



FOX COVERTS CAMPSITE

ACTIVITY RISK ASSESSMENTS TEMPLATES FOR GENERAL USE

This booklet contains copies of Risk Assessments for equipment at Fox Coverts Campsite for use by groups using the equipment.

They are not Campsite Management Risk Assessments and are provided to be used as templates for hirers to complete their own secondary assessments before use of the equipment.

If you require a specific Risk Assessment in a word doc file. Please contact the ADC Campsite who will email to you the relevant document.

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Horseplay	Participants	The instructor supervises all participants. It is the responsibility of the participants leader to control participants.	M	
Unsupervised Use	Participants	Area is fenced off and warning signs are placed around the fence	M	
Injuries to Instructors	Instructors	All instructors are trained and briefed thoroughly	M	
Chocking/Entrapment	Participants	All participants are told to remove jewellery, neck wear and tie back long hair.	H	
Tripping	All	All participants should wear appropriate footwear. The Archery area should be checked for obstructions and loose debris before the activity. Participants are instructed NOT to run while the activity takes place.	H	
Waiting Supervision	Participants	All participants will sit on the seating provided outside the archery area when not taking part. No unruly behaviour should be accepted.	M	

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Tripping	All	Participants to be made aware of uneven ground and the danger of running on it	M	
Slipping	All	Correctly fitting and suitable footwear must be worn and instruction given and understood before the activity commences	H	
Faulty Equipment	All	All equipment to be checked before the activity	L	
Horseplay	All	All participants must be supervised by the leaders or teacher of the group and instructed in the correct behaviour	L	
Unsupervised	All	Only to be used with a Leader or responsible adult in charge	M	

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Tripping	All	Participants to be made aware of uneven ground and the danger of running on it	M	
Slipping	All	Correctly fitting and suitable footwear must be worn and instruction given and understood before the activity commences	H	
Faulty Equipment	All	All equipment to be checked Before the activity starts.	L	
Horseplay	All	All participants must be supervised by the leaders or teacher of the group and instructed in the correct behaviour	L	
Unsupervised	All	Only to be used with a Leader or responsible adult in charge	M	
Environment	All	Ensure the area is clear of sharp objects. Ensure the area is safe of falling objects from above and ensure the natural foliage used is safe.	M	

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Tripping	All	Participants to be made aware of uneven ground and the danger of running on it	M	
Slipping	All	Correctly fitting and suitable footwear must be worn and instruction given and understood before the activity commences	M	
Faulty Equipment	All	All equipment to be checked before activity	M	
Horseplay	All	All participants must be supervised by the leaders of the group and instructed in the correct behaviour	H	
Burns/Cuts	All	Ensure first Aid equipment is complete. Ensure accident book in use. Ensure water is available. Ensure a qualified First Aider is in attendance.	H	

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Fire	All	Participants to be made aware of fire safety rules. Fire extinguishers/blankets/buckets must be available. No loose clothing to be worn.	H	
Escape Routes	All	All escape routes should be kept clear of obstructions. Escape routes should be pointed out to members at the start of a camp fire. Lighting should be available in emergencies.	H	
Audience Participation	Participants	All audience participants should have been briefed with regards to fire safety.	M	
Environment	All	Ensure all overhanging branches are cleared. Inspect trees for damage before the event. Any problems with trees should be reported to the campsite warden before starting the activity.	M	

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Aggression	All	Young members should report any aggressive public to the Leader in charge and NOT get involved in any arguments	M	
Visibility	All	Torches and high visibility equipment will be used as required. All marshals will wear High Visibility Jackets. The Leader in charge will wear an Orange jacket.	H	
Vehicle Collisions	All	Participants are advised that there will be moving vehicles on site and to be aware of their location to the travelling vehicles when marshalling. Marshals should stand on side walks, side areas wherever possible. High Visibility jackets will be worn by all parking organisers.	L	
Injuries to a member of the team	All	First Aid equipment to be kept centrally. Radio contact will be kept throughout the activity. Any injuries to be reported immediately to the Leader in charge and any first aid requirements given.	L	
Effects from weather	All	Participants are advised to dress accordingly to the climate but always wear their High Visibility Equipment.	M	

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Head Injuries	Participants and Instructor	All members must wear suitable helmets with kite marks on	M	
Slipping	All	Correctly fitting and suitable footwear must be worn and instruction given and understood before the activity commences	H	
Impact with any sharp edges on gear and shackles	Participants	All connections are taped over with thick electrical tape	L	
Electrical burns due to lightning	All	Climbing Tower NOT to be used during storms	H	
Effects from weather	All	Participants are advised to dress accordingly to the climate	M	

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Horseplay	Participants	The instructor supervises all participants. It is the responsibility of the participants leader to control participants.	M	
Unsupervised Use	Participants	Are is fenced off and warning signs are placed around the fence	M	
Injuries to belayers and spotters	Participants	All instructors are trained and briefed thoroughly	M	
Chocking/Entrapment	Participants	All participants are told to remove jewellery, neck wear and tie back long hair. Helmets MUST be checked for correct fitting	H	
Ingestion	All	Recommend that all participants wash their hands after the activity		

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Impact with ground	All	Harness and ropes are used by participants and are fitted and checked by instructors.	M	
Equipment failure	All	All equipment undergoes regular checks as per POR and manufacturers guidelines	M	

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Tripping	All	Participants to be made aware of uneven ground and the danger of completing the exercise	H	
Burning	All	Ensure all hot working equipment is supervised and instructions on use given. Ensure loose clothing and hair is tied back.	H	
Faulty Equipment	All	All equipment to be checked before the activity. Continually check sheeting for damage during the activity.	L	
Horseplay	All	All participants must be supervised by the leaders or teacher of the group and instructed in the correct behaviour	L	
Allergic Reaction	All	Ask all participants before they take part in the activity if they are allergic to detergents.	M	

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Horseplay	Participants	The instructor supervises all participants. It is the responsibility of the participants leader to control participants.	M	
Impact from falling debris	All	Helmets MUST be worn	M	
Injuries to belayers and spotters	Participants	All instructors are trained and briefed thoroughly	M	
Rope Burns	Instructors	Gloves to be issued and Instructors encouraged to wear them	H	
Cuts	All	All crates checked for cracks and sharp split edges before the start of each activity	H	

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Slip/Trip	Participants	The area is inspected for slip or trip hazards before the activity starts	M	
Impact with ground	Participants	Harness and ropes are used by participants and are fitted and checked by trained instructors.	M	
Equipment Failure	Instructors	All equipment undergoes regular checks as per POR and manufacturers guidelines	M	

CONTINGENCY PLAN

FIRE

FOX COVERTS CAMPSITE

Requirements of booking organisers

- 1. All groups using the Campsite MUST collate information about attendees and hold a copy when on the Campsite.**
- 2. Fire precautions on sites are the responsibility of organisers. All members of the Scout Association MUST follow POR procedures.**
- 3. All Fires MUST take place in designated areas or with the permission of the Duty Warden.**
- 4. All fire areas MUST be cleared before a group leaves the site. (Copice fires can be left by work parties with the agreement of the Duty Warden)**
- 5. All out of control fires MUST be reported to the Duty Warden.**

Actions in the Event of a Fire

- 1. Raise the alarm – Fire bell at the front entrance of the Wilson Building.**
- 2. Emergency telephone is available in the Wardens Hut – 999**
- 3. All members on site at the sound of the Fire Bell should report to the front of the Wilson building with all registers of members attending.**
- 4. If the Fire is in the Wilson Building members should meet at the far end of the Paddock area.**
- 5. Ensure all cars and obstructions are moved from the main drive area.**
- 6. Ensure a member is sent to the front gate to guide emergency services to the fire.**
- 7. DO NOT return to the fire area until advised to do so by the Fire officer in charge.**

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Tripping	All	Participants to be made aware of uneven ground and the danger of running on it	M	
Slipping	All	Correctly fitting and suitable footwear must be worn and instruction given and understood before the activity commences	H	
Faulty Equipment	All	All equipment to be checked monthly	L	
Horseplay	All	All participants must be supervised by the leaders or teacher of the group and instructed in the correct behaviour	L	
Unsupervised	All	Only to be used with a Leader or responsible adult in charge	M	

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Tripping	All	Participants to be made aware of uneven ground and the danger of running on it	M	
Slipping	All	Correctly fitting and suitable footwear must be worn and instruction given and understood before the activity commences	H	
Faulty Equipment	All	All equipment to be checked before the activity	L	
Horseplay	All	All participants must be supervised by the leaders or teacher of the group and instructed in the correct behaviour	L	
Unsupervised	All	Only to be used with a Leader or responsible adult in charge	M	

HDSC Risk Assessment

Activity: **Low Ropes Area**
NB Supplemental to Generic Ropes Course Risk Assessment

What are the hazards?

- Slips, trips and falls
- Sprained twisted or broken ankles

Who is at risk?

Instructors, Participants and members of the public.

<i>What are the risks?</i>	<i>Existing safety measures/controls</i>
Slipping from beams / bench	Teamwork and help encouraged. Relevant instruction given. Instructor spotting throughout the exercise. Helmets worn throughout. On the balance beams, spotters are enforced, one either side of the participant unless at a safe area (trees or the style). Soft ground cover around activity areas. Help and advice given as required.

HDSC Risk Assessment

Activity: Challenge Course – Low Ropes

The Challenge Course consists of many varied obstacles, therefore this risk assessment is broken down into the different elements. Please see the note at the top of each box (in the What are the risks box) which will tell you what the risk and safety measure relates to)

What are the hazards?

- Slips, trips and falls
- Sprained twisted or broken ankles
- Wire splinters
- Crushing injuries
- Entrapment
- Wood splinters

Who is at risk?

Instructors, Participants and members of the public.

<i>What are the risks?</i>	<i>Existing safety measures/controls</i>
<p style="color: red;">All parts of challenge course</p> <p>Slipping from the elements</p>	Teamwork and help encouraged. Relevant instruction given. Instructor spotting throughout the exercise. Helmets worn throughout. Soft ground cover around activity areas.. Help and advice given as required.
<p style="color: red;">Wire traverse. Rickety Bridge, Multivine and Tractor Tyre Traverse</p> <p>Wire Splinters</p>	All participants told not to hold on to or touch wires. Instructor spotting throughout. Help and encouragement offered when necessary.
<p style="color: red;">Tyre swing and tractor traverse</p> <p>Entrapment of feet in tyres, leading to twisted, broken ankles.</p>	Groups shown how to correctly step in to tyres. Wood placed inside the smaller tyres to prevent feet getting trapped. Instructor vigilance and assistance throughout.
<p style="color: red;">Tyre/ Pulley System</p> <p>Entrapment of feet in Tyres, Falling from tyres</p>	Groups shown how to correctly sit on tyre. Assistance offered when pulling rope etc.
<p style="color: red;">Rickety Bridge</p> <p>Finger injuries, crushing fingers. Splinters</p>	Participants are not allowed to walk, run or stand on the bridge as the poles move therefore they must shuffle on hands and knees or in a sitting position. There are limits to the number of participants on the bridge and they must have two clear poles between each other to prevent crushing. Poles checked monthly and daily.

HDSC Risk Assessment

Activity: Spiders Web – Low Ropes
NB Supplemental to Generic Ropes Course Risk Assessment

What are the hazards?

- Uneven Ground
- Back injuries due to Manual Handling
- Participants dropping one another
- Entanglement

Who is at risk?

Instructors, Participants and members of the public.

<i>What are the risks?</i>	<i>Existing safety measures/controls</i>
Lifting others	Correct techniques applied. Lifting with legs, keeping back straight. All participants wearing helmets. Instructor talks through and demonstrates correct lifting practice. Instructor aware and assisting if required. Instructor makes sure that appropriate people are lifting and being lifted.
Being Lifted	Instructor talks through how a person should be carried – flat on their back, arms folded across chest, head facing sky and going through the web head first. Instructor assists with lift or catch. Instructor makes sure that the group know that their job is not complete until the lifted person is stood upright and that the feet are the first thing that must be lowered to the floor.
Entanglement	Instructor sets ground rules during the briefing process. No diving or jumping through web - it must be a controlled method. Instructor keeps watch during the exercise and stops any unsafe behaviour.

HDSC Risk Assessment

Activity: Removable Challenge Course – Low Ropes
NB Supplemental to Generic Ropes Course Risk Assessment

The Removable Challenge Course consists of many varied obstacles, therefore this risk assessment is broken down into the different elements. Please see the note at the top of each box (in the What are the risks box) which will tell you what the risk and safety measure relates to)

What are the hazards?

- Slips, trips and falls
- Sprained twisted or broken ankles
- Wire splinters
- Crushing injuries
- Entrapment
- Wood splinters

Who is at risk?

Instructors, Participants and members of the public.

<i>What are the risks?</i>	<i>Existing safety measures/controls</i>
<p style="color: red;">All parts of challenge course</p> <p>Slipping from the elements</p>	<p>Teamwork and help encouraged. Relevant instruction given. Instructor spotting throughout the exercise. Helmets worn throughout. Soft ground cover around activity areas.. Help and advice given as required. On the plank puzzles, a maximum of 4 people per plank is enforced. No jumping or bouncing on the planks or wires is permitted. Groups are informed of potential hazards ie overbalancing or see saw effects.</p>
<p style="color: red;">All parts of challenge course – during assembly.</p> <p>Manual Handling – Back injuries, collisions, cuts and bruises.</p>	<p>Heavy objects are not removed from the challenge course and do not need to be assembled. Participants warned of potential hazards (ie wires flicking up). Gloves provided for handling wires. Briefing on manual handling given. Ladders provided where necessary and instruction on their use given.</p>
<p style="color: red;">All parts of challenge course – during assembly.</p> <p>Equipment Failure.</p>	<p>All bottle screws, maillon rapides and shackles must be fastened and checked. Instructors to check all equipment is secure and safe before allowing participants to use them.</p>
<p style="color: red;">Wire walks, Rope slide section, Plank puzzles, wild woosy section.</p> <p>Wire Splinters</p>	<p>All participants told not to hold on to or touch wires. Instructor spotting throughout. Help and encouragement offered when necessary.</p>
<p style="color: red;">Plank puzzles</p>	<p>Instructors help and assist when necessary,</p>

HDSC Risk Assessment

Crushing injuries from planks, Manual Handling including twisting with planks causing potential back injuries.	particularly with young groups or with disabled groups. Lightweight planks available.
Log Walk Finger injuries, crushing	Instructors aware of danger area (shackle in staple). Participants told not to put their hand in the staple. Good spotting techniques used throughout.
Rope slide section Rope Burns	Maximum of three people on the wire at any one time. Staples backed up with rope halos to avoid them being tugged. Good briefing given by instructor. Instructor spotting throughout. Help and advice given as required.
Any area with a platform Falling on to platforms	Participants told not to lunge for platforms. Rubber around the edges of platforms. Helmets worn throughout. Instructor spotting and vigilant throughout.

HDSC Risk Assessment

Activity: (Tension Traverse) – Low Ropes
NB Supplemental to Generic Ropes Course Risk Assessment

What are the hazards?

- Slips, trips and falls
- Wire splinters
- Head injuries

Who is at risk?

Instructors, Participants and members of the public.

<i>What are the risks?</i>	<i>Existing safety measures/controls</i>
Falling in to trees	Teamwork and help encouraged. Relevant instruction given. Instructor spotting throughout the exercise. Groups told not to lunge for trees. Helmets worn throughout.
Falling from wires	Soft ground cover around activity base. Instructor spotting throughout. Thorough briefing given. Correct methods of traversing given during the briefing. Instructor checks ropes as they are put up.

HDSC Risk Assessment

Activity: All Aboard – Low Ropes
NB Supplemental to Generic Ropes Course Risk Assessment

What are the hazards?

- Slips, trips and falls
- Rope burns
- Over balancing

Who is at risk?

Instructors, Participants and members of the public.

<i>What are the risks?</i>	<i>Existing safety measures/controls</i>
Rope Burns	Instructor constantly spotting. Relevant instruction given. Help and advice offered if necessary.
Overbalancing and Falling off the Platforms	Instructor spotting. All wearing helmets. Instructors use suitable platforms and platforms that are possible. Horseplay is discouraged. Activity curtailed if participants acting in a dangerous manner.

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Lost	Participants and Instructor	Participants are shown different locations on the map and advised to return to the start if they get lost	M	
Slipping	All	Correctly fitting and suitable footwear must be worn and instruction given and understood before the activity commences	H	
Vehicle Collisions	All	Participants are advised that there may be moving vehicles on site and to be aware	L	
Injuries to a member of the team	All	In each team there will be no less than 4 participants. In the event of injury one person must stay with the injured participants and the others to seek medical help	L	
Effects from weather	All	Participants are advised to dress accordingly to the climate	M	

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Tripping	All	Participants to be made aware of uneven ground and the danger of running on it	M	
Slipping	All	Correctly fitting and suitable footwear must be worn and instruction given and understood before the activity commences	H	
Faulty Equipment	All	All equipment to be checked monthly	L	
Horseplay	All	All participants must be supervised by the leaders or teacher of the group and instructed in the correct behaviour	L	
Unsupervised	All	Only to be used with a Leader or responsible adult in charge	M	

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Objects falling down	Participants	Helmets are provided and groups are advised to wear if working high	H	
Activity Collapsing	Participants	Users advised to check activity fully and to seek help if needed	H	
Injury due to the elements	Participants/Supervisor	Advised to dress according to the weather	L	
Injuries due to lifting	Participants/Supervisor	Advised to follow manual handling requirements. If not aware the Supervisor needs to advise	H	
Knot tying	Participants/Supervisor	Taught how to lash and knot if required	M	

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Horseplay	Participants	The instructor supervises all participants.	M	
Unsupervised Use	Participants	Sumo Suits are removed at the end of each event.	M	
Injuries to kneck/spine	Participants	All instructors are briefed thoroughly on how to fit neck brasses etc.. In the event of a suspected spinal or neck injury – do not move the casualty and call 999	H	
Chocking/Entrapment	Participants	All participants are told to remove jewellery, neck wear and tie back long hair.	H	
Ingestion	All	Recommend that all participants wash their hands after the activity	M	
Unsupervised	Participants	All participants should remove shoes and jewellery together. Be seated away from the activity until it is their turn to take part.	M	
High Winds/Outside Use	All	In the event of high winds the activity will stop. The suits moved inside.	M	
Ground Injuries	Participants	Ensure the ground area around the activity is clear of obstructions and sharp objects.	M	

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Weather/Outside Use	All	Sumo Suits must not be used in wet weather unless cover is provided.		
Fire	All	No naked flames to be near the activity. Water buckets to be in place.		
Movement	Activity Leaders	Ensure when moving the equipment, two members carry the mats.		

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Falling	Participants and Instructor	Ensure all waiting members are seated on the benches provided. Check ground area for rocks and sharp objects - remove	M	
Slipping	All	Correctly fitting and suitable footwear must be worn and instruction given and understood before the activity commences	H	
Impact with any sharp edges on gear and shackles	Participants	If using gear - All connections are tapped over with thick electrical tape	L	
Electrical burns due to lightning	All	Climbing Tower NOT to be used during storms	H	
Effects from weather	All	Participants are advised to dress accordingly to the climate	M	

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	HIGH MEDIUM LOW	REVIEW AND REVISION
Tripping	All	Participants to be made aware of uneven ground and the danger of running on it	M	
Slipping	All	Correctly fitting and suitable footwear must be worn and instruction given and understood before the activity commences	H	
Faulty Equipment	All	All equipment to be checked monthly	L	
Horseplay	All	All participants must be supervised by the leaders or teacher of the group and instructed in the correct behaviour	L	
Unsupervised	All	Only to be used with a Leader or responsible adult in charge	M	