

**COMMUNITY
FIRST**



Oxenwood
Outdoor Education Centre

Oxenwood Outdoor Education Centre

Risk Assessments

Oxenwood Outdoor Education Centre, Oxenwood,
Marlborough, SN8 3NQ

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Risk Assessments

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Risk Assessment Matrix

Max Ratio N/A = Bespoke. Instructors' discretion.

| | Generic RA | Specific Risks | NGB Qualified staff | In house training | Standard procedure | Delivered on site | Delivered off site | PPE Required | First aid requirement | Max Ratio | Overall risk level |
|----------------------|----------------------------------|----------------|---------------------|-------------------|--------------------|-------------------|--------------------|--------------|-----------------------|-----------|--------------------|
| Adventure Activities | Archery | | | | | | | | | 1:12 | |
| | Bushcraft/Survival Skills | | N/A | | | | | N/A | | 1:16 | |
| | Canoeing | | | | | | | | | 1:8 | |
| | Paddle Sports | | | | | | | | | 1:8 / 1:6 | |
| | Raft Building | | | N/A | | | | | | 1:10 | |
| | Kayaking | | | | | | | | | 1:8 | |
| | Climbing Wall – Mobile tower | | | N/A | | | | | | 1:15 | |
| | Nerf Battle - Lazer | | | N/A | | | | | N/A | N/A | |
| | Nerf Battle – Projectiles | | | N/A | | | | | N/A | N/A | |
| | Mountain Biking | | | | | | | | | 1:8 | |
| | Fencing | | | N/A | | | | | | N/A | |
| | Olympic Style Air Rifle | | | | | | | | | 1:12 | |
| | BB Rifles | | | N/A | | | | | | 1:12 | |
| Outdoor Activities | Orienteering – Off site | | | | | | | N/A | | 1:12 | |
| | Orienteering – On site | | | N/A | | | | N/A | | 1:30 | |
| | Photo Search | | | N/A | | | | N/A | | 1:30 | |
| | Navigation and Map Reading | | | | | | | | | 1:12 | |
| | Night Navigation Exercises | | | | | | | | | 1:12 | |
| | Journeying and Basic Expedition | | | | | | | | | N/A | |
| | Guided Walking Activities | | | | | | | N/A | | N/A | |
| | Mountain Day (Pen y Fan) | | | | | | | N/A | | N/A | |
| | Mountain Day (Waun Fach) | | | | | | | N/A | | N/A | |
| | Outdoor Rock Climbing | | | | | | | | | 1:6 | |
| | SERE | | | N/A | | | | | | 1:15 | |
| | Shelter Building | | | N/A | | | | | | 1:15 | |
| | Problem-Solving (Indoor/Outdoor) | | | N/A | | | | | | N/A | |
| Outdoor Education | Mini Beast Hunting | | N/A | | | | | | | N/A | |
| | Stream Survey and Stream Dipping | | N/A | | | | | | | N/A | |
| | Tree Identification | | N/A | | | | | | | N/A | |
| | Bird Identification | | N/A | | | | | | | N/A | |
| | Woodland Art and Sculpture | | N/A | | | | | | | N/A | |
| | Curriculum Enrichment Day | | | N/A | | | | | | N/A | |

General Risk Assessment - Activities

| | | | | | |
|--|--|--------------------------------|------------|--|----------------|
| Name of activity, event, and location | Oxenwood Outdoor Education Centre Generic Risks (Applies to all activities) | Date of risk assessment | 29/02/2024 | Name of person doing this risk assessment | Damien Maloney |
| | | Date of next review | 29/02/2025 | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|---|-----------------------|---------------------|---------------------------------------|---|--|
| Medical emergency caused by pre-existing medical condition Instructors, group and other visitors | | | Instructors, group and other visitors | Participants complete a medical declaration prior to session. Instructor to check all medicals prior to session. Instructors are qualified first aiders. Participants are requested to make themselves known to their supervising instructor if they have any pre-existing conditions. In the very unlikely event that a participant should suffer from a medical emergency (i.e. heart attack, stroke, epileptic fit, diabetic emergency) the emergency services will be contacted. Appropriate First aid treatment will be administered. At the earliest opportunity the Oxenwood office will be informed, and our emergency procedures instigated if appropriate | |
| Inappropriate behaviour | | | Instructors, group and other visitors | Abandon session if bad behaviour could affect the safety of the group | |
| Ticks: Lyme Disease | | | Instructors, group and other visitors | On sessions with increased risk of encountering ticks participants will; be warned about the possibility of getting one, told what to look out for, told how to prevent getting them (trousers, repellent, avoid long grass etc). Should a client get a tick we will; either remove the tick or advise how to do it, fill out a tick reporting form. Advise how the group leader/individual can get a copy if needs be | |

| | | | | | |
|--|--|--|---------------------------------------|---|--|
| Weather conditions causing injury Hyperthermia Hypothermia Extreme heat and/or sun Lightning strike | | | Instructors, group and other visitors | Kit lists supplied in advance of activity session. Instructor to check all participants are dressed suitably to the weather conditions. Instructor to advise participants to apply sun cream when appropriate. Instructor to ensure group has enough water / fluids. Instructor to carry mobile phone and first aid kit. When lightning/storms are in the area then you should use the 30/30 rule - if the flash to bang is less than 30 seconds then shelter should be taken for 30mins from the last flash or the storm has moved away from the area. Guidance - In extreme conditions the activity may be adapted, delayed, postponed or cancelled | |
| Waterborne disease: Weil's disease | | | Instructors, group and other visitors | Inform the group of the risks and what to do if they become ill. Make sure groups wash their hands at the end of the session. Advising any existing cuts are covered up with a waterproof covering. | |
| Injury caused by difficult terrain when using a wheelchair or limited mobility | | | Disabled users | Instructors to inform group members that the terrain is uneven and to be careful when moving around the site. Some sites are not accessible, and the instructor should inform the person/s so they know in advance. If negotiating difficult terrain, then the instructor should aid the person/s. For example, when descending steep slopes, the instructor should assist to prevent losing control. | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

General Risk Assessment - Centre

| | | | | | | | | |
|--|--|---|------------|--|----------------|---------------------|----------------------|--------------|
| Name of activity, event, and location | Oxenwood OEC – General Risk Assessment | Date of risk assessment | 01/03/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | First Aid kit | Ratio |
| | | Date of next review | 01/03/2025 | | | N/A | N/A | N/A |
| Minimum Instructor Qualification required to run this session | | N/A | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|-----------------------|---------------------|------------------------|--|--|
| Slips and trips caused by - Wet floors Uneven Floors/Steps | | | All centre users | Appropriate signage displayed where necessary. When cleaning, appropriate cleaning methods/products used to minimise slipping risk Customers warned of difficulties of walking in dirty boots and advised to use the handrails. | Slips and trips caused by - Wet floors Uneven Floors/Steps |
| Fire caused by - Electrical faults, gas leak, chemicals etc | | | All centre users | See separate Fire Safety Report. All staff to be trained in fire safety and familiar with the Evacuation Procedure. | Fire caused by - Electrical faults, gas leak, chemicals etc |
| Vehicles | | | All centre users | Max speed limit of 5 mph on site. Vehicles kept to a minimum around the centre entrance and walkways with the road to be supervised at all times | Vehicles |
| Other users | | | All centre users | Staff to inform Deputy Manager of suspicious activity | |

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|--|--|--|------------------|---|--|
| Members of public accessing staff areas leading to potentially dangerous items such as cooking equipment, cleaning supplies, and activity kit. | | | All centre users | All doors leading to staff areas to be kept closed or locked at all times when unattended. 'Staff Only' signs situated on appropriate doors. | Members of public accessing staff areas leading to potentially dangerous items such as cooking equipment, cleaning supplies, and activity kit. |
| Power cuts | | | All centre users | Emergency lighting and glow in the dark signs throughout the building. Staff to assist customers with evacuation where necessary | |
| Extreme Weather conditions | | | All centre users | If extreme weather is forecast the Deputy Manager will monitor the weather and make all staff aware of any issues. When wind speeds are forecast in excess of 40mph the Deputy Manager will monitor the woodland and will make a decision on which areas may be used. If wind speeds rise to dangerous levels on the land then the DM may need to restrict activities from going ahead. When on session the instructor will need to monitor the weather and if needs be stop the session to ensure the safety of their group. | |
| Injury caused by maintenance carrying out essential repairs | | | All centre users | Maintenance to ensure they keep their tools tidy once the job is finished and during the works the work area is cordoned off to ensure no one can access the area. | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Transport Risk Assessment

| | | | | | | | | |
|--|---|---|------------|--|----------------|---------------------|----------------------|--------------|
| Name of activity, event, and location | Oxenwood OEC – Transportation Risk Assessment | Date of risk assessment | 01/03/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | First Aid kit | Ratio |
| | | Date of next review | 01/03/2025 | | | N/A | N/A | N/A |
| Minimum Instructor Qualification required to run this session | | N/A | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|-----------------------|---------------------|---|---|--|
| Vehicle Malfunction | | | Drivers / passengers and other road users | Drivers perform a daily driver defect check before driving a vehicle. All damage or issues to vehicles are reported, unfit vehicles are NOT used and the Transport manager informed. All our PSV minibuses have 10 weekly safety inspections, frequent in-house checks and are serviced to the manufacturer’s recommendations. All our Minibuses are tested annually, which is completed at a VOSA approved test station. Hire vehicles are checked at the start of the hire period to ensure that there are no obvious defects. All our road vehicles are covered for breakdown / accident assistance through the insurance company. | |
| Trailers Malfunction | | | Drivers/passengers & other road users | Drivers perform a daily driver defect check before towing any trailer. Any damage is reported and if unfit trailer is removed from service and the centre manager informed. All trailers are annually serviced. Trailers receive regular in-house inspections for damage / defects. | |

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|--|--|--|---|---|--|
| Items falling off trailers / roof racks | | | Drivers / passengers and other road users | Drivers receive in house training covering how to secure their load. Drivers inspect their load before setting off. On long journeys drivers stop periodically to recheck their load | |
| Road traffic accident | | | Drivers / passengers and other road users | Drivers hold the appropriate driving licence for the type of vehicle / trailer they are driving. All drivers receive specific training from our transport manager with regard to: driver defect check, breakdown/ accident procedure All drivers have undergone a familiarisation drive/assessment with MIDAS. All our drivers are experienced and over 21. All drivers are required to inform us if they receive penalty points. All drivers to drive at a safe, legal and sensible speed according to road conditions. All vehicles equipped with first aid kit and fire extinguisher. Seat belts are provided, and all passengers must use them. All drivers to hold a First Aid certificate. Any luggage must be appropriately stored and must not block any exit. PCV drivers must keep to Drivers Hours rules | |
| Slips, trips and falls | | | Drivers / passengers and other road users | Drivers to warn passengers of any hazards which are likely to cause injury (i.e. Wet slippery steps, hitting heads on door frames, oncoming traffic). | |
| Other road users | | | Drivers / passengers and other road users | Only use experienced, qualified drivers | |
| Being hit by traffic whilst walking on pavements / road | | | Drivers / passengers and other road users | Drivers, instructors / visiting staff should highlight the dangers and supervise group members when walking along roads especially where there are no pavements, ensure that group members keep to the side of the road. High Visibility clothing to be issued in some circumstances | |
| Adverse weather Strong winds, lightning storms, torrential rain, fog and snow | | | Drivers / passengers and other road users | When adverse weather conditions are encountered, the Driver will take appropriate measures to mitigate these dangers, possibly pulling off the road, delaying or even cancelling the journey. We will always monitor the prevailing conditions and take safe appropriate measures when required. | |

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|---|--|--|---|--|--|
| Crossing Road | | | Drivers / passengers and other road users | Drivers, instructors/visiting staff to supervise safe crossing of the road with young people. Selecting a sensible position to cross with good visibility. High Visibility clothing to be issued in some circumstances. | |
| Medical emergency passengers | | | Drivers / passengers and other road users | All participants fill in a medical /risk declaration form prior to an event and if suffering from a known condition should make themselves known to their supervising instructor / driver. In the unlikely event that a passenger should suffer from a medical emergency whilst in the vehicle, the driver will pull over as soon as it is safe to do so. All our drivers have a first aid qualification. Emergency services will be contacted. Appropriate First aid treatment administered. Any remaining participants will be supervised until such time that the casualty is out of danger or is passed on to the appropriate emergency service. Only then will the journey resume if the driver feels emotionally safe to continue, or else they will be replaced. At the earliest opportunity the Oxenwood office will be informed, and our emergency procedures instigated if appropriate | |
| Medical emergency Driver | | | Drivers / passengers and other road users | Drivers are required to inform the deputy centre manager if they develop a notifiable medical condition | |
| Passenger issues Behaviour / Distracting the Driver | | | Drivers / passengers and other road users | Passengers briefed before journey. Extra supervision provided on vehicle if we anticipate issues | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Camping Risk Assessment

| | | | | | | | | |
|---|---------|---|------------|---|----------------|--------------|---------------|---------|
| Name of activity, event, and location | Camping | Date of risk assessment | 01/03/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | First Aid kit | Ratio |
| | | Date of next review | 01/03/2025 | | | N/A | | Bespoke |
| Minimum Instructor Qualification required to run this session | | In house assessed | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|----------------|--------------|-------------------------------------|---|---|
| Injury caused by: Poor use of stoves, standing on pegs, falling branches, tripping on guy lines | | | Instructors, group and other people | First aid kit to be always carried by the instructor. Mobile phone is required to be taken to the site of activity by the I/C Instructor. Ensure there is always water available when using a stove to cool a burn. Group members should be briefed, identify specific hazards. Keep guy lines short and away from access routes. Tent pegs should be driven right into the ground, if possible. Shoes must be worn around camp | |
| Use of stoves (Trangia), burns to self, objects catching fire, carrying meths, food poisoning | | | Group | Ensure there is always water available when using a stove to either cool a burn or to put out a fire. Appropriate placement of stoves. Fuel bottles are always used to refill and carry meths in. | |
| Child Protection / safeguarding Issues | | | Instructors, group and other people | Supervision to be provided by group/school staff. Opposite sex must not be allowed to enter other tents. Appropriate training for Oxenwood Staff | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Woodland Risk Assessment

| | | | | | | | | |
|--|-------------------------|---|------------|--|----------------|---------------------|----------------------|--------------|
| Name of activity, event, and location | Oxenwood OEC - Woodland | Date of risk assessment | 01/03/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | First Aid kit | Ratio |
| | | Date of next review | 01/03/2025 | | | N/A | N/A | N/A |
| Minimum Instructor Qualification required to run this session | | N/A | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|--|-----------------------|---------------------|---|--|--|
| Slips and trips caused by - mud, roots, uneven ground etc | | | All Centre Staff | Customers are warned of the current conditions underfoot when booking in for activities or by the instructor on the session. Signs displayed to remind users of specific risks | | |
| Fire caused by poor management of fires on activity sessions | | | All Centre Staff | Instructors to deal with fires at the end of session in an appropriate way. When the Forest School site has been hired out then a member of staff will check the area before and when the hire is over to ensure the fire has been left in a suitable way | | |
| Injury caused by vehicles | | | All Centre Staff | High visibility vests must be worn walking to and returning from woodland activity area. Vehicles driven on the land must take extra care when driving on uneven ground and crossing paths / bridleways | | |
| Other users | | | All Centre Staff | Staff to inform Deputy Manager of suspicious activity | | |

| | | | | | |
|-----------------|--|--|------------------|--|--|
| Extreme weather | | | All Centre Staff | If extreme weather is forecast the Deputy Manager will monitor the weather and make all staff aware of any issues. When wind speeds are forecast in excess of 40mph the Deputy Manager will monitor the woodland and will make a decision on which areas may be used. If wind speeds rise to dangerous levels on the land, then the DM may need to restrict activities from going ahead. When on session the instructor will need to monitor the weather and if needs be stop the session to ensure the safety of their group. | |
|-----------------|--|--|------------------|--|--|

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|-------------|--|---|---|
| Unlikely (rarely happens) | Low Risk | Low Risk | Medium Risk | |
| Likely (often happens) | Low Risk | Medium Risk | High Risk | |
| Very likely (nearly always happens) | Medium Risk | High Risk | High Risk | |

Activity Risk Assessment – Air Rifles

| | | | | | | | | | | | |
|--|--------------------------------------|---|------------|--|----------------|---------------------|--|----------------------|--|--------------|------|
| Name of activity, event, and location | Air Rifle – Indoor or outdoor range. | Date of risk assessment | 29/02/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | | First Aid kit | | Ratio | 1:12 |
| | | Date of next review | 29/02/2025 | | | | | | | | |
| Minimum Instructor Qualification required to run this session | | National Small-bore Rifle Association Youth Proficiency Scheme Tutor. For supervising anyone under the age of 17 years old, the supervisor must be over 21 years old. | | | | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|-----------------------|---------------------|---------------------------------------|---|--|
| Injury caused by: Unauthorised use of weapons. Shooting towards group/visitors. Ricochet of pellets. Re-bound eye injury | | | Instructors, group and other visitors | Qualified Instructors to run the session. Rifles to be locked in appropriate secure storage when not in use. Safety briefing and demonstration at the beginning of the session. Instructor vigilance during session. Seated waiting area. Guns always pointing down range. Safety glasses to be worn by all participants and spectators. No pellets left next to the rifles when collecting the targets/people are down range. Appropriate range distance set up to minimise ricochet potential. Impact absorbing material at the end of the range. Immediate access to a first aid kit by an instructor at all times. Mobile phone to be taken to the site of activity by the I/C Instructor | |
| Injury caused by: Trapping finger in barrel when loading, cutting hands on targets / cans, pellets straying out of bounds. Accidental firing of air rifle whilst being carried to the range | | | Instructors, group and other visitors | Clear instruction provided by qualified instructors. Instructor vigilance during session. Use absorbent material behind targets to absorb pellets. Ensure all targets are placed on the floor of the outside range When left unattended air rifles are left un-cocked and broken. One to one coaching from a distance used on first round of shooting with only one person at a time | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Activity Risk Assessment – Archery

| | | | | | | | | |
|---|------------------------|---|------------|---|----------------|--------------|---------------|-------|
| Name of activity, event, and location | Archery – Oxenwood OEC | Date of risk assessment | 29/02/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | First Aid kit | Ratio |
| | | Date of next review | 29/02/2025 | | | | | |
| Minimum Instructor Qualification required to run this session | | Archery GB Leader Award | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|----------------|--------------|---------------------------------------|--|---|
| Injury caused by: Jewellery / clothing / hair becoming caught in the string Walking into an arrow. Bow limb breaking | | | Instructors, group and other visitors | Watches, bracelets, rings and dangly earrings should be removed (if possible, if not taping over) and long hair and toggles/drawstrings on jumpers tied back to prevent them getting caught in the bow string. Groups instructed not to draw bows without arrows as bow limbs could be damaged, causing injury. Instruction is provided on collecting the arrows to prevent people walking into them. Any lost arrow should be looked for straight after losing, if not found then a near miss form must be filled out. Maximum of 4 students at the shooting line per instructor. Immediate access to a first aid kit by an instructor at all times. Mobile phone is required to be taken to the site of activity by the I/C Instructor. Relevantly qualified staff to run the session. Not allowing bows and arrows to be left together unattended at any time | |
| Injury caused by: Inappropriate range set up. Malicious behaviour | | | Instructors, group and other visitors | Safety briefing to include range rules and expectations. Warning signs to be displayed around the area at access point. Checking behind the stop net regularly to ensure no one is behind. Close control of the range at all times. Abandon session if bad behaviour could affect the safety of the group. One to one coaching from a distance used on first round of shooting with only one person at a time | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Activity Risk Assessment – Automatic BB Rifles

| | | | | | | | | |
|---|---|--|------------|---|----------------|--------------|---------------|-------|
| Name of activity, event, and location | Automatic BB Rifles – Indoor or outdoor range | Date of risk assessment | 29/02/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | First Aid kit | Ratio |
| | | Date of next review | 29/02/2025 | | | | | |
| Minimum Instructor Qualification required to run this session | | In house trained and assessed. For supervising anyone under the age of 17 years old, the supervisor must be over 21 years old. | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|---|----------------|--------------|---------------------------------------|--|---|
| Injury caused by: Unauthorised use of weapons. Shooting towards group/visitors. Ricochet of pellets. Re-bound eye injury | | | Instructors, group and other visitors | Qualified Instructors to run the session. Rifles to be locked in appropriate secure storage when not in use. Safety briefing and demonstration at the beginning of the session. Instructor vigilance during session. Seated waiting area. Guns always pointing down range. Safety glasses to be worn by all participants and spectators. No BB's left next to the rifles when collecting the targets/people are down range. Appropriate range distance set up to minimise ricochet potential. Impact absorbing material at the end of the range. Immediate access to a first aid kit by an instructor at all times. Mobile phone to be taken to the site of activity by the I/C Instructor | |
| Injury caused by: Trapping finger in barrel when loading. Cutting hands on targets / cans. Pellets straying out of bounds. Accidental firing of rifle whilst being carried to the range | | | Instructors, group and other visitors | Clear instruction provided by qualified instructors. Instructor vigilance during session. Use absorbent material behind targets to absorb BB's. Ensure all targets are placed on the floor of the outside range. When left unattended BB Rifles are left un-loaded and batteries removed. One to one coaching from a distance used on first round of shooting with only one person at a time | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Activity Risk Assessment – Bushcraft

| | | | | | | | | |
|---|------------------------------|---|------------|---|----------------|--------------|---------------|-------|
| Name of activity, event, and location | Bushcraft – Campfire cooking | Date of risk assessment | 29/02/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | First Aid kit | Ratio |
| | | Date of next review | 29/02/2025 | | | | | |
| Minimum Instructor Qualification required to run this session | | Internal training | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanage d Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|--------------------|-----------------|---------------------------------------|---|---|
| Injury caused by: Using tools incorrectly. Blunt tools. Poor behaviour. Poor instruction and monitoring. Falling trees/branches. Loss of concentration | | | Instructors, group and other visitors | Instruction to be provided, including health and safety briefing before the session and each new skill. Tools only given to participants who can behave sensibly. Ongoing monitoring must occur. Tools used on a flat surface. Tools to be kept collected/covered/stored when not in use. Immediate access to a first aid kit by an instructor at all times. Check area to be used for falling branches. When wind speeds are forecast in excess of 40mph the Duty Manager will monitor the woodland at Oxenwood Outdoor centre and will make a decision on which areas may be used. If wind speeds rise to dangerous levels on the land then the DM may need to restrict activities from going ahead. The Instructor will also carry out a risk assessment throughout the session. | |
| Getting Lost; not being able to find way back to meeting point | | | Group | Clear boundaries to be set by the instructor, for example if using the lower site ensure at all times the clients can see the parachute | |

| | | | | | |
|--|--|--|---------------------------------------|---|--|
| Burns caused by: Making fires in inappropriate locations. Poor behaviour. Poor instruction and monitoring. Being burnt by cooking marshmallows | | | Group | Instruction to be provided, including health and safety briefing. Ongoing monitoring. Water must always be available when a fire is lit. No running in proximity of the fire pit. Supervision of all cooking activities and instructor to limit the number of clients around the fire dependant on the group. | |
| Food poisoning caused by: Cross contamination. Using high risk foods | | | Instructors, group and other visitors | Instruction on food hygiene to be provided. Gloves or antibacterial gel to be considered. Only known plants/wild foods to be eaten and dietaries to be checked | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Activity Risk Assessment – Crate Stack

| | | | | | | | | |
|---|-------------|--|------------|---|----------------|--------------|---------------|-------|
| Name of activity, event, and location | Crate stack | Date of risk assessment | 01/03/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | First Aid kit | Ratio |
| | | Date of next review | 01/03/2025 | | | | | 1:14 |
| Minimum Instructor Qualification required to run this session | | Technical advisor assessed by Mountain Training Rock Climbing Instructor (RCI) | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|----------------|--------------|---------------------------------------|--|---|
| Injury caused by: Tripping, slipping on the crate stack base. Getting fingers caught in the crate stack. Getting hair caught in the device when belaying. Being hit by a falling crate. Falling Trees/branches | | | Instructors, group and other visitors | Instructors should be in a position where they can see and protect all of the group and be able to stop anything that may be dangerous. All equipment must be checked to ensure that it is suitable for the intended purpose, if it is unfit for use then remove from the system. Instructors should check that all equipment is positioned safely, and that anything constructed by the group is safe, and that it is used in the manner for which it is intended. Safety briefing to take place before the activity to ensure participants are aware of the specific risks of the activities i.e. Crates falling and fingers becoming trapped. Anyone with long hair belaying must tie it up or tuck the hair away to prevent it getting caught. Only group members in harnesses are allowed to leave the ground, the rest of the team must stay on the ground and not stand on crates to help the climbers. If the stack is looking likely to fall, then the supervising instructor must be prepared to push the tower towards a safe falling area. All users must have a helmet on during the activity. Immediate access to a first aid kit by an instructor at all times. When wind speeds are forecast more than 40mph the Duty Manager will monitor the woodland and will decide on which areas may be used. If wind speeds rise to dangerous levels on the land, then the DM may need to restrict activities from going ahead. | |

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|---|--|--|-------|---|--|
| Fall caused by: Tampering ropes/rigging. Rope failure. Equipment failure. Rigging failure | | | Group | Instructors to visually check the fixed rigging before the element is rigged up to the ropes. When returning to the crate stack after rigging, the ropework must be checked to ensure that nothing has been tampered with. Crates are visually checked for signs of fatigue. When the stack is in use there must be two people belaying at all times. | |
|---|--|--|-------|---|--|

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|-------------|--|---|---|
| Unlikely (rarely happens) | Low Risk | Low Risk | Medium Risk | |
| Likely (often happens) | Low Risk | Medium Risk | High Risk | |
| Very likely (nearly always happens) | Medium Risk | High Risk | High Risk | |

Activity Risk Assessment – Mobile Climbing Tower

| | | | | | | | | |
|---|-----------------------|--|------------|---|----------------|--------------|---------------|-------|
| Name of activity, event, and location | Mobile Climbing Tower | Date of risk assessment | 01/03/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | First Aid kit | Ratio |
| | | Date of next review | 01/03/2025 | | | | | 1:15 |
| Minimum Instructor Qualification required to run this session | | In house assessed by Mountain Training Rock Climbing Instructor (RCI). Written and practical assessment prior to sign off. | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|----------------|--------------|---------------------------------------|--|---|
| <p>Injury caused by: Jewellery/clothing becoming caught. Auto belays getting caught on person. Person falling from above. Falling/slipping while climbing. Objects dropping from height. Equipment failure. Tower/Auto Belay failure. Extreme weather. Contact with overhead power lines</p> | | | Instructors, group and other visitors | <p>Ensure group are well controlled and briefed about the risks of the site. Tuck away long hair or dangling straps and remove or tape over any jewellery. Helmets not to be worn. Make sure climbers stay on route to avoid them pendulum swinging if they fall. Designated waiting area at the bottom of tower to be fenced off. Brief groups on potential of loose holds and to inform staff if found. Ensure all loose equipment e.g. mobile phones etc left on the floor. Auto belay to be pulled to check brake resistance every use. Karabiners are to be checked each time anyone attaches to the auto belay. Weight limit of max 150kgs per auto belay (safe limit 130kgs). Pre-use checking of harnesses and following company checking regimes. Tower and auto belays to be checked annually by a certified person. Tower to be transported with the auto belays removed. Only competent staff to set up tower. Tower to be visually checked upon arrival at venue and once set up. Auto belay to be checked after installation at venue - auto belay lifeline to be fully extended and visually checked. Winds speeds to be monitored during use of tower and if wind exceeds 30mph the tower must be lowered. Anemometer to be readily available at tower location. Tower must be at least 15m away from overhead power lines</p> | |

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|--|--|--|-------|---|--|
| Becoming stuck - Hair/jewellery stuck in the belay device - Getting stuck on tower - Climber too light | | | Group | Long hair or dangling straps are tucked away. Remove or tape over any jewellery where possible. Appropriate choice of routes for the clients. Briefing and practice of lowering technique before climbing too high. Climbers under 30kgs must have a tag line attached prior to climbing. Ladder must be present with tower to enable rescues | |
|--|--|--|-------|---|--|

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|-------------|--|---|---|
| Unlikely (rarely happens) | Low Risk | Low Risk | Medium Risk | |
| Likely (often happens) | Low Risk | Medium Risk | High Risk | |
| Very likely (nearly always happens) | Medium Risk | High Risk | High Risk | |

Activity Risk Assessment – Mountain Bikes

| | | | | | | | | | |
|--|-------------------------------|---|------------|--|----------------|---------------------|--|----------------------|-----|
| Name of activity, event, and location | Mountain Bikes – Oxenwood OEC | Date of risk assessment | 01/03/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | | First Aid kit | 1:8 |
| | | Date of next review | 01/03/2025 | | | | | | |
| Minimum Instructor Qualification required to run this session | | MIAS Mountain Bike Instructor award scheme Level 1/2 or British Cycling – Fundamentals of Mountain biking | | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|-----------------------|---------------------|---|--|--|
| People participating who are not eligible or medically fit | | | Participants | Ensure participants are eligible to participate – age, ability etc. relevant to the session. Ensure participants are medically fit to participate, enquire in sensitive and confidential manner | |
| Condition and access of delivery site i.e. Slippery, wet, uneven, dirty, dog faeces, litter, glass, large bricks and stones. | | | Participants, parents, volunteers and leaders | Inspection of the floor surface to ensure it is safe for the session to take place. Access to Qualified First Aider, First Aid Kit and Telephone. Publicity states what access is available, e.g. Wheelchair access. Suitability of the intended route for the ability level of the group. Individual risk assessment for each site used | |
| Any obstructions i.e. benches, chairs, equipment, bags surrounding the activity area | | | Participants and Leader | Removal of any items an safe distance from around the sides of the delivery area. Access to Qualified First Aider, First Aid Kit and Telephone | |

| | | | | | |
|--|--|--|-------------------------|--|--|
| Child protection | | | Participants and Leader | Ensure that participants leave the play area with a buddy (to the toilets/drink/break etc.). Leaders awareness of spectators at open access sessions and general public areas. Photography requires written consent | |
| Strains and Injuries during and after activity | | | Participants and Leader | Recognised Coaching methods used. Adequate Warn Up and Cool Down. Participants Wearing Suitable Clothing and Footwear. Access to Qualified First Aider, First Aid Kit and Telephone | |
| Weather conditions Dehydration, heatstroke, sunburn Hypothermia, pneumonia, injury from equipment | | | Participants and Leader | Regular Breaks and Access to Drinking Water. Appropriate clothing, footwear and protection against prevailing conditions. Asses weather conditions with respect to the safety of the activity under adverse conditions (poor visibility, bad traction etc) | |
| Manual Handling | | | Participants and Leader | Ensure all staff have received suitable training for moving heavy objects or specialist items of equipment. Ensure that enough staff are present to move any required items of equipment | |
| Unacceptable behaviour from participant and spectators | | | Participants and Leader | Brief each participant about the hazards of activity. Make participants aware that unacceptable behaviour will not be tolerated | |
| Risk arising from the nature of the activity | | | Participants and Leader | Ensure that all participants are wearing appropriate protection and have been properly briefed. Route to avoid conflict with other users | |
| Use of equipment | | | Participants and Leader | Pre-session equipment check. Regular servicing and maintenance of equipment | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Activity Risk Assessment – Nerf Battles (Lasers)

| | | | | | | | | |
|---|--------------------------------------|---|------------|---|----------------|--------------|---------------|-------|
| Name of activity, event, and location | Nerf Battles – Lasers – Oxenwood OEC | Date of risk assessment | 29/02/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | First Aid kit | Ratio |
| | | Date of next review | 29/02/2025 | | | | | 1:20 |
| Minimum Instructor Qualification required to run this session | | Internal training | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|----------------|--------------|---------------------------------------|--|---|
| Injury caused by: Tripping, slipping or falling. Players not following game rule | | | Instructors, group and other visitors | Instructors to facilitate all sessions. Immediate access to a first aid kit by an instructor at all times. Safety briefing is to take place with all players and understanding checked. Players are not permitted to shoot each other at close range. Players are briefed on the safety method of calling the supervising member. No running | |
| Injury caused by: Misunderstanding of game rules. Malicious behaviour. Inappropriate game areas | | | | Abandon game if bad behaviour could affect the safety of the group. Close control of the game area at all times | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Activity Risk Assessment – Nerf Battles (Projectiles)

| | | | | | | | | |
|---|---|---|------------|---|----------------|--------------|---------------|-------|
| Name of activity, event, and location | Nerf Battles – Projectiles – Oxenwood OEC | Date of risk assessment | 29/02/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | First Aid kit | Ratio |
| | | Date of next review | 29/02/2025 | | | | | |
| Minimum Instructor Qualification required to run this session | | Internal training | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|----------------|--------------|---------------------------------------|--|---|
| Injury caused by: Tripping, slipping or falling. Players not following game rule | | | Instructors, group and other visitors | Instructors to facilitate all sessions. Immediate access to a first aid kit by an instructor at all times. All players / Instructors must wear a protective glasses unless in a safety zone. Safety briefing is to take place with all players and understanding checked. Players are not permitted to shoot each other at close range. Players are briefed on the safety method of calling the supervising member. No running | |
| Injury caused by: Misunderstanding of game rules. Malicious behaviour. Inappropriate game areas | | | | Abandon game if bad behaviour could affect the safety of the group. Close control of the game area at all times | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Activity Risk Assessment – Orienteering (Instructor Led)

| | | | | | | | | | | | |
|--|--|---|------------|--|----------------|---------------------|--|--------------------------------------|--|--------------|--|
| Name of activity, event, and location | Orienteering. Oxenwood OEC and surrounding area – Instructor led | Date of risk assessment | 29/02/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | | First Aid kit | | Ratio | |
| | | Date of next review | 29/02/2025 | | | | | 1:30 Centre grounds 1:12 off site | | | |
| Minimum Instructor Qualification required to run this session | | In house trained and assessed | | | | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|-----------------------|---------------------|---------------------------------------|---|--|
| Injury caused by: Unsuitable course setting. Becoming injured due to vegetation. Animals/livestock. Falling trees/branches. Falling from a stile | | | Instructors, group and other visitors | Safety briefing before the task/session starts so any hazards can be highlighted e.g. using stiles/ gates to cross a fence. Ensure any livestock are removed from the areas to be used if possible. Barbed wire, on the fences where there are stiles, are covered to prevent injury. Immediate access to a first aid kit by an instructor at all times. Mobile phone is required to be taken to the site of activity by the I/C Instructor. When wind speeds are forecast in excess of 40mph the Duty Manager will monitor the woodland and will make a decision on which areas may be used. If wind speeds rise to dangerous levels on the land, then the DM may need to restrict activities from going ahead. The instructor will also carry out a risk assessment throughout the session. | |
| Getting lost due to: Task set being too hard. No clear boundaries. Permanent course markers removed | | | Group | Safety briefing before the task/session starts to set out rules, boundaries, lost procedure (if client becomes lost return to the start) | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Activity Risk Assessment – Orienteering (Self Led)

| | | | | | | | | | |
|--|---|---|------------|--|----------------|---------------------|--|----------------------|-----|
| Name of activity, event, and location | Orienteering - Self led by organisation | Date of risk assessment | 01/03/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | | First Aid kit | N/A |
| | | Date of next review | 01/03/2025 | | | | | | |
| Minimum Instructor Qualification required to run this session | | N/A | | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|-----------------------|---------------------|---------------------------------------|--|--|
| Injury caused by: Unsuitable course setting. Becoming injured due to vegetation. Animals/livestock. Falling trees/branches. Falling from a stile | | | Instructors, group and other visitors | Safety briefing before the task/session starts so any hazards can be highlighted e.g. using stiles/ gates to cross a fence. Ensure any livestock are removed from the areas to be used if possible. Barbed wire, on the fences where there are stiles, are covered to prevent injury. Immediate access to a first aid kit by an instructor at all times. Mobile phone is required to be taken to the site of activity by the I/C Instructor. When wind speeds are forecast in excess of 40mph the Duty Manager will monitor the woodland and will make a decision on which areas may be used. If wind speeds rise to dangerous levels on the land, then the DM may need to restrict activities from going ahead. | |
| Getting lost due to: Task being too hard. Permanent course markers lost | | | Group | Periodic checks of all permanent course markers to ensure they are all in place and at a useable condition. When groups are checked in they are briefed and given a map of the course and course information which contains the centre phone number in case of emergency. All groups of people using the course should have an adult present and be aware of the emergency contact number. | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Activity Risk Assessment – Outdoor Climbing (Burrington Coombe)

| | | | | | | | | |
|--|---|---|------------|--|----------------|---------------------|----------------------|--------------|
| Name of activity, event, and location | Oxenwood OEC – Outdoor Climbing – Burrington Coombe | Date of risk assessment | 01/03/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | First Aid kit | Ratio |
| | | Date of next review | 01/03/2025 | | | | | 1:10 |
| Minimum Instructor Qualification required to run this session | | Mountain Training Rock Climbing Instructor (RCI) | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|---|-----------------------|---------------------|---------------------------------------|--|--|
| Injury caused by: Rocks falling from above. Jewellery/clothing becoming caught. Person falling from above. Falling/slipping while climbing or bouldering. Poor route choice. Equipment dropping | | | Instructors, group and other visitors | Tuck away long hair or dangling straps and remove or tape over any jewellery. Standard climbing calls are used to prevent misunderstandings. Climber must tell instructor before they climb and when they are ready to descend and wait for instructor to okay. Make sure climbers stay on route to avoid them pendulum swinging if they fall. When bouldering only climb to hip height of the spotter. Spotting of the climber must occur when starting the route. Clear any loose debris from the top when rigging. Groups are told not to throw rocks as there may be people below. Only use areas of crags that are suitable for the group. Immediate access to a first aid kit by an instructor at all times. Mobile phone is required to be taken to the site of activity by the I/C Instructor. Ensure all loose equipment e.g. mobile phones etc are secured in zip pockets or left on the floor. Anyone at the rock face must wear a helmet | |

| | | | | | |
|--|--|--|-------|---|--|
| Fall caused by: Anchor failure. Equipment failure. Incorrect belaying. Poor group management. Group clipping tracer loop | | | Group | Instruction of safe belaying techniques. The responsibility of the belayer and back-ups should be made very clear and failure to comply in any way must result in instructor intervention. Karabiners and knots are to be checked each time anyone attaches to the climbing rope and belay device. When rigging, tracer loops are to be on the dead end whenever possible. When lowering, with beginners, the instructor or competent assistant should operate the belay device and control the rope or back up on the rope. Use of at least 2 anchors on rigging. Regular checking of all equipment. Checking all in situ and natural anchors when rigging. Ensure group are well controlled and briefed about the risks of the site. If necessary, utilising visiting staff members to control the group. Anyone at the cliff edge, either setting up or waiting to abseil, must be clipped onto a rope to prevent falling. | |
| Becoming stuck. Hair/jewellery stuck in the belay device. Getting stuck on a ledge | | | Group | Long hair or dangling straps are tucked away. Remove or tape over any jewellery. Appropriate choice of routes for the clients. Briefing to practice the lowering technique lower down the climbs before they get too high | |
| Injury caused by: glass/ other debris in the car park. Falling rocks | | | Users | Safety briefing given to all users when they arrive at the site to highlight specific risks and boundaries. Site checked on arrival and cleared of any rubbish if necessary. Appropriate footwear to be worn at all times. Only group members with appropriate PPE to approach the rock face/edge | |
| Other users | | | Users | Safety briefing given to all users when they arrive at the site regarding 'stranger danger' risks | |
| Car Park and Road - walking to the toilets | | | Users | Briefing to all group members of the on arrival to the site regarding the dangers. Groups informed to access the toilets via the edges of car parks not across them. Groups only to cross roads when necessary and must be with an instructor | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Activity Risk Assessment – Paddlesports

| | | | | | | | | | | |
|--|---------------------------------------|---|------------|--|----------------|---------------------|--|------------------------|--|--------------|
| Name of activity, event, and location | Paddlesports Canoe Kayak SUP | Date of risk assessment | 01/03/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | | First Aid kit | | Ratio |
| | | Date of next review | 01/03/2025 | | | | | SW - 1: 8 MW - 1: 6 | | |
| Minimum Sheltered Water Instructor Qualifications | | British Canoeing Paddlesport Instructor with craft competence and Site-Specific training and assessment | | | | | | | | |
| Minimum Moderate Water Instructor Qualifications | | British Canoeing Coaching or Leadership award in appropriate craft and environment. | | | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|---|-----------------------|---------------------|-------------------------------------|---|--|
| Injury caused by: Jewellery/clothing becoming caught. Slipping on jetty. Poor lifting techniques. Other water users. Jumping / falling in shallow water | | | Instructors, group and other people | Long hair or dangling straps are tucked away. Remove or tape over any jewellery. Prior safety briefing about the hazards of the launch area and lifting techniques, once told about techniques clients can assist the instructor with loading and unloading boats. Immediate access to a first aid kit by an instructor at all times. Mobile phone is required to be taken to the site of activity by the I/C Instructor. Instructor to ensure depth of water is deep enough for the activity. Water levels and river section to be considered in relation to ability of group. Participants to kneel on SUPS when close to solid objects | |

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|--|--|--|--|---|--|
| <p>Drowning caused by: Equipment failure. Cold water shock. Clients not being able to swim. Becoming knocked unconscious. Becoming entrapped in the craft. Becoming entangled in a tree. Becoming pinned by rocks. Leashes becoming caught</p> | | | <p>Instructors, group and other people</p> | <p>All participants to wear buoyancy aids and helmets when on/near the water. During advanced coaching sessions with appropriate coaches and skills tuition dependant helmets are not required to be worn at all times but must be taken on the water. Participants informed about the cold water. All equipment is checked when being handed out. All instructors ensure that they know where all participants are at all times (if several people are in the water, the first thing to do is count everyone, to ensure nobody is trapped underwater. Instructor to give a safety brief about the activity and craft so all participants are informed of what to do during the event of a capsized. Instructor to brief the group of the hazards, how to deal with them and appropriate signals for the trip. Leader to use appropriate leadership skills and judgement when navigating a hazard. Water level to be considered in relation to ability of group and whether the section is suitable. Ankle leashes only to be used in very sheltered and sheltered water, anything above this then quick release leashes need to be used.</p> | |
|--|--|--|--|---|--|

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|-------------|--|---|---|
| Unlikely (rarely happens) | Low Risk | Low Risk | Medium Risk | |
| Likely (often happens) | Low Risk | Medium Risk | High Risk | |
| Very likely (nearly always happens) | Medium Risk | High Risk | High Risk | |

Activity Risk Assessment – Raft Building

| | | | | | | | | |
|---|---------------|--|------------|---|----------------|--------------|---------------|-------|
| Name of activity, event, and location | Raft Building | Date of risk assessment | 01/03/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | First Aid kit | Ratio |
| | | Date of next review | 01/03/2025 | | | | | 1:10 |
| Minimum Instructor Qualification required to run this session | | In house assessed with BC FSRT. 1 x Qualified paddlesports Instructor or higher inside safety boat on water. | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|----------------|--------------|---------------------------------------|--|---|
| Injury caused by: Jewellery/clothing becoming caught. Slipping on jetty. Poor lifting techniques. Other water users. Jumping / falling in shallow water | | | Instructors, group and other visitors | Watches, bracelets, rings and dangly earrings should be removed if possible, if not taped over, to prevent them getting caught on obstacles. All groups are briefed before getting on the raft about the hazards of the raft. Prior safety briefing about the hazards of the launch area and lifting techniques. Immediate access to a first aid kit by an instructor at all times. Mobile phone is required to be taken to the site of activity by the I/C Instructor. Instructor to ensure water is deep enough for the activity. | |
| Drowning caused by: - Equipment failure - Cold water shock - Clients not being able to swim - Becoming knocked unconscious - Slipping on Jetty - Becoming entrapped - Raft flipping - -Jumping/falling in shallow water | | | Group | All participants to wear buoyancy aids and helmets when on/near the water. Participants informed about the cold water risk All equipment is checked on a frequent basis and visually when being handed out. Instructors are at least in house trained with BC FSRT and will have the appropriate safety equipment. All instructors ensure that they know where all participants are at all times; if several people are in the water, the first thing to do is count everyone, to ensure nobody is trapped underwater. If the venue is wider or bigger than a throw line, then a rescue craft is needed on site and ready to use if necessary. Counting all participants on and off the water. Checking raft prior to launching. Throw line and a knife must be to hand while the raft is on the water. Instructor to ensure water is deep enough for the activity. Instructor to brief the group on how to sit on the raft to avoid becoming trapped. | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Activity Risk Assessment – Problem Solving

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|---|---------------------------------|---|------------|---|----------------|--------------|---------------|-------|
| Name of activity, event, and location | Team Building – Problem Solving | Date of risk assessment | 01/03/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | First Aid kit | Ratio |
| | | Date of next review | 01/03/2025 | | | | | |
| Minimum Instructor Qualification required to run this session | | In house assessed | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|---|----------------|--------------|---------------------------------------|--|---|
| Injury caused by: Tripping over unseen obstacles due to darkness. Slipping on damp surfaces. Collisions with group members. Falling from height. Hard contact with objects. Parts of the structure falling down | | | Instructors, group and other visitors | Instructors should be in a position where they can see and protect all of the group and be able to stop anything that may be dangerous. For low-risk activities the group can be divided into smaller teams. All equipment must be checked to ensure that it is suitable for the intended purpose, if it is unfit for use then remove from the system. Instructors should check that all equipment is positioned safely, and that anything constructed by the group is safe, and that it is used in the manner for which it is intended. Equipment should be positioned away from any public rights of way. 'Spotting' of group by other group members or instructor must be in place when group members are off the ground. Safety briefing to take place before each activity to ensure participants are aware of the specific risks of the activities. Immediate access to a first aid kit by an instructor at all times. Instructors should check that all equipment is positioned safely, and that anything constructed by the group is safe, and that it is used in the manner for which it is intended. All structures / ropes / anchors must be checked by instructor before being used. When packing equipment, poles should be checked for soundness and all other equipment must also be checked. Instructors must have a knife, first aid kit and throw-lines to hand if near water. Immediate access to a first aid kit by an instructor at all times. Safe handling techniques advised | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Activity Risk Assessment – Walking

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|---|---------|--|------------|---|----------------|--------------|---------------|---------|
| Name of activity, event, and location | Walking | Date of risk assessment | 29/02/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | First Aid kit | Ratio |
| | | Date of next review | 29/02/2025 | | | | | Bespoke |
| Below 600m Instructor Qualification | | In house trained with local knowledge | | | | | | |
| Below 600m but in 'Wild Country' Instructor Qualification | | Mountain Training UK Mountain Leader Summer Trained and in-house trained | | | | | | |
| Above 600m Instructor Qualification | | Mountain Training UK Mountain Leader Summer or higher | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|----------------|--------------|---------------------------------------|--|---|
| Injury caused by: Tripping over rocks. Descending steep rocks. Back injuries due to heavy rucksacks. Road traffic collision | | | Instructors, group and other visitors | Instructor to provide health and safety briefing to prevent injuries where appropriate. Immediate access to a first aid kit by an instructor at all times Mobile phone is required to be taken to the site of activity by the I/C Instructor. Backpacks of participants are checked to ensure groups aren't carrying too much extra kit to keep weigh them down. All groups are briefed about crossing roads and walking on them, routes should be planned to avoid use of them wherever possible. | |
| Getting lost: Poor group management. Poor navigation | | | Group | Ensure management is done effectively using all available staff. Ensure local knowledge for the area or that navigation skills are sufficient for the area. Walking groups are briefed what to do if they get separated | |

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|--|--|--|-------|--|--|
| Drowning: River Crossings | | | Group | At all times river crossings are to be avoided. Routes to be plotted to avoid all water obstacles. In adverse weather conditions with heavy rain careful consideration is needed to avoid being trapped by rising water | |
| Dehydration - Hot weather | | | Group | During hot weather instructors will carry extra water for the group. Ensuring all participants have sufficient water bottles and they are full | |
| Remote supervision - Groups walking independently of supervisors | | | Group | Before the walk ensure that the group have all the required emergency kit. Ensure the group know what to do if they get lost, see risk 'Getting lost' above. When planning the route, the groups are given compulsory checkpoints that they must visit, the Oxenwood staff will all have check in sheets where teams' arrival and departure times can be recorded, and any notes made. These sheets are kept on the system and then can be called upon for future walks. | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Re-enactment Day – Not Involving Fire

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|--|--|---|------------|--|----------------|---------------------|--|----------------------|--|--------------|-----|
| Name of activity, event, and location | Oxenwood OEC – History/Drama Re-enactment Days | Date of risk assessment | 01/03/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | | First Aid kit | | Ratio | N/A |
| | | Date of next review | 01/03/2025 | | | | | | | | |
| Minimum Instructor Qualification required to run this session | | N/A | | | | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|--|-----------------------|---------------------|---------------------------------------|--|--|
| Personal Injury. Injuries caused by mishandling of props/replica weapons | | | Instructor, teachers and young people | Give clear safety brief to group at the start of each session warning of possible injuries caused by mishandling of artefacts and not to touch artefacts unless given permission by Oxenwood staff member. When passing artefacts around the group, always maintain close supervision of group. Control group where possible by getting group to form a circle around instructor and to hand artefacts around the circle using two hands to pass/receive artefacts (specific to bladed weapons). | |
| Personal Injury. Injuries caused by mishandling of artifacts | | | Instructor, teachers and young people | Give special warning not to wave artefacts around and beware that some may be heavy and/or pointy. | |
| Personal Injury. Being struck by plastic/foam/replica weapons in battle game | | | Instructor, teachers and young people | If battle games are included in the programme for the day, clear instruction of the rules to be given at the start of the game. Soft projectiles (foam Javelins and Foam balls) only to be directed at opponents with shields. | |

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|---|--|--|--|--|--|
| <p>Personal Injury. Wattle and Daubing. Possible risk of infection caused by mud entering open wounds on hands or ingesting it.</p> | | | <p>Instructor, teachers and young people</p> | <p>Provision of protective gloves. Ensure any existing cuts on hands are covered before starting the activity. Hand washing facilities available and first aid kit to hand.</p> | |
| <p>Personal Injury. Wattle and Daubing. Possible small cuts to fingers and hands from sharp stones hidden in the mud, whilst mixing.</p> | | | <p>Instructor, teachers and young people</p> | <p>Provision of protective gloves. Ensure any existing cuts on hands are covered before starting the activity. Hand washing facilities available and first aid kit to hand.</p> | |
| <p>Personal Injury. Wattle and Daubing. Mud and debris in the eye. Being struck by sticks when wattle – standing too close to others working. Trapping fingers in between sticks when wattle.</p> | | | <p>Instructor, teachers and young people</p> | <p>Clear instructions given NOT to throw mud at each other. Use of “time out” if required. Clear instruction to be aware of who is around you when handling long sticks and to take care not to trap fingers in between woven sticks. Hand washing facilities available and first aid kit to hand.</p> | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Re-enactment Day – Anglo-Saxons

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|--|---|---|------------|--|----------------|---------------------|--|----------------------|--|--------------|--|
| Name of activity, event, and location | Oxenwood OEC – Anglo-Saxons - History/Drama Re-enactment Days | Date of risk assessment | 01/03/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | | First Aid kit | | Ratio | |
| | | Date of next review | 01/03/2025 | | | | | N/A | | | |
| Minimum Instructor Qualification required to run this session | | Bespoke – in house trained | | | | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|---|-----------------------|---------------------|----------------------------------|---|--|
| Personal Injury Artefact Handling Injuries caused by mishandling of props/replica weapons - Inappropriate behaviour, Lack of adequate supervision | | | Staff and General Public/Clients | Give clear safety brief to group at the start of each session warning of possible injuries caused by mishandling of artefacts and not to touch artefacts unless given permission by Oxenwood staff member. When passing artefacts around the group, always maintain close supervision of group. Control group where possible by getting group to form a circle around instructor and to hand artefacts around the circle using two hands to pass/receive artefacts. Give special warning not to wave artefacts around and beware that some may be heavy and/or pointy. | |
| Personal Injury Spear and Shield Drill Being hit in the face by foam javelins/foam balls Slips and trips | | | Staff and General Public/Clients | Give the group a full and clear safety briefing with ongoing supervision by activity leaders. Special instruction at the start of session of the correct way to hold the spears; to be held just below the spear head, keeping the spear upright and planted to the ground – not to be carried over the shoulder, pointed out in front, or swung around. Ensure the group follow instructions at all times. All equipment to be checked for defects before each session. | |

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|--|--|--|---|--|--|
| Personal Injury Injury through defective equipment Injury through improper use of the equipment | | | Staff and General Public/Clients | Give the group a full and clear safety briefing with ongoing supervision by activity leaders. Special instruction at the start of session of the correct way to hold the spears; to be held just below the spear head, keeping the spear upright and planted to the ground – not to be carried over the shoulder, pointed out in front, or swung around. Ensure the group follow instructions at all times. All equipment to be checked for defects before each session. | |
| Personal Injury Torc/Arm Ring Making (if included) Scratches from sharp ends of cut wire. Getting poked in the eye with ends of wire. Pinch injuries from pliers. Dropping tools/Pliers on feet | | | Staff and General Public/Clients | Children to only cut wire if supervised by an adult Clear instruction to be given at the start of activity to be mindful of who is around them when always working and be in control of the ends of their piece of wire. Recommend that children are seated when doing the activity. All equipment to be checked for defects before each session. Session leader to check and finish off or tidy up the ends of each work piece before the child wears it. Oxenwood staff to pre-cut the wire prior to session for large groups | |
| Personal Injury Battle Game Being struck by plastic/foam/replica weapons in battle game. Inappropriate behaviour, Lack of adequate supervision. Slips and trips - Wet grass | | | Staff and General Public/Clients | If battle games are included in the programme for the day, clear instruction of the rules to be given at the start of the game. Soft projectiles (foam Javelins and Foam balls) only to be directed at opponents with shields. Battle game to be adequately supervised by instructors and clear instructions about the safety rules to be given at the start of the game. | |

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |

Re-enactment Day – Romans

| | | | | | | | | |
|--|---|---|------------|--|----------------|---------------------|----------------------|--------------|
| Name of activity, event, and location | Oxenwood OEC – Romans - History/Drama Re-enactment Days | Date of risk assessment | 01/03/2024 | Name of person doing this risk assessment | Damien Maloney | PPE Required | First Aid kit | Ratio |
| | | Date of next review | 01/03/2025 | | | | | |
| Minimum Instructor Qualification required to run this session | | Bespoke – in house trained | | | | | | |
| Important note | | Our Generic Risk Assessment also applies to this activity | | | | | | |

| What could go wrong? What hazard have you identified? What are the risks from it? | Unmanaged Risk | Managed Risk | Who is at risk? | What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? | Review & revise. What has changed that needs to be thought about and controlled? |
|---|-----------------------|---------------------|----------------------------------|---|--|
| Personal Injury Artefact Handling Injuries caused by mishandling of props/replica weapons - Inappropriate behaviour, Lack of adequate supervision | | | Staff and General Public/Clients | Give clear safety brief to group at the start of each session warning of possible injuries caused by mishandling of artefacts and not to touch artefacts unless given permission by Oxenwood staff member. When passing artefacts around the group, always maintain close supervision of group. Control group where possible by getting group to form a circle around instructor and to hand artefacts around the circle using two hands to pass/receive artefacts. Give special warning not to wave artefacts around and beware that some may be heavy and/or pointy. | |
| Personal Injury Spear and Shield Drill Being hit in the face by foam javelins/foam balls Slips and trips | | | Staff and General Public/Clients | Give the group a full and clear safety briefing with ongoing supervision by activity leaders. Special instruction at the start of session of the correct way to hold the spears; to be held just below the spear head, keeping the spear upright and planted to the ground – not to be carried over the shoulder, pointed out in front, or swung around. Ensure the group follow instructions at all times. All equipment to be checked for defects before each session. | |

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|--|--|--|---|--|--|
| <p>Personal Injury Injury through defective equipment Injury through improper use of the equipment</p> | | | <p>Staff and General Public/Clients</p> | <p>Give the group a full and clear safety briefing with ongoing supervision by activity leaders. Special instruction at the start of session of the correct way to hold the spears; to be held just below the spear head, keeping the spear upright and planted to the ground – not to be carried over the shoulder, pointed out in front, or swung around.</p> <p>Ensure the group follow instructions at all times. All equipment to be checked for defects before each session.</p> | |
| <p>Personal Injury Torc/Arm Ring Making (if included) Scratches from sharp ends of cut wire. Getting poked in the eye with ends of wire. Pinch injuries from pliers. Dropping tools/Pliers on feet</p> | | | <p>Staff and General Public/Clients</p> | <p>Children to only cut wire if supervised by an adult Clear instruction to be given at the start of activity to be mindful of who is around them when always working and be in control of the ends of their piece of wire. Recommend that children are seated when doing the activity. All equipment to be checked for defects before each session. Session leader to check and finish off or tidy up the ends of each work piece before the child wears it. Oxenwood staff to pre-cut the wire prior to session for large groups</p> | |
| <p>Personal Injury Battle Game Being struck by plastic/foam/replica weapons in battle game. Inappropriate behaviour, Lack of adequate supervision. Slips and trips - Wet grass</p> | | | <p>Staff and General Public/Clients</p> | <p>If battle games are included in the programme for the day, clear instruction of the rules to be given at the start of the game. Soft projectiles (foam Javelins and Foam balls) only to be directed at opponents with shields. Battle game to be adequately supervised by instructors and clear instructions about the safety rules to be given at the start of the game.</p> | |
| <p>Personal Injury Chariot Racing Rope burns and constriction injuries from reigns on the chariots/sledges Crush injuries, scrapes and bruises from being run over by chariot/sledge, Trip slips and falls Injuries from chariots colliding</p> | | | <p>Staff and General Public/Clients</p> | <p>Full safety briefing given at the start of the activity, to include:</p> <ul style="list-style-type: none"> • Participants instructed to not wrap rope around any limb or hand or body. • If “horses” fall, they are instructed to let go of the rope so as to not pull the rest of the team down. • Chariot drivers are to remain in the chariot at all times and to keep all hands, feet and limbs in the chariot at all times whilst in motion. <p>Chariots to race in their own separate lanes and round their own separate cones to avoid collisions. Course to be set out with four separate lanes, as far apart as possible to further reduce risk of collisions. Use of coloured cones to define the boundaries of each track.</p> | |

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|---|--|--|----------------------------------|--|--|
| Personal Injury Gladiators possible injuries caused by armour and or weapons. | | | Staff and General Public/Clients | Only two participants Participants to only follow instructors' instructions. The fight to be in slow-motion only and choreographed. First aid kit to hand. This activity is to used only in conjunction with 'toy' weapons. | |
|---|--|--|----------------------------------|--|--|

| Likelihood | Severity | Slight harm (superficial injuries, minor cuts and bruises) | Harmful (minor fractures, ill health leading to minor disability) | Extremely harmful (multiple injuries, major fracture, fatalities) |
|-------------------------------------|----------|--|---|---|
| Unlikely (rarely happens) | | Low Risk | Low Risk | Medium Risk |
| Likely (often happens) | | Low Risk | Medium Risk | High Risk |
| Very likely (nearly always happens) | | Medium Risk | High Risk | High Risk |