



Catalanu  
om 07884 4256

# Generic Risk Assessments

# JCA

Let the adventure  
begin...



# Risk Assessment Overview

## What is a risk assessment?

A risk assessment is the careful analysis of a hazards ability to cause harm/injury/loss to any Travel Class staff, clients, third parties, property or the environment. The examination takes into account what the Hazards are and who may be affected by them. We have looked at the Hazard and have put control measures in place to reduce or eliminate the risk where possible.

## Generic risk assessment statement

The generic risk assessment has been compiled to identify forcible risks associated with Travel Class activities. The document is used in conjunction with the site-specific risk assessment and activity standards and procedures.

## Method used

Our risk assessments follow the recognised five step process as recommended by the Health and Safety Executive. We have taken into account what we do already to reduce or eliminate a specific hazard. The control measures in place are there to minimise the risk and ensure that our operation is taking into account the forcible risks evident in an activity and sets the standard for safe operation.

## Step One – Identify the Hazards

The “Hazard” is something that could cause harm, injury or loss.  
The “Risk” is the harm or injury arising from a hazard.

Example of a hazard and their associated risk:

Hazard: Climbing a ladder                      Risk: Falling from the ladder

## Step Two – Identify who may be harmed

The table below identifies persons who can be at risk and places them into the following categories:

Category	Key	Description
Participants	PAR	Person who is involved with the activity under the supervision of Travel Class staff.
Group leaders	GL	Persons who have pastoral responsibility for participants during activities. They may or may not be directly involved in activity.
Travel Class staff	ST	Person who has responsibility for participants during activities.
Site staff	SST	Person who may have direct contact with participants, party leaders and Travel Class staff but who are not directly employed by Travel Class i.e. caterers.
Public	PU	Any person who could be present but is not listed above.
All	ALL	Any of the above.

## Step Three – Evaluate the risks and how to control them

The Risks associated with the activities and areas that we use are evaluated and checked regularly to ensure that what we are doing (control measures) is sufficient to reduce the risk of serious accidents or incidents.

## Step Four – Implement control measures

Control measures are in place to reduce or eliminate the chance of an accident or incident by way of a hazard that has been identified during the risk assessment. The control measures identified in the generic risk assessment identify general measures which are taken during the day to day operation. The following action plan identifies steps which are taken when implementing control measures.

**Eliminate the hazard**                      Where possible remove the hazard or identify a safer way of doing something which totally avoids the hazard.

**Substitute**                                      If the hazard cannot be eliminated, is there a way of minimising the risk by using alternatives?

<b>Barriers</b>	Is it possible to isolate the hazard? Can it be removed? Is it possible to put the hazard in an enclosure?
<b>Identify and Implement Procedures</b>	Limiting exposure time to any hazard: identify safe systems or work using, where possible, examples of best practice. This will of course depend upon human response and staff adhering to systems of operation. Try to introduce and develop a safety culture within the workplace and ensure that safe practices are maintained.
<b>Use of warning systems</b>	Appropriate signs, instructions and labels should be introduced.
<b>Use of PPE</b>	If, as a last resort, there is no alternative, then Personal Protective Equipment should be introduced. Ideally this should be seen as a measure to be adopted when all other options have been exhausted.

### **Step Five – Review the process**

A formal review of all our risk assessment is conducted on an annual basis. Party leader feedback, governing body rules, accident analysis, government legislation, site specific risk assessments are all some of the information streams used to update the generic risk assessment.

# Abseiling

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condoover Hall & Croft Farm

## Background Information

### Definition:

An exciting and challenging activity on our safe purpose-built towers. This activity aims to introduce challenge by choice; develop trust and confidence as pupils learn to control their own descent.

### Technical Advice:

Internal Technical advice is available from Matt Smith, Compliance & Operations Manager. External Technical advice is available from Keith Fleming.

### Supervision Ratios: 1:15

1 instructor to 15 active participants, with one additional supervising adult

### Qualifications/Training:

Instructor trained 'in house' and assessed by external assessors and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Being Hit by falling objects.	PAR, GL, ST	All objects secured on tower, Helmets worn at all times whilst within the abseil area. Safety area is situated an appropriate distance away from the tower and is clearly explained during the introduction to the session.
Banging head on tower.	PAR, GL, ST	Helmets worn at all times, Warning signs to advise of authorised access only.
Fall whilst ascending/descending on access ladders or stairs.	PAR, GL, ST	Appropriate footwear checked by instructor beforehand, ladders secured using appropriate methods, participants to use hand rails on staircases. Group leader to follow if necessary.
Fall from tower.	PAR, GL, ST	All clients are clipped to safety rope when they are ready to Abseil
Tripping over ground anchors	PAR, GL, ST	All trip hazards are highly visible, and the instructor makes all persons aware of them.
Objects caught in abseil device	PAR, GL, ST	Hair tied back and/or tucked inside clothing. Clothing tucked inside harness, instructor double

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
		checks at the top of the tower. Long Helmet straps are tucked away.
Fingers caught in abseil device	PAR, GL, ST	Detailed instruction and full safety brief given to each participant and instructor monitors participant as they descend. Participants told to keep their hands by their bottom and away from the descending device
Failure of any equipment in the system.	PAR, GL, ST	All equipment is visually checked by the lead instructor and taken out of use if they are not happy with it; periodic recorded checks by the SI are also carried out. All staff made aware of the procedure for broken or damaged equipment.
Instructor dropping participant	PAR, GL	All instructors are trained by a competent person and assessed by WMCI/MCI (formerly MIA/MIC) in belaying technique. Instructors are monitored by senior staff on their first session and have bi- weekly rescue refreshers. Instructors use the equipment as trained and never speed lower.
Falling out of harness as incorrectly fitted	PAR, GL	All harnesses are visually checked by instructor prior to the participant having their turn. All participants must wear a chest harness. All qualified instructors are trained to fit harnesses correctly by competent person and assessed by WMCI/MCI (formerly MIA/MIC). Instructors will only start operating the equipment if they are correctly wearing all activity PPE (Harness, Helmet, and ropes).
Inverting on abseil wall with associated risk of slipping out of harness.	PAR, GL	Detailed instruction and instructor to control the speed of the decent of the participant when required. If participant loses control of the ropes the instructor can keep control. Chest harnesses are fitted and worn by all participants.
Rope burns to hands.	PAR, GL, ST	Slow and controlled belaying by the instructor. Participant receives clear instructions on how to abseil down the wall and control their speed.
Structural failure.	ALL	Tower erected by professionals and plans are provided. Daily recorded fit to open checks are carried out by a suitably qualified/competent person.
Tower collapsing	ALL	Tower erected by professionals and plans are provided. Daily recorded fit to open checks are carried out by a suitably qualified/competent person.
Feet slipping on tower.	PAR, GL, ST	Appropriate footwear, detailed instruction and ongoing instruction, surface monitored during wet weather and treated where necessary. Participants should be in the correct body position to Abseil, if the participant is not in the correct position, instruction is given before proceeding to abseil.
Splinters from wood.	ALL	Controlled descent and the participants feet should be the main contact with the wall. The Abseil face is monitored and visually checked for any wear and tear.
Unauthorised use.	ALL	Entrance locked when not in use, signage in place to advise of restricted access and kit is stored securely when not in use.
Adverse weather – Lightning, High Winds, Flooding	PAR	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled as soon as Lightning seen, or thunder can be heard. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightening to the activity recommencing. The activity to be monitored by a qualified person and cancelled during high

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
		winds.
Incorrect Rescue or injury from carrying out rescue	PAR, ST	All instructors are trained in house and signed off by the company's technical advisor. Senior staff at the centre observe and record staff carrying out mock rescues every month.

## Site Specific Croft Farm


What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Falling from ladders	PAR, GL, ST	Instructors give clear instruction how to climb ladders, 3points of contact. Only one person at a time on the ladder. Participants attach themselves to a safety rope at the bottom of the final ladder up to the platform. The instructor visually checks that the participant is clipped in and pulls on the rope.
Falling from the top of the tower	PAR, GL, ST	Any person that climbs the final ladder onto the top of the tower is attached to a safety rope that is attached to the tower. Instructors use a safety rope with karabiners at different heights to gain access to the top of the tower.

## Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Slipping or falling on the stairs	PAR, GL, ST	The stairs are checked prior to participants arriving and a full safety brief is given to all persons climbing the stairs.
Falling from the top of the tower	PAR, GL, ST	Any person who goes under the rope barrier at the top of the tower is attached to a safety rope or sling. Instructors must be clipped into a safety line before setting up, taking down and delivering the activity.
When Entering or exiting the tower being hit by a participant abseiling on the route over the door	PAR, GL, ST	If the 4 <sup>th</sup> abseil is required the entrance and exit of participants is observed and the instructor ensures that the participant is controlled when nearing the door. The instructor asks people on the ground whether the door way is clear.
The Gates on the top of Abseil Wall on the Aerial Trek Structure left open and a person opening them and falling	PAR, GL, ST	The three gates will be locked with padlocks when the Abseil Tower is not in use.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

## Aerial Trek (only operated at Condover Hall)

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condover Hall

## Background Information

**Definition:** A high adrenaline activity, where participants make their way around different obstacles on the Aerial Trek.

### Technical Advice:

Internal Technical advice is available from Matt Smith, Compliance & Operations Manager. External Technical advice is available from Keith Fleming.

### Supervision Ratios: 1:15

1 instructor to 15 active participants, but there must always be an additional qualified instructor in case a rescue needs to be carried out.

### Qualifications/Training:

Instructor trained 'in house' by competent person and assessed by MCI (Mountaineering and Climbing Instructor) and is familiarised with the session plan and risk assessment.

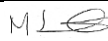
## Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Falling objects	PAR, GL, ST	All objects secured on the Course. All items in participants and staff pockets are removed prior to getting kitted up for the session, the instructor to communicate this through the safety brief at the start of the activity. The safety area is an appropriate distance away from course and is clearly communicated at the start of the activity through the safety brief.
Banging head on Course	PAR, GL	The instructor to communicate any elements of the course where the participant needs to be mindful. this is through the safety brief at the start of the activity
Failure of any equipment in the safety chain.	PAR, GL, ST	All equipment is visually checked by the lead instructor and taken out of use if they are not happy with it; periodic recorded checks by the SI are also carried out. All staff made aware of the procedure for broken or damaged equipment.
Falling out of harness as incorrectly fastened	PAR, GL, ST	Harness is fitted and checked by a JCA qualified member of staff, (all clothing tucked inside or removed if loose),full body harnesses worn by all participants and fitted correctly. Instructors will only start operating the equipment if they are correctly wearing all activity PPE (Harness and ropes).
Participant falling from the course	PAR, GL, ST	All instructors trained by a member of staff deemed competent by JCA and are given additional training by the company's technical advisor. The instructors are trained by in-house staff and assessed by MCI qualified person. Regular observations are carried out by senior staff and all instructors are observed on their first session. Pre departure checks of the participant including PPE and equipment attached to the Niko trolley are carried out for every participant and member of staff before opening the gates to leave the platform. Daily checks of the course and fit to open checks completed
Participants falling through obstacles and become stuck due to wrong length of lanyard attachment	PAR, ST	Every participant is individually sized for a lanyard and appropriate length is used. Instructors can access the course to assist any participants that come into difficulty.
Injuries due to participants catching rings, jewellery or loose clothing etc. on the course.	PAR, GL	All rings and jewellery are removed and participants checked prior to going on the course.
Splinters from wood	PAR, GL	All individual obstacles checked during fit to open checks. The checks are recorded on the Fit to Open report form.
Inverting with associated risk of slipping out of harness	PAR, GL, ST	Detailed instruction, full body harnesses worn by all participants. The harness is correctly sized and fitted for each individual participant by a qualified JCA member of staff. The harnesses are checked again on the departure platform prior to going onto the course.
Group/Instructors jamming fingers in the Niko Track.	ST, GL, PAR	Clear instruction from the instructors explaining that the participants can only hold on to their personal lanyard and they must keep the hands and fingers away from the trolleys.
Course collapsing	ALL	Course erected by professional contractors, Daily visual checks, Monthly inspection by experienced and qualified member of staff, all inspections recorded.
Climbing on the balustrades at the top of the tower causing a fall from height	PAR, GL, PAR	Detailed instruction & vigilance, participants are never at the top of the tower unsupervised.
Injury to staff when accessing for inspection/maintenance	ST	All staff are trained how to check the course and what to look for. .



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Abnormal configuration of Petzl ID device on the rescue rig	PAR, GL	Visual check by instructor and ground verbally confirms that the ID is attached correctly and is on the correct setting of Locked prior to un-attaching the participants safety lanyard. Ground instructor also takes hold of the rope the ID is attached to.
Unauthorised use	ALL	Signage in place to advise of restricted access. The tower is locked when not in use
Falling onto corners on the balustrades on the entrance and exit to the courses	ALL	The instructor is clear with instructions and makes all participants aware of the edges of the balustrade. The instructor clips the participant on at the start and assists them if necessary.
Instructors straining themselves if carrying out a rescue to get the participant back to the platform	ST	The weight limit for participants is 19stones, the instructor returns to the platform with the participant in the way they have been trained.
Trapped fingers in jams of gates	GL, ST, PAR	Ensure hands are not resting close to the gate jam and ensure group leader is aware of risk when helping opening and closing gates.
Participants being hit by tunnel entrance if swinging slightly.	GL, ST, PAR	Clear briefing regarding the likelihood of a swinging tunnel after the previous participant leaves. Instructor vigilance to call a warning across.
Participant falling in River Cound	PAR	Clear instructor briefing regarding waiting areas for spectators. Instructor vigilance.
Adverse weather – Lightning, High Winds, Flooding	PAR	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled as soon as Lightning seen or thunder can be heard. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightening to the activity recommencing. The activity to be monitored by a qualified person and cancelled during high winds.
The Gates on the top of Abseil Wall on the Aerial Trek Structure left open and a person opening them and falling	PAR, GL, ST	The three gates will be locked with padlocks when the Abseil Tower is not in use.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					
Signature of person(s) carrying out risk assessment: 					
Date for next review: 24/10/24					

# Aerial Course - SafeRoller (only operated at Condoover Hall)

Date: 09/02/24		
Name of person(s) carrying out risk assessment:	Matt Smith	Position: Compliance & Operations Manager
Site: Condoover Hall		

## Background Information

**Definition:** A high adrenaline activity, where participants make their way around different obstacles on the Aerial Course.

### Technical Advice:

Internal Technical advice is available from Matt Smith, Compliance & Operations Manager. External Technical advice is available from Keith Fleming.

### Supervision Ratios: 1:15

1 instructor to 15 active participants, but their must always be an additional qualified instructor in case a rescue needs to be carried out.

### Qualifications/Training:

Instructor trained 'in house' by competent person and assessed by MCI (Mountaineering and Climbing Instructor) and is familiarised with the session plan and risk assessment.

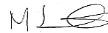
## Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Falling objects	PAR, GL, ST	All objects secured on the Course. All items in participants and staff pockets are removed prior to getting kitted up for the session, the instructor to communicate this through the safety brief at the start of the activity. The safety area is an appropriate distance away from course and is clearly communicated at the start of the activity through the safety brief.
Banging head on Course	PAR, GL	The instructor to communicate any elements of the course where the participant needs to be mindful. this is through the safety brief at the start of the activity
Failure of any equipment in the safety chain.	PAR, GL, ST	All equipment is visually checked by the lead instructor and taken out of use if they are not happy with it; periodic recorded checks by the SI are also carried out. All staff made aware of the procedure for broken or damaged equipment.
Falling out of harness as incorrectly fastened	PAR, GL, ST	Harness is fitted and checked by a JCA qualified member of staff, (all clothing tucked inside or removed if loose), full body harnesses worn by all participants and fitted correctly. Instructors will only start operating the equipment if they are correctly wearing all activity PPE (Harness

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
		and ropes).
Participant falling from the course	PAR, GL, ST	All instructors trained by a member of staff deemed competent by JCA and are given additional training by the company's technical advisor. The instructors are trained by in-house staff and assessed by MCI qualified person. Regular observations are carried out by senior staff and all instructors are observed on their first session. Pre departure checks of the participant including PPE and equipment attached to the Niko trolley are carried out for every participant and member of staff before opening the gates to leave the platform. Daily checks of the course and fit to open checks completed
Participants falling through obstacles and become stuck due to wrong length of lanyard attachment	PAR, ST	Every participant is individually sized for a lanyard and appropriate length is used. Instructors can access the course to assist any participants that come into difficulty.  During a technical rescue a rope is attached to the back of the casualty's harness so they then be pulled away from the course to stop entanglement within the obstacles.
Injuries due to participants catching rings, jewellery or loose clothing etc. on the course.	PAR, GL	All rings and jewellery are removed, and participants checked prior to going on the course. If an adult participant is unable/unwilling to remove a ring, then they are made aware of the dangers and are responsible if an injury is sustained.
Splinters from wood	PAR, GL	All individual obstacles checked during fit to open checks. The checks are recorded on the Fit to Open report form.
Inverting with associated risk of slipping out of harness	PAR, GL, ST	Detailed instruction, full body harnesses worn by all participants. The harness is correctly sized and fitted for each individual participant by a qualified JCA member of staff. The harnesses are checked again on the departure platform prior to going onto the course.
Group/Instructors jamming fingers in the Safe Roller.	ST, GL, PAR	Clear instruction from the instructors explaining that the participants can only hold on to their personal lanyard and they must keep the hands and fingers away from the wire and trolley.
Course collapsing	ALL	Course erected by professional contractors, Daily visual checks, Monthly inspection by experienced and qualified member of staff, all inspections recorded.
Climbing on the balustrades at the top of the tower causing a fall from height	PAR, GL, PAR	Detailed instruction & vigilance, participants are never at the top of the tower unsupervised.
Injury to staff when accessing for inspection/maintenance	ST	All staff are trained how to check the course and what to look for. .
Abnormal configuration of Petzl ID device on the rescue rig	PAR, GL	Visual check by instructor and ground verbally confirms that the ID is attached correctly and is on the correct setting of Locked prior to un-attaching the participants safety lanyard. Ground instructor also takes hold of the rope the ID is attached to.
Unauthorised use	ALL	Signage in place to advise of restricted access. The tower is locked when not in use
Falling onto corners on the balustrades on the entrance and exit to the courses	ALL	The instructor is clear with instructions and makes all participants aware of the edges of the balustrade. The instructor clips the participant on at the start and assists them if necessary.
Instructors straining themselves if carrying out a	ST	The weight limit for participants is 19stones, the instructor returns to the platform with the

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
rescue to get the participant back to the platform		participant in the way they have been trained.
Trapped fingers in jams of gates	GL, ST, PAR	Ensure hands are not resting close to the gate jam and ensure group leader is aware of risk when helping to open and closing gates.
Participant falling in River Cound	PAR	Clear instructor briefing regarding waiting areas for spectators. Instructor vigilance.
Adverse weather – Lightning, High Winds, Flooding	PAR	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled as soon as Lightning seen or thunder can be heard. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightening to the activity recommencing. The activity to be monitored by a qualified person and cancelled during high winds.
The Gates on the platform left open and a person opening them and falling	PAR, GL, ST	The two gates will be locked with padlocks when the Tower is not in use. The platform is cleared if the instructor needs to access the course for a rescue and participants are sent to the ground.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					
Signature of person(s) carrying out risk assessment: 					
Date for next review: 09/02/25					

# Archery

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condover Hall & Croft Farm

## Background Information

### Definition:

Archery takes place on an outdoor range. All are laid out to established GB Archery principles with defined shooting and spectator areas, waiting lines and target lines. Each range has two targets and participants will use bows and arrows appropriate to their size and strength. Progressive improvement will be encouraged through supervision and coaching by the instructor.

### Technical Advice:

Internal Technical advice is available from GB Archery qualified staff onsite. External Technical advice is available from GB Archery and Archery Trainer.

### Supervision Ratios: 1:15

1 instructor to 6 active participants (maximum of 2 shooters per boss) with one additional supervising adult

### Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment. GB Archery Leader Award held by a senior member of staff at all Centres.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Unauthorised use or access to Arrows	All	All arrows kept locked in secure location when not in use. Arrows only carried by instructors from the stores to the Archery range. Arrows kept in enclosed Quiver case when being carried to the range and instructor maintains possession of quiver throughout the session. If any arrows are "lost" during a session the instructor must organise a thorough arrow search before leaving the activity base. All arrows must be accounted for and never left unattended in the activity area.
Unauthorised access to range when in use	All	Instructor to closely observe that the range entrance points and sides are clear when participants shooting to avoid accidental entry by non-participants. Instructor to explain the 'STOP' command to participants as part of the safety briefing.



What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Arrows rebounding from targets or when the arrow strikes the boss frame causing injury.	PAR, STA, GL	<p>Archery range laid out to ensure spacing of waiting line, shooting line, target line and any overshoot areas conform to specified 'GB Archery' standards.</p> <p>Archery bosses securely placed using additional anchors as necessary.</p> <p>Suitable barrier fencing or netting provided on ranges that do not have an adequate over-shoot area to the rear or sides of the target line.</p>
Arrows being shot by inexperienced participants during session.	ALL	<p>Instructor vigilance at all times of the shooting group and participants in waiting area and areas around the Archery range.</p> <p>Safety information stated in the brief and reinforced throughout the session.</p> <p>Safety command explained and reinforced throughout the Session – <b>“fast”</b> or <b>“stop”</b> to be used.</p> <p>No one to move forward of the shooting line until told to do so.</p> <p>No one to load their bow until they are standing in the correct Archery stance.</p> <p>Instructor to ensure participants are aiming down the range before given instructions to shoot.</p> <p>Once a participant has shot all three arrows, they are to await further instructions before collecting arrows.</p> <p>No one is to distract a person when they are in the act of loading an arrow or shooting.</p> <p>No one to collect arrows until the command <b>“Collect Your Arrows”</b>.</p> <p>Instructor to ensure collection of arrows takes place only when it is safe to do so, and clear instructions are given of when and how to collect arrows prior to the group shooting their arrows.</p> <p>Instructor explains that any arrows dropped over the shooting line are left there until everyone has shot their arrows.</p> <p>Shooting must not recommence until those collecting arrows are back behind the waiting line and the new participants are positioned correctly on the shooting line.</p> <p>Access points to the archery range marked with clear warning notices whose design and wording conform to specified 'GB Archery' standards. Archery range set out as per GB Archery guidelines.</p> <p>Session to be cancelled during strong winds to avoid arrows being blown off target.</p>
Running into an arrow	PAR	<p>When moving around the shooting area participants are not allowed to run at any time.</p> <p>Participants are shown how to retrieve arrows and told always to approach the targets from the side or between never straight on.</p> <p>Staff vigilance throughout.</p>
Hit by falling Bosses	PAR, ST, GL	<p>Instructor to carry out routine visual inspection of the bosses before use.</p> <p>Participants to place their hand on the Boss to anchor the target prior to pulling out the arrow.</p> <p>Difficult to reach or deeply embedded arrows to be withdrawn by staff only.</p> <p>Staff to be present at the target when arrows are being withdrawn.</p>
Falling onto an arrow whilst in Quiver or in ground during collection	PAR, GL, ST	<p>Participants told to walk slowly when carrying arrows and how to be vigilant of protruding arrows on the ground.</p> <p>Arrows shown to be carried with tips pointing to the ground when returning from collection.</p> <p>Staff vigilance throughout and good group control</p>

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Injury from damaged or broken Archery equipment.	PAR, ST, GL	All equipment visually checked by instructor prior to session starting and any damaged kit removed and replaced. Senior Instructor to carry out regular checks of equipment prior to use. Regular checks of and maintenance of all archery equipment.
Bow string hitting inner arm	PAR	Participants will wear long sleeved tops during the activity Instructors will ensure arm braces are given to participants and correctly fitted before participants begin practice.
Injury to participants shooting arrows by overdrawing the bow or any Incorrect/misuse equipment.	PAR	A full demonstration of correct shooting technique is provided by the instructor at the beginning of the activity. Staff vigilance throughout of correct technique by participant. Instructor to monitor the technique of all participants throughout the session and give appropriate coaching.
Entanglement of clothing, hair, jewellery, etc	PAR	Instructor to check that long hair is tied back and/or tucked away, All jewellery and neckwear is removed, large pocket items are removed and loose items of clothing are tucked in.
Adverse weather – Lightning ,High Winds, Flooding	PAR	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled as soon as Lightning and or thunder can be seen / heard in the distance. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightening and the activity recommencing. The activity to be monitored by a qualified member of staff and cancelled during high winds to prevent straying arrows.
Staff Competency Incident / injury occurring due to staff decisions/ actions.	Participants Instructor	Session Observations, feedback, explanation, demonstration and ongoing coaching are to be provided by qualified Archery Instructor Award staff and who are familiar with the session plan and risk assessment.

## Site Specific Croft Farm

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Other people onsite unaware of archery range	ALL	The Archery range is marked with rope and signs are positioned around the perimeter of the Archery range

## Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Other people onsite unaware of archery range	ALL	The Archery range is clearly marked and a flag is raised when archery is taking place
Participants walking along the path behind the range	ALL	Instructor vigilance. Site tour to include out of bound areas.
Participants walking to and from water sports close to range 3	ALL	Instructor vigilance.

## Action Plan

	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 23/10/24

# Archery Tag

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condover Hall & Croft Farm

## Background Information

### Definition:

Archery Tag is played in teams and can be played either inside or outside. The bows and arrows are especially designed for Archery Tag, with the arrows being foam tipped that can be fired at participants from the opposing team, once hit by the soft arrow they are "Tagged". To make the activity even more interesting, inflatable hide outs are used to create safe hides from which the archers can shot at the opposite team.

### Technical Advice:

Internal Technical advice is available from Senior staff onsite.

### Supervision Ratios: 1:15

1 instructor to 15 active participants with one additional supervising adult

### Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Manual Handling of equipment	Staff	Staff instructed in safe lifting techniques Outdoor area close to equipment store Staff will ask for assistance to help set up if required. Areas may only need to set up once and the equipment left in place if no other activity is taking place and there are no other groups using the area.
Electrocution from electrical equipment	Staff	Electric pump not used outside in wet weather or on wet ground Pump and cable visually inspected before each use Damaged equipment not used
Slips trips and falls	STAFF, PAR, GL	Area selected to be free from animal holes etc. Area selected should be as flat as possible

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
		Activity only to take place in the designated area Participants briefed not to run with drawn bows Suitable footwear to be worn by children No spectators in the activity area including the safety zones Participants are briefed on the location of the anchor stakes for the inflatables
Hit by Arrows whilst outside of the archery tag area	PAR	A Safe Zone is set out in a suitable location Staff to ensure the external safety zone is well defined Participants briefed about collecting arrows from the safety zones Children will not fire an arrow when they are in the safety zone.
Injury caused by Broken equipment	PAR, STAFF	All equipment checked before the activity starts Any damaged equipment removed and not used Only equipment provided by Archery Tag Supplier can be used Arrows are checked by staff at the start and finish of each session Any arrow missing its blunt is removed from play immediately Participants will check the blunt before shooting an arrow. Any arrow with a missing or damaged blunt must not be used All Participants must wear a face mask, damaged face masks must not be used Armguards if used are fitted correctly Armguards should be used for all children that do not have long sleeved clothing Inflatables should not be used if showing signs of damage or cannot be fully inflated
Inflatable Bunkers	PAR	Inflatables used outside should be anchored with stakes/sand bags Participants are briefed on running around the activity area and the location of the anchor stakes Anchor stakes should be positioned as such that they do not cause a trip hazard and the exposed top of the stake is covered to prevent injury
Misuse of bows and arrows	PAR, STAFF, GL	All children briefed on the safe use of the bows and arrows before the session starts Only bows and arrows designed for Archery Tag are used Clear instruction given on the collection of spent arrows and the safe shooting areas Any participant misusing the equipment will be reminded of the correct use, if continual misuse occurs that participant is sin binned from the game for a short period of time.

## Site Specific Condoover Hall


What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
PARTICIPANTS FALLING IN TO LAKE ON WAY TO THE ACTIVITY FIELD	PAR	CLEAR BRIEFING BY INSTRUCTORS RE THE CORRECT ROUTE TO THE LAKE TO BE TAKEN. VIGILANCE OF GROUP BY STAFF AND VISITING TEACHERS
INJURY FROM THE BARBED WIRE FENCE OF	PAR	CLEAR BRIEFING BY INSTRUCTORS RE THE BARBED WIRE. INSTRUCTOR VIGILANCE



What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
FIELD BOUNDARY		OF GROUP DURING ARCHERY TAG SESSION

Action Plan

	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 
Date for next review: 23/10/24

# Bouldering Wall (only operated at Condoover Hall)

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condoover Hall & Croft Farm

## Background Information

**Definition:** Bouldering is a form of rock climbing that is performed without the use of ropes or harnesses. Participants traverse across our purpose built wooden bouldering wall whilst being spotted by other group members. Participants are taught the correct way how to traverse on the bouldering wall.

### Technical Advice:

Internal Technical advice is available from Matt Smith, Compliance & Operations Manager. External Technical advice is available from Keith Fleming

### Supervision Ratios:

The group's supervising adult will be instructed to ensure group members are adhering to the user guidance as briefed in safety talk .

### Qualifications/Training:

Instructor trained 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Feet slipping off holds	PAR, GL	Appropriate footwear to be worn. Safety briefing regarding correct methods for using feet on holds.
Failure of holds on the wall or spinning /cracking	PAR, GL, ST	Weekly checks by SI and inspections by competent persons. Recorded on the fit to open checks sheet
Damage to hands and fingers.	PAR, GL, ST	Detailed safety briefing, full instructions given. Jewellery removed.
Splinters from wooden panels of wall.	PAR, GL	Wall checks carried out weekly and logged. Any defects rectified immediately and recorded with the log. Participants warned to look out for the possibility of splinters.
People climbing too high/ falling from height whilst bouldering	ALL	Instructor gives full instructions and demonstrations of the correct way to traverse the wall. No participants are to climb above the foothold line on the wall. Supervising adult MUST be vigilant and aware of restrictions to climbing height. Full Safety brief given by instructor prior to anyone bouldering.
Injury caused to spectators when the	ALL	Participants should space themselves and allow a suitable gap between them and the

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
bouldering participant comes away from the wall		person bouldering in front. All Spectators should be outside of the area where the participants are bouldering in case the participant comes away from the wall.
Use of the bouldering wall outside of session times. Unauthorised use of the wall	ALL	Signage in place to ensure that guests are aware they are not to use the wall unless supervised. During the arrival orientation for groups they are told when the wall is out of bounds i.e. free time and that it only is to be used by their group if they are allowed to by their instructor.
Wall collapsing	ALL	The bouldering wall was erected by professionals and plans are provided, Daily visual checks by instructors and Fit to open checks carried out by competent person. Logged in the activities folder.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# Buggy Building

**Date:** 24/10/24

**Name of person(s) carrying out risk assessment:** Matt Smith

**Position:** Compliance & Operations Manager

**Site:** Condoover Hall & Croft Farm

## Background Information

### Definition:

Working as a group to make buggies to complete the gruelling exercises and tests. Teams need to develop ideas to overcome the objective and use skills such as assembly, joining and communication.

### Technical Advice:

Internal Technical advice is available from Matt Smith. Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers or activity trainers.

### Supervision Ratios: 1:15

1 instructor to 15 active participants with one additional supervising adult

### Qualifications/Training:

Instructor trained and assessed in house and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Buggy collapsing when people are on it.	PAR	Full safety briefing, Structure checked thoroughly by instructor before allowing children to climb on it, Group control. The participants are taught the correct way to tie knots and attach the poles and barrels together.
Strains due to lifting	PAR, GL, ST	Full demonstration given to groups prior to lifting objects. The poles should never be carried by just one person. During the Staff training manual handling is covered during the Health and Safety presentation.
Splinters	PAR, GL, ST	Full safety briefing, the poles are checked, maintained and monitored.
Cuts/abrasions	PAR, GL, ST	Full safety briefing, the poles are visually checked by the instructors prior to use. Instructors demonstrate the correct way to tie the poles together.
Slips/ Trips and Falls	PAR, GL, ST	Full safety briefing. The area used for racing the buggies is flat and free from obstructions. The buggy races will be adapted if the area is uneven to ensure that the participants do not run.

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
		The instructor will check the area before starting any races with the buggies.
Injury from incorrect use of activity equipment	PAR, GL, ST	Participants and group leaders given full safety briefing on arrival to highlight out of bounds areas, all equipment stored appropriately, full training given to instructors to ensure correct safety briefing is given to clients.
Participants falling off the buggy while taking part	PAR	The poles used for the seat have a slight gap between to reduce chance of falling off. The Instructor is to ensure that all participants on the buggy wear helmets and the races are not based on speed between two points. A rope is attached as a break and must be held by either the teacher/instructor or two members of the group.

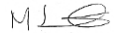
### Site Specific Croft Farm

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

### Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
PARTICIPANTS FALLING IN TO LAKE ON WAY TO THE ACTIVITY FIELD	PAR	CLEAR BRIEFING BY INSTRUCTORS RE THE CORRECT ROUTE TO THE LAKE TO BE TAKEN. VIGILANCE OF GROUP BY STAFF AND VISITING TEACHERS
INJURY FROM THE BARBED WIRE FENCE OF FIELD BOUNDARY	PAR	CLEAR BRIEFING BY INSTRUCTORS RE THE BARBED WIRE. INSTRUCTOR VIGILANCE OF GROUP DURING ARCHERY TAG SESSION

### Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					
Signature of person(s) carrying out risk assessment: 					
Date for next review: 24/10/24					



# Busted

Date: 24/10/23		
Name of person(s) carrying out risk assessment:	Matt Smith	Position: Compliance & Operations Manager

Site: Condover Hall & Croft Farm
----------------------------------

## Background Information

<b>Definition:</b> A quiz show where participants must vote to ‘bust’ another team.
<b>Technical Advice:</b> Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers or activity trainers.
<b>Supervision Ratios: 1:45</b> 1 instructor to 45 active participants, with additional a supervising adult for each of the activity groups.
<b>Qualifications/Training:</b> Instructor trained and assessed ‘in house’ and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Injury caused by Slips/ Trips/ Falls	PAR, GL, ST	Check area for trip hazards, avoid slippery surfaces, Correct footwear worn according to weather conditions, Safety briefing, Group control.
Collision with each other	PAR, GL, ST	Safety briefing, Group control, Sufficient space for game.

## Site Specific Croft Farm

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: MLE

Date for next review: 24/10/24

# Campfire

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condoover Hall & Croft Farm

## Background Information

**Definition:** An enjoyable 'classic' evening session where groups can come together, sing songs and play games.

### Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers or activity trainers.

### Supervision Ratios: 1:45

1 instructor to 45 active participants, with additional a supervising adult for each of the activity groups.

### Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Participants knocking into one and other.	PAR, GL, ST	Instructor vigilance and games and songs that are played at campfire are suitable so that there is not too much physical movement around the fire.
Burns from fire and other hot objects	PAR, GL, ST	Group control, Danger zone indicated, Safety briefing, Instructor vigilance, Only instructors allowed near fire.
Sparks - grass fires	PAR, GL, ST	Water/Sand buckets nearby. Instructors to be vigilant throughout the session.
Sandstone/flints exploding in the fire	PAR, GL, ST	Check fire pit prior to fire being made.
Tripping/Twisting of ankles in the dark	PAR, GL, ST	Safety brief, Group control, no running, Use torches where available, Encouraged group communication.
Environmental conditions	ALL	Note of evening's weather taken and group told to dress appropriately.
Splinters from wooden seating	ALL	Seating checked prior to session and any splinters removed or seat taken away to be maintained

## Site Specific Croft Farm

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

## Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Participants going into brook, lake or misusing the bridge.	PAR	There are clear boundaries set for the session and the instructor remains vigilant throughout the session.
Participants crossing road /hit by car when crossing to campfire in priory woods	PAR	Instructors to wear high Vis jackets and conduct safe road crossing at the closest crossing point – compactor gate

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# Circus Skills

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condoover Hall & Croft Farm

## Background Information

**Definition:** A session where participants can learn new exciting skills, such as juggling and plate spinning.

### Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers or activity trainers.

### Supervision Ratios: 1:15

1 instructor to 15 active participants, with one additional supervising adult

### Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Falling/Tripping.	PAR, GL, ST	Clear flat safe area to be used, Group Control.
Collisions with participants/objects.	ALL	Detailed safety briefing, full instructions given, large activity area, group control maintained,
Hair, clothing or jewellery entangled in equipment.	PAR, GL, ST	Detailed safety briefing, full instructions given, large activity area, group control maintained, activity cancelled in high winds. Make sure hair is tied back before session is started.
Injury from Misuse or unsupervised use.	ALL	Instructor maintains group control, clear instructions are given and stop command is clear, Instructor packs equipment away in secure store.
Injury from falling off slack line.	PAR, GL	Full safety brief regarding crossing the line. Only one person on the slack line at one time. Participants to be spotted on either side. Slack line no more than 2 feet off the floor. Activity area, potential landing area free from all hazards.
Falling trees/branches	PAR, GL	Slack line to be securely tied to an object able to hold participants' weight.



## Site Specific Croft Farm

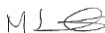
What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

## Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# Climbing

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condoover Hall & Croft Farm

## Background Information

**Definition:** Located on our specific built climbing towers, this challenge by choice activity is brilliant for a taster climbing session.

### Technical Advice:

Internal Technical advice is available from Matt Smith, Compliance & Operations Manager. External Technical advice is available from Keith Fleming

### Supervision Ratios: 1:15

1 instructor to 15 active participants, with one additional supervising adult

### Qualifications/Training:

Instructor trained 'in house' and assessed by WMCI/MCI (formerly MIA/MIC) and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Falling objects	PAR, GL, ST	All objects secured on Tower, Climbing area is clearly marked and boundaries of where Helmets are to be worn communicated through the safety brief. Safety area appropriate distance away from Tower.
Failure of any equipment in the system.	PAR, GL, ST	Daily checks by instructors and SI's check the rigs at the start of the session. Inspections by competent persons.
Falling out of harness as incorrectly fastened	PAR, GL	All harnesses are visually checked by instructor prior to the participant having their turn. All participants must wear a chest harness. All qualified instructors are trained to fit harnesses correctly by competent person and assessed by WMCI/MCI (formerly MIA/MIC). Instructors will only start operating the equipment if they are correctly wearing all activity PPE (Harness and ropes).
Instructor dropping participant	PAR, GL	All instructors are trained by RCI (Rock Climbing Instructor) or competent person and assessed by WMCI/MCI (formerly MIA/MIC) in belaying technique. Instructors are monitored by senior staff.
Holds spinning/breaking	PAR, GL	Weekly check by senior staff, Recorded on the fit to open checks sheet.

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Damage to hands from climbing holds	PAR, GL	All rings removed or taped.
Hair, clothing or jewellery entangled in equipment.	PAR, GL, ST	Detailed safety briefing, full instructions given. Make sure hair is tied back before session is started.
Splinters from wood	PAR, GL	Controlled descent. Tower checks carried out weekly and logged. Any defects rectified immediately and recorded with the log.
Feet slipping on Tower	PAR, GL, ST	Appropriate footwear, Detailed instruction and ongoing instruction, Surface monitored during wet weather and surfaces treated where necessary.
Inverting on climbing wall with associated risk of slipping out of harness	PAR, GL, ST	Detailed instruction before session and during the decent, Chest harness worn by all participants.
Group/Instructors jamming fingers when belaying	ST, GL, PAR	Correct belaying method trained by RCI or competent person and assessed by WMCI/MCI (formerly MIA/MIC). Observations carried out by senior staff on site to ensure correct procedures are maintained. Ensure any loose clothing out of way of the device. The participant who is pulling the rope is watched carefully and the instructor explains that they keep their hands clear of the Italian hitch.
Tower collapsing	ALL	Tower erected by professionals and plans are provided, Daily visual checks, Fit to open checks carried out by competent person. Logged in the activities folder.
Climbing above belay pulley	PAR, ST	Detailed instruction & vigilance, Tower design.
Adverse weather – Lightning ,High Winds, Flooding	PAR	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled as soon as Lightning seen or thunder can be heard. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightening to the activity recommencing. The activity to be monitored by a qualified person and cancelled during high winds.

## Site Specific Croft Farm


What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Falling from Ladders when setting up ropes	ST	Only one person at a time on a ladder and three points of contact when climbing
Falling from top of tower when replacing a tracer, to pull up the ropes	ST	Staff to be clipped in at the top of if they are dropping the ropes

## Site Specific Condover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Falling up or down stairs when setting up ropes	ST	Hand rails can be used when ascending or descending stairs
Fall from top of tower when setting up the ropes	ST	Guard rails in place on top tower to ensure that the climbing side of the tower is not exposed

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# Climbing (Auto Belay – Perfect Descent) – **Condover ONLY**

Date: 24/10/2023

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condover Hall

## Background Information

**Definition:** Located on our specific built climbing towers, this challenge by choice activity is brilliant for a taster climbing session.

### Technical Advice:

Internal Technical advice is available from Matt Smith, Compliance & Operations Manager. External Technical advice is available from Keith Fleming

### Supervision Ratios: 1:15

1 instructor to 15 active participants, with one additional supervising adult

### Qualifications/Training:

Instructor trained 'in house' and assessed by WMCI/MCI (formerly MIA/MIC) holder and is familiarised with the session plan and risk assessment.


## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Falling objects	PAR, GL, ST	All objects secured on Tower, the auto belay device is backed up with a Halo. Safety area appropriate distance away from Tower.
Lanyard getting wrapped around climbing holds or the climbers hands/arms or neck	PAR, GL, ST	Instructor must be vigilant and always observe the climber and not allowing slack to build up. Give clear instructions to stop climbing if there is a possibility of this occurring.
Failure of Auto Belay device.	PAR, GL, ST	Pre use checks, the lanyard is pulled through and observed retracting into the perfect descent device. Daily checks by SI and periodic inspections as per the manufacturer's guidelines by competent person. Pre-climb check for all participants that the device has taken in.
Falling out of harness as incorrectly fastened	PAR, GL	All harnesses are visually checked by instructor prior to the participant having their turn. All qualified instructors are trained to fit harnesses correctly by competent person and assessed by WMCI/MCI. Instructors will only start operating the equipment if they are correctly wearing all activity PPE.
Instructor dropping participant	PAR, GL	All instructors are trained by a competent person and assessed by WMCI/MCI in the use of the auto belay device. Instructors are monitored by senior staff.
Holds spinning/breaking	PAR, GL	Weekly check by senior staff, Recorded on the fit to open checks sheet.

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Damage to hands from climbing holds	PAR, GL	All rings removed or taped.
Hair, clothing or jewellery entangled/caught on climbing holds.	PAR, GL, ST	Detailed safety briefing, full instructions given. Make sure hair is tied back before session is started. Hoodies to be removed before climbing or the hood tucked inside. All loose clothing, long harness straps are tucked away or removed. Senior trained in use of the Aerial Trek rescue available via the radio.
Splinters from wood	PAR, GL	Controlled descent and participants instructed how to descend properly and the correct position to be in. Tower checks carried out weekly and logged. Any defects rectified immediately and recorded with the log.
Feet slipping on Tower	PAR, GL, ST	Appropriate footwear, Detailed instruction and ongoing instruction, Surface monitored during wet weather and surfaces treated where necessary.
Inverting on climbing wall with associated risk of slipping out of harness	PAR, GL, ST	Detailed instruction before session and during the decent.
Tower collapsing	ALL	Tower erected by professionals and plans are provided, Daily visual checks, Fit to open checks carried out by competent person. Logged in the activities folder.
Climbing above belay pulley	PAR, GL, ST	Detailed instruction & vigilance, Tower design.
Adverse weather – Lightning ,High Winds, Flooding	PAR, GL, ST	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled as soon as Lightning seen or thunder can be heard. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightening to the activity recommencing. The activity to be monitored by a qualified person and cancelled during high winds.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/2024

# Cluedo

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condover Hall & Croft Farm

## Background Information

**Definition:** A fun and interactive giant version of the popular board game.

### Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers or activity trainers.

### Supervision Ratios: 1:15

1 instructor to 15 active participants, with one additional supervising adult

### Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Collisions in darkness	ALL	Familiarisation of bases, Torches used if available.
Trips / Slips and Falls	PAR, GL, ST	Encourage clients not to run, ensure area is free from any tripping hazards.
Using activities without instructors	ALL	Group Leaders to supervise group at all times.
Injury from physical tasks	PAR, GL, ST	Group control, Safety briefing.
Injury to ankles on various balance games.	PAR, GL	Instructor Vigilance and controlled rule setting.

## Site Specific Croft Farm

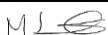
What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

## Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Hit by vehicle moving onsite	ALL	Groups are made aware of areas where they might encounter vehicles. Participants are told to use pavements on site of grassed areas to get around the site and be vigilant if they see a vehicle approaching and to move out of the way.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24



# Conquest – Arena (Only Operates at Condover Hall)

**Date:** 24/10/23

**Name of person(s) carrying out risk assessment:** Matt Smith

**Position:** Compliance & Operations Manager

**Site:** Condover Hall

## Background Information

### Definition:

Participants work as two teams (max of 12 people in each) to compete against others in a variety of fast action challenges using laser PHASERS. The games take place in a purpose built inflatable Conquest Arena in the sports hall or can be played outside in the grounds or in in Priory woods.

### Technical Advice:

Internal Technical advice is available from Condover Hall Activity Manager and Condover Hall Senior Instructors.

### Supervision Ratios: 1:24

1 instructor to 24 active participants, with one additional supervising adult

### Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

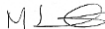
## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Unauthorised use	All	Entrance locked when not in use, arena deflated after last use of the day.
Collision with other participants	PAR, GL, ST	Safety briefing, Group control, Sufficient space for game. Guests warned NOT to run around. Safety briefing Signs referred to re-enforce instructors briefing.
Entrapment due to arena collapse	PAR, GL, ST	No one to enter until deemed safe to do so by instructor
Pump failure	PAR, GL, ST	To be covered within safety brief to exit arena when whistle is blown.
Client passing out due to heat/excitement/exhaustion	PAR, GL, ST	Close supervision, Water always available.
Slips, Trips, Falls	ALL	Instructor to give safety brief & guests must move carefully through course. Instructor to be close by to aid guests if need be. THOSE IN ARENA SHOULD WALK ONLY.

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Electrocution	ALL	Guests not to touch fan under any circumstances, and power to be switched off when performing maintenance tasks or not in use.
Eye injury from lasers	ST	When setting up system phasers should always be pointed away from face. Also during demo phasers should not be pointed at anyone. During game play the group must be reminded that they are aiming at the opponent's phaser and not face.
Injury from being struck by other participants whilst in arena	ALL	Instructor gives clear safety brief to participants and ensures that they do not run around in the arena. Instructor to address any breaches of the rule immediately and remain vigilant at all times.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# Dance Mania

**Date:** 24/10/23

**Name of person(s) carrying out risk assessment:** Matt Smith

**Position:** Compliance & Operations Manager

**Site:** Condoover Hall & Croft Farm

## Background Information

**Definition:**

A fun and lively session where participants can learn party dances and different dances.

**Technical Advice:**

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers or activity trainers.

**Supervision Ratios: 1:45**

1 instructor to 45 active participants, with one additional supervising adult per activity group

**Qualifications/Training:**

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Sprains/Strains	PAR, GL, ST	Safety briefing. Group control. Cleared flat area used
Dehydration	PAR, GL, ST	Water always available, instructor to ensure that regular drinks breaks are taken when appropriate
Passing out due to heat/excitement/exhaustion	PAR	Close supervision, Water always available.
Slipping on wet floor	ALL	No drinks on dance floor. Footwear to be worn
Electrocution when setting up the equipment	ST	All equipment is PAT tested and only trained staff to set up equipment

## Site Specific Croft Farm

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Burnt by hot food and drinks	ALL	The session is delivered in an area away from the server in the restaurant

## Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Risk of splinters in feet in cinema	ALL	Footwear to be worn at all times.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# Disco

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condover Hall & Croft Farm

## Background Information

### Definition:

A disco that can be mixed schools.

### Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers or activity trainers.

### Supervision Ratios: 1:45

1 instructor to 45 active participants, with one additional supervising adult per activity group

### Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Slipping on wet floor	ALL	No drinks on dance floor. Footwear to be worn at all times.
Being hit while dancing	PAR, GL, ST	Group control.
Jumping on/off stage	PAR, GL, ST	No one on the stage.
Passing out due to heat/excitement/exhaustion	PAR	Close supervision, Water always available.
Dehydration	PAR, GL, ST	Water always available.
Conflict between individuals from different groups	PAR	Instructor vigilance.
Electrocution from equipment	PAR, GL, ST	Keep Group Leaders and participants away from the equipment, No water/drinks near the equipment.
Epileptic seizure brought on by lighting	PAR, GL, ST	No strobe lighting used, Instructor vigilance, Medical information checked.
Electrocution when setting up the equipment	ST	All equipment is PAT tested and only trained staff to set up equipment

### Site Specific Croft Farm

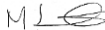
What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Burnt by hot food and drinks	ALL	The session is delivered in an area away from the server in the restaurant

### Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Splinters from cinema floor	ALL	Footwear to be worn at all times.

### Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# Egg Protector

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condover Hall & Croft Farm

## Background Information

### Definition:

A team activity, where the object is to build a suitable protection device for an egg.

### Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers or activity trainers.

### Supervision Ratios: 1:45

1 instructor to 45 active participants, with one additional supervising adult per activity group.

### Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Slipping on wet floor	ALL	Any fluids spilled cleaned up immediately.
Allergic reaction to eggs	PAR, GL, ST	Dietary and medical information checked before the session. Alternative object used (water balloon etc.)
Participants rushing at instructors or group leaders during the games.	PAR, GL, ST	Instructor vigilance and group control.
Client passing out due to heat/excitement/exhaustion	PAR, GL, ST	Close supervision, Water always available.
Dehydration	PAR, GL, ST	Water always available.
Hit by flying objects and/or other equipment	ALL	Instructor vigilance, Controlled environment. Clear boundaries are set, and instructor is constantly aware of participants locations

## Site Specific Croft Farm

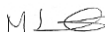
What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

## Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 20/04/24



# Fencing

<b>Date:</b> 24/10/23		
<b>Name of person(s) carrying out risk assessment:</b>	Matt Smith	<b>Position:</b> Compliance & Operations Manager
<b>Site:</b> Condover Hall & Croft Farm		

## Background Information

**Definition:** This Fencing activity will give participants a taster of foil fencing, a sport which team GB are always improving in at the Olympics. All of the participants will learn the basic skills to use in a duel with other members of their group.

### Technical Advice:

Internal Technical advice is available from the senior team on site. External Technical advice is available from British Fencing

### Supervision Ratios: 1:15

1 instructor to 15 active participants, with one additional supervising adult

### Qualifications/Training:

Instructor trained 'in house' and assessed by the British Fencing Association.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Hands hit by opponents foil	PAR, GL, ST	Glove worn on foil hand, Other hand kept behind back.
Being struck by a foil being used improperly	PAR, GL, ST	Group control, Follow BFA guidelines.
Collisions with objects within activity area	PAR, GL, ST	Check area prior to starting session.
Distractions from outside influences	PAR, GL, ST	Remove foils, deal with problem then continue.
Face being hit by foil	PAR, GL, ST	Masks worn in activity area at all times, All foils stay inside activity area. Safety area clearly marked out and sufficient distance from fencing area.
No button on end of foil	PAR, GL, ST	Instructors check all foils before start of session. Instructor vigilance throughout the session, stop any fencing and replace any buttons during session.
Tripping due to poor visibility through masks	PAR, GL, ST	Masks only worn during fencing bouts. Area cleared & boundaries are clearly defined.
Bodily injuries from heavy blows from opponent's foil	PAR, GL, ST	Chest protectors worn by all participants and padded jackets by all at all times.

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Broken foil	PAR, GL, ST	Instructor stops session immediately, replace foil. Equipment checked regularly to ensure broken foils do not enter into use.
Other guests entering Fencing Area	ALL	The Duelling area is clearly marked and explained. Instructor is vigilant throughout and stops duelling if somebody enters the area wearing incorrect PPE for the session

### Site Specific Croft Farm

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

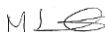
### Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

### Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					
3					

4					
5					

**Signature of person(s) carrying out risk assessment:** 

**Date for next review:** 24/10/24

## Grid of Stones (Only Operates at Condover Hall)

**Date:** 24/10/23

**Name of person(s) carrying out risk assessment:** Matt Smith

**Position:** Compliance & Operations Manager

**Site:** Condover Hall

### Background Information

**Definition:**

Navigate across the pressure sensor floor using different communication skills within your team.

**Technical Advice:**

Internal Technical advice is available from Condover Hall Activity Manager and Condover Hall senior team.

**Supervision Ratios: 1:15**

1 instructor to 15 active participants, with one additional supervising adult

**Qualifications/Training:**

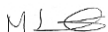
Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Epileptic seizure due to flashing lights	ALL	Medical information of participant's group leaders and instructors checked before session.
Electrocution	ALL	All kit is maintained and checked daily
Trapped fingers in door	ALL	Instructor to stay vigilant at all times to ensure good group control is maintained
Standing on loose items	ALL	Instructor to ensure pockets are empty and look in room prior to session starting
Headache from UV lights	ALL	Instructor to ensure, groups are not in the room for extended periods.
Trapped toes in stones	ALL	Instructor to check distance daily for large gaps in the stones
Tripping over raised edges	ALL	Instructor to cover on safety course.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# High Ropes (Only Operates at Condover Hall)

Date: 24/10/23		
Name of person(s) carrying out risk assessment:	Matt Smith	Position: Compliance & Operations Manager
Site: Condover Hall		

## Background Information

**Definition:** A high adrenaline activity including elements such as trapeze and multivines.

### Technical Advice:

Internal Technical advice is available from Matt Smith, Compliance & Operations Manager. External Technical advice is available from Keith Fleming.

### Supervision Ratios: 1:15

1 instructor to 15 active participants, with one additional supervising adult

### Qualifications/Training:

Instructor trained 'in house' by competent person and assessed by WMCI/MCI (formerly MIA/MIC) and is familiarised with the session plan and risk assessment.

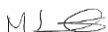
## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Falling objects	PAR, GL, ST	All objects secured on High Ropes Course, Safety area appropriate distance away from course.
Failure of any equipment in the safety chain.	PAR, GL, ST	Daily checks by SI and inspections by competent persons.
Falling out of harness as incorrectly fastened	PAR, GL, ST	All harnesses are visually checked by instructor prior to the participant having their turn. All participants must wear a chest harness. All qualified instructors are trained to fit harnesses correctly by competent person and assessed by WMCI/MCI (formerly MIA/MIC). Instructors will only start operating the equipment if they are correctly wearing all activity PPE (Harness and ropes).
Instructor dropping client	PAR, GL, ST	All instructors trained by RCI/Competent person and assessed by WMCI/MCI (formerly MIA/MIC). Observations done by senior staff. Instructors use the equipment as trained and never speed lower.
Staples/ holds spinning/breaking	PAR, GL	Fit to open checks are carried out before every day the course is operated.

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Damage to hands from staples holds, See Saw.	PAR, GL	All rings removed or taped. Participants made aware of dangers on See Saw.
Splinters from wood	PAR, GL	Controlled descent. Participants are made aware of wooden poles and obstacles
Inverting with associated risk of slipping out of harness	PAR, GL, ST	Detailed instruction, Chest harnesses worn by all participants.
Participants jamming fingers when belaying using an Italian hitch	ST, GL, PAR	When an Italian hitch set up is used the participants are made aware of the hitch and that they must keep their hands and fingers away. Instructor is vigilant throughout. Correct belaying method trained and assessed by WMCI/MCI (formerly MIA/MIC).
Instructors jamming fingers when belaying	ST, GL, PAR	Correct belaying method trained when using a gri gri, staff are trained by a suitably competent person that is signed off to deliver training by the company's technical advisor. The staff are then put forward for assessment and assessed by WMCI/MCI (formerly MIA/MIC).
Course collapsing	ALL	Course erected by professional contractors, Daily visual checks, Fit to open checks are carried out and recorded every day the course is operated. .
Injury to staff when accessing for inspection/maintenance	ST	All members of staff that access the course are trained to do so by the company
Adverse weather – Lightning, High Winds, Flooding	PAR	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled as soon as Lightning seen or thunder can be heard. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightening to the activity recommencing. The activity to be monitored by a qualified person and cancelled during high winds.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# Initiative Exercises

Including, Birthday Bench, Block Crane, Bridge Cross, Chasm Cross, Electric Maze, Fuel Carry, Holy Water, Incoming Tide, Island Hopping, Spiders Web, Toxic Waste, Towers of Hanoi,

**Date:** 24/10/23

**Name of person(s) carrying out risk assessment:** Matt Smith

**Position:** Compliance & Operations Manager

**Site:** Condoover Hall & Croft Farm

## Background Information

**Definition:** Participants work in groups to overcome various challenges to test their teamwork, Initiative and communication.

### Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers or activity trainers.

### Supervision Ratios: 1:15

1 instructor to 15 active participants, with one additional supervising adult

### Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Injury through misuse of activity equipment.	PAR, GL, ST	Group control and clear descriptions of activity and how to use equipment. All participants aware of their role with each piece of equipment. Staff are qualified and have been trained to use the relevant equipment for the activity they are running. All equipment inspected before use. No throwing/dropping of equipment. Stored appropriately. Out of bounds areas highlighted.
Participants dropping each other.	PAR	Safety brief, Group control, ensure participants are happy with their different roles during the activity.
Collisions with each other.	PAR, GL, ST	Group control, Client communication encouraged. Participants are not placed in compromising positions which could cause harm or injury. No more than 1 or two participants on wooden planks at any one time.
Falling onto equipment.	PAR, GL, ST	Group control. Sufficient space to carry out activity. Possible landing area free of any debris. Activity area is clear, fully visible and free from obstruction and/or overgrown landscape. Out of

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
		bounds area's highlighted.
Lifting injuries.	PAR, GL, ST	Demonstration of correct lifting techniques. Assistance from instructor/teacher when necessary. Lifting techniques monitored. Wooden planks not lifted above waist height.
Slipping on damp surfaces.	PAR, GL, ST	Group control, Correct footwear worn. Participants' briefed on correct foot placement.
Cuts/abrasions.	PAR, GL, ST	Group control, Safety awareness. Participants briefed on how to hold equipment/rope correctly and how to effectively move rope through hands. Equipment monitored and checked daily.
Slips, trips and fall.	PAR, GL, ST	All participants to wear correct footwear. Group control, description of activity communicated effectively. Participants to walk not run. Activity area free from hazards. Out of bounds areas highlighted. Instructors to 'spot' participants if necessary. Possible landing areas are free from all hazards.
Splinter Injuries.	PAR, GL, ST	Equipment checked/maintained daily for damage. All jewellery removed prior to activities. Full safety briefing, Smooth wooden resources used. Gloves also available for participants moving or holding wood.
Sprains/strains.	PAR, GL, ST	Full safety briefing, activity area used flat and free from obstructions. Checked daily prior to use. Out of bounds areas highlighted. Guests do not touch structures of tasks.

## Site Specific Croft Farm

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

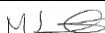
## Site Specific Condover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
River Cound	ALL	Instructor sets the boundaries for the activity and ensures that they are vigilant, participants are to stay away from the river.



## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

## Laser Maze (Only Operates at Condoover Hall)

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condoover Hall

## Background Information

### Definition:

A game whereby participants must negotiate their way through a room of lasers without breaking the beam.

### Technical Advice:

Internal Technical advice is available from Condoover Hall Activity Manager and Condoover Hall Senior Team.

### Supervision Ratios: 1:15

1 instructor to 15 active participants, with one additional supervising adult

### Qualifications/Training:

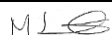
Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Eye injury from lasers during set up.	ALL	Warning – when pin-point is in Align mode the ‘Lasers will NOT switch off’ if the beam is broken. DO NOT look into laser beams!!
Eye injury from lasers during game play	ALL	Each laser will stop firing if beam is broken, firing up again 5 seconds after, giving time for ALL to move.
Electrocution	ALL	Guests not to touch lasers under any circumstances, and power to be switched off when performing maintenance tasks or not in use.
Slips/ Trips and Falls	ALL	Make guests aware of trip hazards, advise to move slowly.
Unauthorised entry	ALL	Safety signage / do not use without instructor. Door locked.
Asthma attack due to smoke in laser room.	ALL	All medical conditions must be checked before commencing the session.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					
3					
4					
5					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# League Toppers

**Date:** 24/10/23

**Name of person(s) carrying out risk assessment:** Matt Smith

**Position:** Compliance & Operations Manager

**Site:** Condover Hall & Croft Farm

## Background Information

### Definition:

All participants work as teams to overcome different team-based activities, if the team overcomes a challenge, they will win points. The team that has the most points at the end of the activity are league toppers.

### Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers, or activity trainers.

### Supervision Ratios: 1:15

1 instructor to 15 active participants, with one additional supervising adult

### Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Lost or wander into out of bounds areas	ALL	All guests given full safety briefing by instructor – Set base for groups to return to
Strains due to improper exercise	PAR, GL, ST	Some form of basic warm-up.
Collision with objects	PAR, GL, ST	Clear activity site prior to starting activity session, Define area away from hazards such as trees/parked cars etc. Keep players away from batter, Group control.
Participant Collisions	PAR, GL, ST	Safety briefing, Group control, Sufficient space for game.
Slips/ Trips and Falls	ALL	Make guests aware of trip hazards, advise to move slowly.
Collision due to darkness	ALL	Use areas where lighting is available and use torches if possible.

## Site Specific Croft Farm

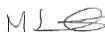
What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

## Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# Low Ropes (Only Operates at Condover Hall)

**Date:** 24/10/23

**Name of person(s) carrying out risk assessment:** Matt Smith

**Position:** Compliance & Operations Manager

**Site:** Condover Hall

## Background Information

### Definition:

A teamwork exercise where teams must try to navigate the course without touching the ground.

### Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers, or activity trainers.

### Supervision Ratios: 1:15

1 instructor to 15 active participants, with one additional supervising adult

### Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Falling objects.	PAR, GL, ST	All objects secured on Low Ropes Course; Helmets worn at all times.
Banging head on Course.	PAR, GL	Helmets worn at all times. Group control, full safety brief prior to activity.
Splinter Injuries.	PAR, GL, ST	Equipment checked/maintained daily for damage. All jewellery removed prior to activities. Full safety briefing.
Falls from apparatus.	PAR, GL	Helmets worn at all times. Possible landing areas free from hazards. Instructors to spot if required. Participants not to jump between apparatus.
Course collapsing.	ALL	Course erected by professional contractors, Daily visual checks, Weekly inspection by experienced person.
Rope Burns.	PAR, GL	Safety briefing on moving around ropes. Group control.
Collisions with each other.	PAR, GL, ST	Group control, Client communication encouraged. Participants are not placed in compromising positions which could cause harm or injury. Only one participant on each apparatus at one

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
		time.
Tripping over wires	PAR, GL, ST	Good Instructor briefing – Spray painting wires yellow so they are more visible against grey stones

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					
3					
4					
5					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# Mini Olympics

**Date:** 24/10/23

**Name of person(s) carrying out risk assessment:** Matt Smith

**Position:** Compliance & Operations Manager

**Site:** Condover Hall & Croft Farm

## Background Information

**Definition:**

During this session participants will compete in a range of track and field events from discus, Javelin and relays

**Technical Advice:**

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers or activity trainers.

**Supervision Ratios: 1:45**

1 instructor to 45 active participants, with one additional supervising adult per activity group

**Qualifications/Training:**

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Strains due to improper exercise	PAR, GL, ST	Some form of basic warm-up.
Collision with objects and or Equipment	PAR, GL, ST	Safety briefing, Group control, Sufficient space for game. Clear activity site prior to starting activity session, Define area away from hazards such as trees/parked cars etc. Safety area coned off for when participants are throwing heavier equipment.
Collision with each other	PAR, GL, ST	Safety briefing, Group control, Sufficient space for game.
Slips/ Trips and Falls	PAR, GL, ST	Check area for trip hazards, Avoid slippery surfaces, Correct footwear worn according to weather conditions, Safety briefing, Group control.
Struck by thrown objects, Hammer, Discuss or Javelins	ALL	Each throwing activity has sufficient space to throw object. If throwing the discuss or Hammer the participants not throwing must be moved away from the area and held in a suitable location so that they cannot be struck by a participant releasing the object early.

### Site Specific Croft Farm

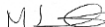
What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

### Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

### Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24



# Orienteering

**Date:** 24/10/23

**Name of person(s) carrying out risk assessment:** Matt Smith

**Position:** Compliance & Operations Manager

**Site:** Condoover Hall & Croft Farm

## Background Information

**Definition:**

A challenging outdoor sport that exercises both mind and body, incorporating orientation of a map.

**Technical Advice:**

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers or activity trainers, also British Orienteering qualified member of staff on site.

**Supervision Ratios: 1:15**

1 instructor to 15 active participants, with one additional supervising adult

**Qualifications/Training:**

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Twisting ankle	PAR, GL, ST	Correct footwear worn. Group control.
Trips/ Slips and Falls	PAR, GL, ST	Group control. Group vigilance.
Hit by vehicle moving onsite	ALL	Groups are made aware of areas where they might encounter vehicles. Participants are told to use pavements on site of grassed areas to get around the site and be vigilant if they see a vehicle approaching and to move out of the way.
Clients getting lost	PAR	Group Control, regular sound-offs, buddy system. All Orienteering sessions take place on site. Instructor stays at a central point from which activity begins. Participants are sent to find one marker first to confirm that they can understand and orientate the map

## Site Specific Croft Farm

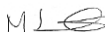
What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

## Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# Rocket Launch

**Date:** 24/10/23

**Name of person(s) carrying out risk assessment:** Matt Smith

**Position:** Compliance & Operations Manager

**Site:** Condoover Hall & Croft Farm

## Background Information

**Definition:**

Participants compete in a number of science based challenges and create their own rocket.

**Technical Advice:**

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers or activity trainers.

**Supervision Ratios: 1:15**

1 instructor to 15 active participants, with one additional supervising adult

**Qualifications/Training:**

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Rocket hitting someone on landing	PAR, GL, ST	Correct open space used. Group vigilance.
Allergy/reaction to materials used for making	PAR, GL, ST	Check medical information, Instructor vigilance.
Slip/Trip/Fall when running to collect rocket	PAR, GL, ST	Instructor vigilance and rules set at start of the session.

## Site Specific Croft Farm

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

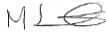
What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

### Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

### Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# Run Around Quiz

**Date:** 24/10/23

**Name of person(s) carrying out risk assessment:** Matt Smith

**Position:** Compliance & Operations Manager

**Site:** Condoover Hall & Croft Farm

## Background Information

**Definition:**

A quiz game where participants must run around the specific areas of the site to find out answers to questions.

**Technical Advice:**

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers or activity trainers.

**Supervision Ratios: 1:45**

1 instructor to 45 active participants, with one additional supervising adult per activity group

**Qualifications/Training:**

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Slips/ Trips and Falls	PAR, GL, ST	Safety briefing, Group control, Cleared flat area used.
Collisions with each other	PAR, GL, ST	Group control, Client communication encouraged.
Participants becoming separated from group.	PAR	Instructor vigilance and rules set at start of the session.
Hit by vehicle moving onsite	ALL	Groups are made aware of areas where they might encounter vehicles. Participants are told to use pavements on site of grassed areas to get around the site and be vigilant if they see a vehicle approaching and to move out of the way.

## Site Specific Croft Farm

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Coming into contact with third party groups onsite	ALL	Activity area is fenced off, all participants are in groups of at least 3.

### Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

### Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					
3					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# Sensory Trail

**Date:** 24/10/23

**Name of person(s) carrying out risk assessment:** Matt Smith

**Position:** Compliance & Operations Manager

**Site:** Condover Hall & Croft Farm

## Background Information

**Definition:**

A fun session that involves blindfolding participants, playing games and eventually leading up to a custom-built trail that participants must negotiate as a team.

**Technical Advice:**

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers or activity trainers.

**Supervision Ratios: 1:15**

1 instructor to 15 active participants, with one additional supervising adult

**Qualifications/Training:**

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Entanglement in rope	ALL	Instructor to maintain constant communication with the group and keep good group control.
Walking or falling into objects while blindfolded	PAR, GL	Instructor observing, Communication encouraged, Branches trimmed back. The Sensory Trail course must have padding on obstacles if required
Objects in eyes/facial area	PAR, GL	Clients to wear safety goggles as blindfolds. Branches trimmed back.
Allergic reaction to contents of smelly pots	PAR, GL, ST	All allergies checked prior to session and pots removed as per the participants, staff, group leaders requirements.
Twisting of ankles on uneven surfaces	PAR, GL, ST	Clients briefed to move slowly & carefully. Instructor vigilance.
Falling off obstacles	PAR, GL, ST	Instructor and group leader spotting. Supports for clients to hold onto.
Wandering off course	PAR, GL	Constant rope/guide to follow, instructor vigilance and group control during session.

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Collision with participants	PAR, GL, ST	Instructor vigilance and group control during session.
Scrapes or scratches on exposed skin	PAR, GL	Visual inspection of area prior to session, instructor vigilance and group control during session. Long clothing to be worn.
Mud in eyes from dirty hands	PAR, GL	Goggles worn whilst on course, behaviour managed by instructor.
Mud being ingested	PAR, GL	Instructor vigilance, at no point is muddy water thrown at blindfolded participants.

### Site Specific Croft Farm

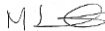
What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

### Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

### Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24



# Survival Courses (Only Operates at Condover Hall)

**Date:** 24/10/23

**Name of person(s) carrying out risk assessment:** Matt Smith

**Position:** Compliance & Operations Manager

**Site:** Condover Hall

## Background Information

### Definition:

Participants work together to overcome a variety of scenarios and survival tasks. Groups will make their own Shelter, using the natural surroundings and materials available. They will also make a fire using a steel and flint.

### Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers or activity trainers.

### Supervision Ratios: 1:15

1 instructor to 15 active participants, with one additional supervising adult

### Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

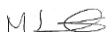
## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Shelter collapsing on children when inside	PAR, GL, ST	Full safety briefing, Shelter checked thoroughly by instructor before allowing children inside, Group control.
Splinters	PAR, GL, ST	Full safety briefing, Smooth wooden resources used Materials checked/maintained daily.
Cuts/abrasions	PAR, GL, ST	Full safety briefing, Smooth wooden resources used Materials checked/maintained daily.
Sprains/strains	PAR, GL, ST	Full safety briefing, Area used flat and free from obstructions.
Burns	PAR, GL, ST	Fire making to be carried out in the mess tins provided and fires are to be kept under control and observation at all times. Fire prevention available e.g. bucket of water/s and fire extinguisher.
Slips/ Trips and Falls	ALL	Correct footwear. Walk on path.
Hit by object e.g. when moving poles, wood for shelters	ALL	Instructor vigilance, clear rules set at start of session. Prepare wood before session.

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Dead falling trees during high winds	ALL	Instructor vigilance, clear rules set at start of session. Prepare wood before session. Inspection of activity area prior to start of the session.
Manual Handling injuries when lifting stretcher or moving wood for shelter.	ALL	Instructor to demonstrate the correct lifting and moving of wood for shelters. Groups are clear as to the size of the wooden branches to move.  Instructor demonstrates the correct way to lift the stretcher before any of the participants are to lay on it.
Illness/Sickness from drinking the water that is used within the water filtration exercise.	PAR	Instructor MUST ensure that the group are instructed not to drink the water after the filtration exercise has been completed.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/23

# Team Challenge

**Date:** 24/10/23

**Name of person(s) carrying out risk assessment:** Matt Smith

**Position:** Compliance & Operations Manager

**Site:** Condover Hall & Croft Farm

## Background Information

**Definition:**

A mixture of problem-solving stations, where participants must work as a team to win 'artefact' pieces.

**Technical Advice:**

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers, or activity trainers.

**Supervision Ratios: 1:30**

1 instructor to 30 active participants, with one additional supervising adult

**Qualifications/Training:**

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Collisions with objects	PAR, GL, ST	Area used flat and free from obstructions, Group control.
Hit by equipment	PAR, GL, ST	Safety briefing at start, Group control, Instructor assistance.
Rope burns to wrists	PAR, GL, ST	Safety brief, Group control.
Splinters	PAR, GL, ST	Full safety briefing, Smooth wooden resources used Materials checked and maintained daily.
Collision with each other	PAR, GL, ST	Safety briefing, Group control, Sufficient space for games.
Sprains/strains	PAR, GL, ST	Full safety briefing, Area used flat and free from obstructions, Appropriate warm up.
Cuts/abrasions	PAR, GL, ST	Full safety briefing, Smooth wooden resources used Materials checked and maintained daily.
Struck by inner tube during inner tube games	PAR, GL, ST	Instructor vigilance when using the inner tubes, DO NOT let the inner tube stretch too far. Valves are removed from inner tubes before use.
Allergic reaction to rubber inner tube	ALL	Medical information checked and inner tube problem removed from session if anyone has a rubber allergy

### Site Specific Croft Farm

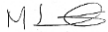
What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

### Site Specific Condoover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

### Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# Tunnelling (Only Operates at Condover Hall)

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condover Hall

## Background Information

### Definition:

A purpose built tunnelling system is a chance for participants to try out tunnelling.

### Technical Advice:

Internal Technical advice is available from Condover Hall Activity Manager and Condover Hall Senior team.

### Supervision Ratios: 1:15

1 instructor to 15 active participants, with one additional supervising adult

### Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Claustrophobia/ Panic Attack	ALL	Safety hatches built into cave system, instructor on hand to retrieve & rescue guest, safely.
Slips, Trips, Falls	ALL	Instructor to give safety brief & guests must move carefully through course. Instructor to be close by to aid guests if need be.
Injuries to fingers or ears due to jewellery	ALL	All jewellery removed or taped.
Fire Alarm Sounding	ALL	Instructor to calmly call guests out from cave system, opening safety hatches, head count then lead group to muster point.
Unconscious person	ALL	Instructor to call senior member of staff, strategy of 1 <sup>st</sup> aid & removal depending on situation.
Injury caused by using escape hatches.	ALL	Instructor to ensure all participants are aware of escape hatches and instructor to assist participants exiting through the emergency hatches.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: M J 

Date for next review: 24/10/24

# Water sports – Canoe (Only Operates at Condover Hall)

Date: 24/10/23		
Name of person(s) carrying out risk assessment:	Matt Smith	Position: Compliance & Operations Manager
Site: Condover Hall		

## Background Information

**Definition:** This activity is great for groups to have an introduction into canoeing. The canoes are very stable when people are on them, and this gives the participants a chance to have lots of fun and play lots of different games on the water.

### Technical Advice:

Technical advice is available from Dave Brown (Acwaterra), who is the companies Water Sports Technical Advisor

### Supervision Ratios:

1 instructor to 8 active participants or 1 instructor to 6 boats that are tandems (max of 12 participants across 6 canoes). Any additional unqualified supervising adult with the group needs to be incorporated into the ratios.

### Qualifications/Training:

Water-sports Instructors qualified to UKCC Level 1, or Paddle sports Instructor Award and hold Paddle sport Safety and Rescue (PSR). The instructors are trained in house by the company's technical advisor to ensure staff competence. The instructors are observed by a Senior Water-sports instructor on their first session and indirectly supervised by a suitably qualified and experienced senior instructor or manager from there on.

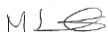
## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Hit the bank or bottom of lake when capsized.	PAR, GL, ST	Full safety briefing, Group control, Helmets to be always worn when on the water.
Hypothermia	PAR, GL, ST	Make sure all clients wear suitable clothing at all times. Session alternatives in severe weather conditions.
Hit by equipment.	PAR, GL, ST	Helmets to be always worn, Group control. Instructor to give all participants a clear brief on how to paddle.
Drowning.	PAR, GL, ST	Buoyancy aids always worn, Instructor vigilance. All Canoe sessions are operated under strict ratios and all staff leading the activity hold the required qualifications to deliver the activity.
Secondary drowning.	PAR, GL, ST	Instructor vigilance, Safety briefing.

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Collisions with other objects on water.	PAR, GL	Participants aware of activity area and out of bounds areas. Group control and clear safety brief prior to activity. Participants aware of other activities on water.
Falling over while carrying equipment on dry land.	PAR, GL, ST, SST	Manual handling is controlled when participants are launching / recovering, All group leaders and participants wear helmets.
Sickness due to swallowing water.	PAR, GL	Recommended locations for water sports. Instructor vigilance and thorough Safety briefing, Group control.
Strains or injury from launching the Canoes into the water	JCA Staff	Only Trained JCA Water sports staff should launch the Canoes into the water. Instructors should follow best practice for Manual Handling as per the company's health and safety training. Staff are trained the correct way to launch the canoes by the companies technical advisor.
Slipping / tripping on edge of lake.	PAR, GL, ST, SST	No running on lakeside. Launching/landing areas free from hazards.
Trapping fingers when the group raft together	PAR, GL, ST,	Instructor to give clear instructions on how to raft the canoes together. Ideally people holding the canoes together will hold the inside of the canoe next to them only and not their own boat as well.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24



# Water sports - Raft Building Lake (Only Operates at Condoover Hall)

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condoover Hall

## Background Information

### Definition:

Groups will make a Raft using Barrels and wooden poles to race other members of their groups on our new purpose-built lake at Condoover

### Technical Advice:

Technical advice is available from Dave Brown (Acwaterra), who is the companies water sports technical advisor.

### Supervision Ratios:

1 instructor to 15 active participants when building the raft and 1:12 on the Lake, with one additional supervising adult.

### Qualifications/Training:

Instructor holds a Paddle sport Safety and Rescue (PSR)

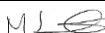
## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Dropping equipment on feet/hands etc.	PAR, GL, ST, SST	Group control, Instructor/group leader helps with heavy/large equipment.
Rope Burn	PAR, GL, ST	Safety briefing, Group control.
Falling off raft when getting on and hitting head on side of bank or bottom of lake.	PAR, GL	Safety briefing, Group control, Instructor vigilance. Instructor and group leaders to hold the raft still whilst the children get on. Helmets worn at all times.
Rafts colliding - limbs trapped	PAR, GL	Safety briefing, Group control.
Clients falling in water and getting over cold	PAR, GL	Limit static time in water, Don't allow clients on raft until end of session if cold, Allow plenty of time to change into warm clothes at session end.
Sickness due to swallowing water	PAR, GL	Safety briefing, Group control.
Clients falling in and banging head on bottom of lake or side of bank.	PAR, GL	Safety briefing, Group control, Instructor vigilance. Helmets worn at all times.
Cuts/abrasions from equipment	PAR, GL, ST	Equipment regularly checked/maintained by SI, Daily checks by instructor.

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Slipping / tripping on edge of lake.	PAR, GL, ST, SST	No running on lakeside. Launching/landing areas free from hazards.
Drowning	PAR, GL, ST	All group leaders and participants wear BA's, Session cancelled in poor conditions. Instructors, Participants are told not to tie themselves onto the raft and are shown a safe way of sitting on the raft that avoids entrapment. (should the raft flip) One instructor carries a knife in the case of entrapment and is trained how to cut the ropes to release the raft.
Secondary drowning	PAR, GL, ST, SST	Instructor vigilance, Safety briefing.
Hypothermia	PAR, GL, ST	An instructor in attendance, Lead Instructor is first aid qualified, Area of shoreline never far away. (participants can return to shore if cold)
Falling over while carrying equipment on dry land.	PAR, GL, ST, SST	Sessions are curtailed in poor conditions, Manual handling is controlled when participants are launching / recovering, All group leaders and participants wear helmets.
Falling over whilst on the equipment	PAR, GL, ST, SST	Sessions are curtailed in poor conditions, Manual handling is controlled when group leaders and participants are launching / recovering, All group leaders and participants wear helmets, group leaders and participants are encouraged to seek support from others when standing on a raft.
Weils Disease	PAR, GL, ST, SST	Recommended locations for water sports. Instructor vigilance
Sickness from Sewage	PAR, GL, ST, SST	Recommended locations for water sports. Instructor vigilance
Collisions with other objects on water	PAR, GL	Participants aware of activity area and out of bounds areas. Group control and clear safety brief prior to activity. Participants aware of other activities on water.
Adverse weather – Lightning, High Winds, Flooding	PAR	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled as soon as Lightning seen or thunder can be heard. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightening to the activity recommencing. The activity to be monitored by a qualified person and cancelled during high winds.
Entrapment under jetty,	PAR, GL, ST	Instructor clear briefing / warning and vigilance of participants position throughout the session.
Entrapment in shrubbery on lake edge	PAR, GL, ST	Instructor clear briefing / warning and vigilance of participants position throughout the session.
Entanglement with boundary rope	PAR, GL, ST	Instructor clear briefing / warning and vigilance of participants position throughout the session.
Unauthorised access to lake	PAR, GL, ST	Lake access gate locked when not in use. Instructor briefing re out of bounds in site tour. All groups using access point to reach activity field are supervised on route at all times. Instructor vigilance at all times.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

## Water sports – Sit on top Kayak (Only Operates at Condoover Hall)

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condoover Hall

## Background Information

**Definition:** This activity is great for groups to have an introduction into kayaking. The sit on top kayaks are very stable when people are on them and this gives the participants a chance to have lots of fun and play lots of different games on the water.

### Technical Advice:

Technical advice is available from Dave Brown (Acwaterra), who is the companies Water Sports Technical Advisor

### Supervision Ratios:

1 instructor to 8 active participants in Individual Kayaks or 1 instructor to 6 boats that are tandems (max of 12 participants across the Kayaks). Any additional unqualified supervising adult with the group needs to be incorporated into the ratios.

### Qualifications/Training:

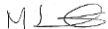
Water-sports Instructors qualified to UKCC Paddle Sport Instructor certificate and a Paddlesport Safety and Rescue (PSR)

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Hit the bank or bottom of lake when capsized.	PAR, GL, ST	Full safety briefing, Group control, Helmets to be worn at all times when on the water.
Hypothermia	PAR, GL, ST	Make sure all clients wear suitable clothing at all times Session alternatives in severe weather conditions.
Hit by equipment.	PAR, GL, ST	Helmets to be worn at all times, Group control.
Drowning.	PAR, GL, ST	Buoyancy aids worn at all times, Instructor vigilance. All sit on top kayak sessions are operated under strict ratios and all staff leading the activity hold the required qualifications to deliver the activity.
Secondary drowning.	PAR, GL, ST	Instructor vigilance, Safety briefing.
Collisions with other objects on water.	PAR, GL	Participants aware of activity area and out of bounds areas. Group control and clear safety brief prior to activity. Participants aware of other activities on water.
Falling over while carrying equipment on dry land.	PAR, GL, ST, SST	Sessions are curtailed in poor conditions, Manual handling is controlled when participants are launching / recovering, All group leaders and participants wear helmets.
Sickness due to swallowing water.	PAR, GL	Recommended locations for water sports. Instructor vigilance and thorough Safety briefing, Group control.
Strains or injury from launching the Kayaks into the water	JCA Staff	Only JCA Water sports staff should launch the Kayaks into the water. Instructors should follow best practice for Manual Handling as per the companies health and safety training. Staff are trained the correct way to launch the kayaks by the companies technical advisor.
Slipping / tripping on edge of lake.	PAR, GL, ST, SST	No running on lakeside. Launching/landing areas free from hazards.
Adverse weather – Lightning, High Winds, Flooding	PAR	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled as soon as Lightning seen, or thunder can be heard. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightening to the activity recommencing. The activity to be monitored by a qualified person and cancelled during high winds.
Entrapment under jetty,	PAR, GL, ST	Instructor clear briefing / warning and vigilance of participants position throughout the session.
Entrapment in shrubbery on lake edge	PAR, GL, ST	Instructor clear briefing / warning and vigilance of participants position throughout the session.
Entanglement with boundary rope	PAR, GL, ST	Instructor clear briefing / warning and vigilance of participants position throughout the session.
Unauthorised access to lake	PAR, GL, ST	Lake access gate locked when not in use. Instructor briefing re out of bounds in site tour. All groups using access point to reach activity field are supervised on route at all times. Instructor vigilance at all times.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					
3					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

## Wet & Wacky (Only Operates at Condover Hall)

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condover Hall

## Background Information

### Definition:

A fun session taking place in the swimming pool on site. Participants play games in teams; it could also include a game of water-polo.

### Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers, or activity trainers.

### Supervision Ratios: 1:30

1 instructor to 30 active participants, with one additional supervising adult per activity group and a qualified Lifeguard.

### Qualifications/Training:

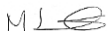
Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Drowning	PAR, GL, ST	Professionally qualified life guards on duty at all times Check school information for swimming ability, No non swimmers out of depth.
Slipping and falling on poolside	PAR, GL, ST	No running on poolside.
Allergy to chemicals	PAR, GL, ST	Check medical information. Pools are checked regularly to ensure that the chemical levels are correct by a trained member of staff
Participant panics whilst under water	PAR, GL, ST	Ensure confident beforehand, Full safety briefing, no games to be played where participants must be submerged.
Participants hit by thrown objects (e.g. Balls)	PAR, GL, ST	Instructor vigilance, Safety briefing.
Secondary drowning	PAR, GL, ST, SST	Instructor vigilance, Safety briefing.
Impacting on bottom of pool	PAR, GL, ST	Follow swimming pool guidelines – full safety briefing. Group control. No Diving.
Boisterous play during session.	PAR, GL.	Instructor and Lifeguard vigilance. Clear safety briefing and pool rules explained at beginning of the session

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# Wide Games (Only Operates at Condover Hall)

Date: 24/10/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condover Hall

## Background Information

### Definition:

A selection of games and races that take place over large areas of the Activity, the games can be tailored to be aimed at all abilities.

### Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Activity Managers, or activity trainers.

### Supervision Ratios: 1:45

1 instructor to 45 active participants, with one additional supervising adult per activity group

### Qualifications/Training:

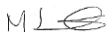
Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Collisions with objects	PAR, GL, ST	Area used flat and free from obstructions, Group control.
Hit by equipment	PAR, GL, ST	Safety briefing at start, Group control, Instructor assistance.
Collision with each other	PAR, GL, ST	Safety briefing, Group control, Sufficient space for games.
Sprains/strains	PAR, GL, ST	Full safety briefing, Area used flat and free from obstructions, Appropriate warm up.
Twisting ankle	PAR, GL, ST	Correct footwear worn. Group control.
Trips/ Slips and Falls	PAR, GL, ST	Group control. Group vigilance.
Hit by vehicle moving onsite	ALL	Groups are made aware of areas where they might encounter vehicles. Participants are told to use pavements on site of grassed areas to get around the site and be vigilant if they see a vehicle approaching and to move out of the way.
Clients getting lost	PAR	Group Control, regular sound-offs, buddy system. All sessions take place on site. Instructor stays at a central point from which activity begins.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

## Zip Wire (Only Operates at Condover Hall)

Date: 20/04/23

Name of person(s) carrying out risk assessment: Matt Smith

Position: Compliance & Operations Manager

Site: Condover Hall

## Background Information

### Definition:

Attached by a harness Participants travel down the zip wire from the purpose-built platform.

### Technical Advice:

Internal Technical advice is available from Matt Smith, Compliance & Operations Manager. External Technical advice is available from Keith Fleming.

### Supervision Ratios: 1:15

1 instructor to 15 active participants and an additional instructor to lower the participants at the bottom of the wire, with one additional supervising adult

### Qualifications/Training:

Instructor trained 'in house' and assessed by WMCI/MCI (formerly MIA/MIC) and is familiarised with the session plan and risk assessment.



## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Being hit by falling objects	PAR, GL, ST	All objects secured on platform, Safety area situated appropriate distance away from zip wire. No one allowed under the wire unless instructed by the instructors, under the wire to be kept clear when participant is ready to descend the wire.
Fall whilst ascending/descending on access steps	PAR, GL, ST	Appropriate footwear checked by instructor beforehand.
Fall from Platform	PAR, GL, ST	All clients are clipped to safety rope before accessing the top of the platform.
Fall from landing platform	PAR, GL, ST	All clients are supervised and stood safely on the landing platform prior to being released. Staff to stand in the middle of the platform whilst removing the trolley from the wire.
Hitting landing platform	PAR, GL, ST	Landing area is at the very end of the zip wire under the tyre, Maximum weight limit has been dispatched and does not come close the landing zone. Landing zone currently made out of crates, if there was to be an impact the crates would come apart
Tripping over ground anchors	PAR, GL, ST	All trip hazards are made highly visible, access is limited to certain areas and sharp edges are softened, Warning signs to advise of authorised access only.
Objects caught in metal work.	PAR, GL, ST	Hair tied back and tucked inside clothing if long enough, Clothing tucked inside harness and loose strings and toggles tucked away, Instructor monitors and checks at the top of platform before allowing the participant to descend.
Safety rope failure	PAR, GL, ST	Visual check by qualified Instructor. The equipment is checked on a regular basis and is recorded.
Hitting the ground whilst participating due to being given incorrect length lanyard	PAR, GL, ST	All instructors are assessed by WMCI/MCI (formerly MIA/MIC), Procedure in place to ensure lanyard length is checked prior to participation twice.
Participant dispatched whilst someone is still on the wire	PAR, GL, ST	Commands in place to ensure dispatch doesn't happen until area is clear. Clear line of site from instructor. Participant attached to tower safety so unable to step off until released by instructor.
Instructor incorrectly attaching participant to Zip Wire	PAR, GL	All instructors are assessed by WMCI/MCI (formerly MIA/MIC).
Falling out of harness as incorrectly fastened	PAR, GL	All harnesses are visually checked by instructor prior to the participant having their turn. All participants must wear a chest harness or full body harness. All qualified instructors are trained to fit harnesses correctly by competent person and assessed by WMCI/MCI (formerly MIA/MIC). Instructors will only start operating the equipment if they are correctly wearing all activity PPE (Harness and ropes).
Structural failure	ALL	Platform erected by qualified builders and plans are provided, Daily fit to open and visual checks, Weekly inspection by a suitably qualified person.
Zip stop failure	PAR, GL, ST	Zip stop to be serviced annually. Pre departure checks ensure zip stop is re set. Tyre in place as final stop if stop fails.
Partial collapse	ALL	Platform erected by qualified builders and plans are provided, Daily fit to open and visual checks, Weekly inspection by a suitably qualified person.

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Unauthorised use	ALL	Signage in place to advise of restricted access.
Adverse weather – Lightning, High Winds, Flooding	PAR	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled as soon as Lightning seen or thunder can be heard. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightening to the activity recommencing. The activity to be monitored by a qualified person and cancelled during high winds.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# General risks for all activities

Date: 24/10/23		
Name of person(s) carrying out risk assessment:	Matt Smith	Position: Compliance & Operations Manager

Site: Condover Hall & Croft Farm
----------------------------------

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
<b>Health &amp; Welfare</b>		
Anaphylactic shock	ALL	All instructors, participants & group leaders to carry medication as necessary, prior awareness of all serious allergies.
Anxiety Attack	ALL	Ensure everybody is comfortable with the task, all instructors cover action to take during first aid training.
Asthma attack	ALL	All participants and group leaders to carry inhalers as necessary, prior awareness of all potential triggers.
Dehydration	ALL	Participants bring water bottles to all sessions, Instructors to carry additional water when offsite.
Diabetic attacks	ALL	All participants & group leaders to carry medication as necessary & dextrose tablets/sweet drinks in first aid kits when off site.
Epileptic fits	ALL	All appropriate individuals to carry medication as necessary.
Hypothermia	ALL	Correct clothing for environment working in, appropriate equipment used for activities, observation by instructor.
Insect bites/scratches/ allergies	ALL	Instructors to be alert, appropriate medication for known allergies.
Slipping/tripping	ALL	Group control by instructor, observation by participants and group leaders, safety check of activity area and removal of hazards.
Lightning strike	ALL	Weather conditions observed and session cancelled where necessary.
Injury from Hail and Heavy Snow	ALL	Weather conditions observed and session cancelled where necessary.
Sunburn	ALL	Instructors to monitor heat conditions and effects on group, Personal sun block/hat/glasses to be worn.
<b>Terrain</b>		
Major land/cliff subsidence	ALL	Constant surveillance of path and cliff condition, rekey visit after prolonged and heavy rainfall.
Hit by falling tree/branch	ALL	Grounds well maintained and activities altered during high winds.
Contamination/injury from animals	ALL	If domesticated animals nearby include in safety briefing to clients, stray animals dealt with by

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
		authorised officials, instructor vigilance.
<b>Equipment</b>		
Injury from incorrect use of activity equipment	ALL	Participants and group leaders given full safety briefing on arrival to highlight out of bounds areas, all equipment stored appropriately, full training given to instructors to ensure correct safety briefing is given to clients.
<b>General</b>		
Abduction by unknown adults	ALL	General observation, instructors to approach those without uniform/name badges, all group leaders are issued with name badges.
Injury by third party equipment /external contractors	ALL	Information passed on to instructors / teacher briefings and instructor vigilance. Third party contractors to have own risk assessments and safety precautions/ equipment in place to ensure safe working practice for themselves and ALL on site.

## Site Specific Croft Farm

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

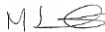
## Site Specific Condover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
<b>RIVER COUND</b> Children wandering to river edge / playing in river	ALL	Clear site tour briefing re boundaries and out of bound areas. Teacher vigilance
<b>BACK OF MANSION</b> Falling off buttery walls and lower walls of the mansion back fields/ grounds accommodation block walls and walkways	ALL	Clear site tour briefing re boundaries and out of bound areas and no climbing on walls . Teacher vigilance
<b>DRIVEWAYS/ ENTRANCE AND EXITS</b> Hit by cars travelling on / off site	ALL	Clear speed limit signage. Briefing to guests to make all aware cars are travelling on and off the site and the need to be vigilant. Teacher control and vigilance travelling to and from restaurant /accommodation near car park entrance.
<b>ACCOMMODATION BLOCK - WALK WAYS</b>	ALL	Clear briefing in site tour re not climbing on walls/ fences or railings near accommodation

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
HIGH WALLS/ FENCES		blocks
LAKE CHILDREN crossing river to lake – possible drowning	PAR	Clear site tour briefing re boundaries and out of bound areas. Teacher vigilance Access to lake restricted with padlocked gate.

## Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment: 

Date for next review: 24/10/24

# Site & Buildings - General

Date: 24/10/23		
Name of person(s) carrying out risk assessment:	Matt Smith	Position: Compliance & Operations Manager

Site: Condover Hall & Croft Farm
----------------------------------

## Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Unauthorised access	ALL	All buildings are lockable. A member of staff ensures that all areas are secured when empty and also at night. Security guards/ Night Porters employed at public sites for night patrol, Staff vigilance.
Fire	ALL	All Centres fitted with fire detection system appropriate to type of accommodation provision, Regular fire drills held on incoming nights, Senior staff trained in fire prevention.
Over crowding	ALL	Groups managed through appropriate timetabling for venue sizes.
Injury from stairs and above ground access	ALL	Out of bounds areas shown at start of the week.
Reaction/access to cleaning chemicals	ALL	Cleaning chemicals are to be secured when not in use.
Injury from moving Vehicles/Traffic	ALL	All roads & boundaries explained during site tour, instructors to lead participants across roads during session.
Unauthorised areas	ALL	Out of bounds area to be shown during site tour.
Unsupervised clients	PAR	Group Leaders to be in loco parentis during free time.
Onsite activities – i.e. play areas	ALL	Group Leaders to be in loco parentis during free time.

## Site Specific Croft Farm

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

## Site Specific Condover Hall

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)

**Action Plan**

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

**Signature of person(s) carrying out risk assessment:** 

**Date for next review:** 24/10/24