor/Leader must ensure that they make the group aware of the dangers relating to the sun i.e. heatstroke & sunburn. Instructor/Leader to ensure that the group have suitable clothing, e.g. long sleeves, trousers and sun hat.	Medium 9
Unauthorised Access	All	High 16	Group Leader briefing, signage & controlled access. Area locked and secure when not in use Security equipment in use alerting Duty Manager via pager if unauthorised access is made.	Medium 13

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Activity Area:	Team Building – Open Area
Minimum Staffing Level	1 Instructor
Staff/Pupil Ratio	1:20
Staff Qualifications	In House Trained
Maximum Number of Participants	N/A
Role of Accompanying Adult:	None

Risk Matrix Consequences	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16	High -15	High -14	Medium -13
Major Injuries	High -12	High -11	Medium -10	Medium -9
Minor Injuries	High -8	Medium -7	Medium -6	Low -5
Negligible Injuries	Medium -4	Medium -3	Low -2	Low -1

Hazard	Persons at risk	Prior Risk	Existing Controls	New Risk Factor
Slips, Trips and Falls	Participants Instructors	High 8	Instructor briefing and ongoing vigilance. Session is to run in a suitable location to minimise trips and falls	Medium 6
Falling from apparatus	Participants	High 12	Activity areas out of bounds to unsupervised use. Participants supported on higher elements. Equipment subject to weekly safety check.	Medium 9
Injury from apparatus	Participants, Instructors, Observers	High 12	Care in moving and using equipment emphasised in initial briefing and monitored by trained instructor.	Medium 9
Lifting	Participants Instructors	High 12	Participants work together to lift larger objects.	Medium 10
Hyperthermia / Hypothermia	Instructors Participants	High 16	Appropriate clothing, time out of sun, fluid breaks. Instructor to check that all participants have suitable clothing prior to commencing the activity.	Medium 13
Vehicles	Participants	High 16	Speed limit imposed on vehicles driving on site. Participants reminded of out of bounds areas prior to activity commencing.	Medium 13
Lightning and/or storms	All	High 16	Instructor is not to run the session in any serious storm. If caught out during a lightning storm, then the instructor must cease the activity immediately and seek appropriate shelter.	Medium 13
High winds	Instructors Participants	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Tree survey and wind policies in place (see SOP).	Medium 13
Extremities entrapment	Participants Instructors	High 8	Instructor to brief participants on the specific risks of each section of the activity before allowing participant to take part. Instructor to be vigilant during the session and be in the position of maximum usefulness.	Medium 6

Activity Area:	Tomahawk Throwing
Minimum Staffing Level	1 Instructor per range
Staff/Pupil Ratio	1:12
Staff Qualifications	In house
Maximum Number of Participants	20
Role of Accompanying Adult:	Supervisor

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16	High -15	High -14	Medium -13
Major Injuries	High -12	High -11	Medium -10	Medium -9
Minor Injuries	High -8	Medium -7	Medium -6	Low -5
Negligible Injuries	Medium -4	Medium -3	Low -2	Low -1

Hazard	Persons at risk	Prior Risk	Controls Measures	New Risk Factor
Slips, Trips and Falls	Instructors Participants Observers	High 8	Bangs and Scrapes could be minimised by disciplined instruction being maintained at all times. Participants have been shown how to carry tomahawks safely back to the throwing area. First Aid kit available at all times.	Low 5
Persons hit with tomahawk	Instructors Participants Observers	High 16	Instructions given in safety brief to wait before moving forward to collect tomahawks. Range to be checked before session or next group starts.	Medium 13
Hair, clothing or jewellery caught in Tomahawk	Instructors Participants	Medium 4	Instructor is to brief all participants to tuck away loose clothing and long hair prior to participation. Instructor is to brief participants to remove prominent jewellery prior to participation.	Low 2
Re-bound of tomahawk	Instructors Participants Observers	High 12	Safe distance maintained from throwing line to targets. Instructions given on the correct throwing method.	Medium 9
Misuse of equipment	Instructors Participants	High 8	When not in use the tomahawk equipment is to remain locked in the Trading Post. Equipment is only used under trained supervision.	Medium 6
Faulty equipment	Instructors Participants	High 8	Equipment is checked on a regular basis and recorded, and replaced where necessary. Instructor is to visually check the equipment for obvious faults at the start of every session.	Low 5
Hyperthermia / Hypothermia	Instructors Participants	High 16	Appropriate clothing, time out of sun, fluid breaks.	Medium 13
Sun	Instructors Participants Observers	High 12	Instructor must ensure that they make the group aware of the dangers relating to the sun i.e. heatstroke & sunburn. Instructor to ensure that the group have suitable clothing, e.g. long sleeves, trousers and sun hat.	Medium 9
Boards (targets)	Instructors Participants	High 12	Boards fixed to ground, preventing them falling over. Instructions given on how to take tomahawks out safely.	Medium 8
Unauthorised access	All	Medium 4	Instructor to brief participants on arrival reference not going onto any activity without a member of staff. All equipment to be taken away at end of the day, bosses to be secured at end of day.	Medium 3

Activity Area:	Traverse Wall
Minimum Staffing Level	1 per group
Staff/Pupil Ratio	1:15
Staff Qualifications	In-house Training
Maximum Number of Participants	20
Role of Accompanying Adult:	Supervision of group

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Controls Measures	New Risk Factor
Fall from height	Instructors Participants	High 12	Instruction and supervision by instructor or leader. Notice in place to not climb on the container roof.	Medium 9
Equipment failure, Hand holds	Instructors Participants	High 12	All equipment checked by instructors regularly. Daily and weekly equipment checks carried out.	Medium 9
Slips from wall during traverse	Instructors Participants	High 12	Correct technique described by instructors/leaders. Suitable clothing should be worn (including footwear) Long hair and loose clothing or items of jewellery safely tucked away.	Medium 9
Adverse weather conditions (outdoor wall)	Instructors Participants Observers	High 12	Weather reports monitored. Activity stopped during electrical storms, high winds and heavy rain.	Medium 9
Hyperthermia / Hypothermia	Instructors Participants Observers	High 16	Appropriate clothing, time out of sun, fluid breaks.	Medium 13
Unauthorised Access	All	High 12	Area secured when not In use	Medium 9
High winds	Instructors Participants Observers	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Tree survey and wind policies in place (see SOP).	Medium 13

Activity Area:	Water Rockets-Outdoor area
Minimum Staffing Level	1 Instructor
Staff/Pupil Ratio	1:12
Staff Qualifications	In house qualified staff
Maximum Number of Participants	20
Role of Accompanying Adult:	Supervisor

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16	High -15	High -14	Medium -13
Major Injuries	High -12	High -11	Medium -10	Medium -9
Minor Injuries	High -8	Medium -7	Medium -6	Low -5
Negligible Injuries	Medium -4	Medium -3	Low -2	Low -1

Hazard	Persons at risk	Prior Risk	Controls Measures	New Risk Factor
Trapping fingers in moving parts	Instructors Participants	High 12	As per safety sheet In house training Instructor safety observations during activity	Medium 13
Slips, Trips and falls	Instructors Participants Observers	High 8	Bangs and Scrapes could be minimised by disciplined instruction being maintained at all times. First aid kit available at all times.	Medium 6
Water	Instructors Participants	High 8	Instructor to advise not to ingest water or use water activities if suffering from open wounds. Water used from mains tap, not from any other source.	Low 5
Faulty equipment	Instructors Participants	High 8	Equipment is checked prior to the start of every session Equipment fault report system in place Faulty equipment is taken out of service	Low 5
Foot Pump	Instructors Participants	High 12	Instructor safety observations during activity Faulty equipment is taken out of service	Medium 9
Air pressure holder	Instructors Participants Observers	High 12	Instructor safety observations during activity Faulty equipment is taken out of service PSI must not go over 20 PSI	Medium 9
Rockets hitting someone	Instructors Participants Observers	High 8	Activity carried out in an open area. Instructor to keep clear the area directly in the firing line.	Low 5
Adverse weather conditions	Instructors Participants Observers	High 8	Weather reports monitored. Activity stopped during electrical storms, high winds and heavy rain.	Medium 6
Vehicles	Instructors Participants Observers	High 16	Speed limit imposed on vehicles driving on site. Participants reminded of out of bounds areas prior to activity commencing.	Low 13

Activity Area:	Wobble Pole
Minimum Staffing Level	1 Instructor per group
Staff/Pupil Ratio	1:12 (1:1 when climbing)
Staff Qualifications	In-house Training MIA assessed
Maximum Number of Participants	15
Role of Accompanying Adult:	Supervision of group

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Consequences	High	High	High	Medium
Fatality	-16-	-15-	-14-	-13-
Major Injuries	-12-	-11-	-10-	-9-
Minor Injuries	High	Medium	Medium	Low
Negligible Injuries	-8-	-7-	-6-	-5-
	Medium	Medium	Low	Low
	-4-	-3-	-2-	-1-

Hazard	Persons at risk	Prior Risk	Existing Controls	New Risk Factor
Fall from height	Instructors Participants,	High 16	Staff and participants clipped to safety line at start of climb. Correctly fitted helmets and harnesses worn by all participants and staff. Participant descent controlled by trained instructor via safety rope. Tower secured against unsupervised access.	Medium 13
Equipment failure	Instructors Participants	High 16	All equipment checked by instructors prior to use. Daily and weekly equipment checks carried out.	Medium 13
Objects falling from structure	Instructors Participants	High 16	Correctly fitted helmets must be worn within designated area. Base of tower and immediate area out of bounds to casual spectators.	Medium 13
Contact with pole during ascent or descent	Participants	High 8	Correctly fitted helmets worn while climbing. Correct technique described by trained instructors. Suitable clothing should be worn (including footwear) Long hair and loose clothing or items of jewellery safely tucked away.	Medium 6
Trapping of fingers in belay equipment	Instructors	High 8	Instructors trained in correct use of belay equipment. Belay equipment checked for defects prior to use.	Medium 10
Trip hazards (ground anchors)	Instructors Participants	High 8	Ground anchors clearly marked.	Medium 6
Harnesses and helmet incorrectly fitted	Participants, Instructors Observers	High 16	Instructor to brief all participants on the correct fitting of harnesses and helmets prior to commencing the activity. Instructor to check each individual's harness and helmet immediately before they ascend the Pole	Medium 13
Structural failure	Instructors Participants Observers	High 16	Hand holds checked weekly. Climbing structures subject to inspection by an independent engineer.	Medium 13
Adverse weather conditions (outdoor walls)	Instructors Participants Observers	High 12	Weather reports monitored. Activity stopped during electrical storms, high winds and heavy rain.	Medium 9
Unauthorised Access	All	High 16	Group Leader briefing, signage & controlled access. Area locked and secure when not in use.	Medium 13
Hyperthermia / Hypothermia	Instructors Participants	High 16	Appropriate clothing, time out of sun, fluid breaks.	Medium 13

Activity Area:	Yellow mats - Lake
Minimum Staffing Level	1
Staff/Pupil Ratio	1:20
Staff Qualifications	In-house Trained
Maximum Number of Participants	20
Role of Accompanying Adult:	Supervisor

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16	High -15	High -14	Medium -13
Major Injuries	High -12	High -11	Medium -10	Medium -9
Minor Injuries	High -8	Medium -7	Medium -6	Low -5
Negligible Injuries	Medium -4	Medium -3	Low -2	Low -1

Hazard	Persons at Risk	Prior Risk	Control Measures	New Risk Factor
Water	Instructors Participants	High 12	Instructor to advise not to ingest water or use water activities if suffering from open wounds. Supervision by instructor and accompanying adults.	Medium 9
Deep water	Instructors Participants	High 16	All staff & participants wear buoyancy aids at all times when on the water. Safety brief given at the start of the session. Weak and non-swimmers identified prior to session commencing.	Medium 13
Hyperthermia / Hypothermia Sun Burn	Instructors Participants Observers	High 8	Appropriate clothing, time out of sun, fluid breaks. Water resistant sun cream should be used for sunny days. This should be reapplied after the session ends	Low 5
Location of activity	Instructors Participants Observers	Medium 4	First aid kit available. VHF radio and mobile phone used to maintain contact with reception.	Low 1
Slips, Trips and Falls	Instructors Participants	High 8	Bangs and scrapes are minimised by disciplined instruction being maintained at all times. First aid kit available at all times. Instructor mentions that if the mat were to flip over, no one should get back on until all participants are accounted for and no one is trapped underneath.	Low 5
Cold and/or Wet conditions	All	Medium 6	Instructor to check that all participants have suitable clothing prior to commencing the activity. Instructors must always wear appropriate clothing in order to run the activity safely.	Low 5
Extremities entrapment	Participants Instructors	Medium 7	Instructor to brief participants on the specific risks of the mats prior to allowing use of equipment. If the equipment is damaged, the Duty Manager should be informed and the equipment should be repaired prior to the session or the activity should be cancelled.	Low 5
Storage cabin	Instructors Participants Observers	High 8	Foot wear to be worn at all times when in the lake area. Storage cabins to be locked when not in use.	Medium 6
High winds	Instructors Participants	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Tree survey and wind policies in place (see SOP).	Medium 13
Lightning and/or storms	All	High 16	Instructor is not to run the session in any serious storm. If caught out during a lightning storm, then the instructor must cease the activity immediately and seek appropriate shelter.	High 14

Activity Area:	Zip Wire
Minimum Staffing Level	1 Instructor per group
Staff/Pupil Ratio	1:12 (1:1 when on platform)
Staff Qualifications	In-house Training
Maximum Number of Participants	15
Role of Accompanying Adult:	Supervision of group at platform base

Risk Matrix	Likelihood			
Consequences	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Existing Controls	New Risk Factor
Cold and/or Wet conditions	Instructors Participants Observers	High 12	Instructor to check that all participants have suitable clothing prior to commencing the activity. Instructors must always wear appropriate clothing in order to run the activity safely.	Medium 9
Snow and Ice	Instructors Participants Observers	High 12	Instructor to inspect platform, ladders and ascent/descent surfaces for snow/ice build-up prior to the activity commencing, and remove as necessary.	Medium 9
Sun	Instructors Participants Observers	High 12	Instructor must ensure that they make the team aware of the dangers relating to the sun i.e. heatstroke & sunburn. Instructor to ensure that the team have suitable clothing, e.g. long sleeves, trousers and sun hat.	Medium 9
Lightning and/or storms	Instructors Participants Observers	High 16	Instructor is not to run this session in any serious storm. If caught out during a lightning storm, then the instructor must cease the activity immediately and seek appropriate shelter.	Medium 13
High winds	Instructors Participants Observers	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Tree survey and wind policies in place (see SOP).	Medium 13
Falling objects	Instructors Participants Observers	High 8	Instructor to visually check the structure for any loose items before each session. Helmets must always be worn whilst on the zip line, not on ground floor. Instructor to brief participants at the start of the session about the correct way to use equipment. Instructor to brief participants on safety systems. Instructor to brief participants to remain in the safe area when participants are ascending/descending.	Medium 6
Fall whilst ascending/descending ladders	Participants	High 12	Instructor is to brief all participants on the correct use of a ladder. Instructor is to determine if the ladders are too slippery to use at the start (and during) each session. Only one person at a time may ascend/descend an individual ladder unless there is a need to do so.	Medium 9
Fall from platform	Participants	High 12	Instructor to clip themselves on to safety line immediately as they arrive at the platform, and remain clipped on for the duration of the activity. Instructor to clip each participant on to safety rope immediately as they arrive at the platform. Instructor to clip each participant on to descent wire prior to unclipping them from the safety rope.	Medium 9

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Fall from descent wire	Participants	High 12	Instructor to clip each participant on to descent wire prior to them descending the wire. Instructor to check each participant's harnesses prior to them descending the wire. Instructor to brief participant that they are not to adjust any equipment until instructed to do so immediately prior to each descent.	Medium 9
Harnesses and helmet incorrectly fitted	Participants	High 12	Instructor to brief all participants on the correct fitting of harnesses and helmets prior to commencing the activity Instructor to check each individual's harness and helmet immediately before they ascend the platform	Medium 9
Hair, clothing or jewellery trapped in equipment	Participants	High 12	Instructor is to brief all participants to tuck away loose clothing and long hair prior to participation. Instructor is to brief participants to remove prominent jewellery prior to participation. Instructor to visually check every participant prior to each descent.	Medium 9
Faulty equipment	Instructors Participants Observers	High 16	All equipment has a log that relates to its age. All equipment is allocated a 'use by' date and upon this date is decommissioned. Equipment is checked on a regular basis and recorded, and replaced where necessary. Instructor is to visually check the equipment for obvious faults at the start of every session.	Medium 13
Structural failure	Participants	High 16	Zip Wire structure is inspected and certificated annually by an independent engineer. Senior Instructors are to conduct monthly visual check of the structure.	Medium 13
Unauthorised access	Participants	High 12	Instructor to brief participants on arrival reference not going onto any activity without a member of staff. Clear signs to be posted at all Zip Wire structures stating no access without suitable qualified staff. Gate that accesses the Zip Wire tower are to be kept locked when not in use.	Medium 10

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