

Risk Assessment - BFOC Generic Site Risks for Customers

Date of Assessment: 13th March 2024

Standard Review date: 13th April 2025

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Description of Area: Blackland Farm Outdoor Centre



Risk Assessment Matrix

Severity / Likelihood	1 Rare	3 Possible	5 Almost Certain
5 Catastrophic	5	15	25
3 Moderate	3	9	15
1 Insignificant	1	3	5

Definitions:

Severity; How severely could the hazard hurt someone or cause damage?

Catastrophic: Injury would require expert medical attention, and has the potential to be fatal

Major: Injury would require the participant to stop doing the activity, medical treatment is beyond the skills of a basic first aider

Insignificant: Minor injury requiring simple first aid or no treatment

Likelihood; How likely is it to happen?

Almost certain: Expected to occur in all circumstances

Possible: Might possibly occur at some time

Rare: May occur only in exceptional circumstances

Risk Score:

Risk Score	Risk Level	Action Required
20-25	Extreme	Immediate action required
12-16	High	Action plan required
6-10	Moderate	Specific monitoring or procedures required
1-5	Low	Manage through routine procedures

Hazard	Potential outcome	Persons Affected	Controls	Severity	Likelihood	Risk Rating
Slips, Trips, Falls	Injury	All	<ol style="list-style-type: none"> 1. General good housekeeping is carried out, this is covered in BFOC staff training and encouraged of all site users. 2. Areas are well lit where reasonable, with additional floodlighting available if deemed necessary. Kit List for groups includes torch. 3. Speed bumps are painted routinely for visibility. 4. Wet floor signs are available for use to alert visitors to hazards. 5. All visitors made aware in the booking pack that the site is rural and many areas of grounds require additional care. 	3	3	9
Manual Handling	Pain or strain	All	<ol style="list-style-type: none"> 1. Good manual handling practice is covered in BFOC staff training and encouraged of all site users. 2. Trolleys are available where appropriate for large or heavy loads. 3. Driving permitted on-site to assist with manual handling. 4. Visitors on-site responsible for ensuring good manual handling for their associated guests. 	1	3	3

Working at Height	Injury including fractures, bruises.	All	<ol style="list-style-type: none"> 1. Working at Height practice is covered in BFOC staff training. 2. Visitors on-site are responsible for ensuring good working at height practices for their associated guests. 	2	1	2
Electronic Devices	Electric shock, fire, burns	All	<ol style="list-style-type: none"> 1. All BFOC owned appliances are compliant, including being subject to Portable Appliance Testing annually. 2. Any devices that show damage likely to cause damage reported to site staff and removed from service immediately. 3. Good practice regarding use of electronic devices is covered in BFOC staff training and encouraged of all site users. 	2	1	2
Fire	Injury, damage	All	<ol style="list-style-type: none"> 1. Fire safety measures in place for campsites and buildings, provided by BFOC. 2. Fire risk assessments provided for residential accommodation. 3. Residential accommodation has automatic fire detection systems in place, maintained and tested in line with guidance. 4. Fire procedures including evacuation plans are developed, displayed and implemented in residential accommodation. 5. Regular checks of fire systems and features are carried out, including fire exit doors and escape routes. 6. The Duty Manager is available for support and assistance 24/7 when visitors are on-site. 	2	1	2

Medical Emergency	Minor to major injury		<ol style="list-style-type: none"> 1. Instructors and Duty Managers are first aid trained and available during office hours, and on-call overnight. 2. First Aid provision is stipulated to be provided by visiting groups in the first instance. 3. First Aid kits available in all activity areas, plus grab bags and large kits in vehicles and offices. 4. Emergency Action Plan in place for emergency procedures. 	3	3	9
Other Emergency	Minor to major injury		<ol style="list-style-type: none"> 1. Emergency Action Plan in place for emergency procedures, including subscription to PHAROS crisis management. 	5	1	5
Outside Areas	Allergies to flora / fauna, minor injuries from flora and fauna		<ol style="list-style-type: none"> 1. Whole site tree surveys carried out every five years. 2. Tree Management Plan in place for managing trees 3. Where reasonably practicable, brambles and nettles are removed from major walkways. 4. Where reasonably practicable, pests are removed from residential and activity areas (such as wasp nests) 5. All visitors to the site are made aware that the site is rural and risks associated with natural areas are to be expected. 	1	3	3
Cleaning and Other Use of Chemicals	Injury, Burns, Harm from contact or inhalation		<ol style="list-style-type: none"> 1. COSHH training provided to all relevant BFOC staff. 2. Chemicals belonging to BFOC are kept in locked areas, accessible only to trained staff. 	1	1	2

			3. Visitors to the site provide their own cleaning products and assessments.			
Safeguarding Issues	Harm, Abuse, Injury	Vulnerable Persons	<ol style="list-style-type: none"> 1. Relevant BFOC staff undergo a DBS check, safeguarding training and adhere to safeguarding policy. 2. Contractors and visitors report to reception on arrival. 3. Visitors adhere to their own safeguarding policies where applicable. 	3	1	3
Gas Appliances	Injury, ill health, Poisoning	All	<ol style="list-style-type: none"> 1. BFOC provided gas appliances are checked and serviced by a Gas Safe engineer. 2. BFOC provided Duke of Edinburgh Expedition gas stoves are stored securely, and operated in line with guidance. 3. Visitors providing their own gas and appliances take responsibility for their storage and use. 	3	1	3
Asbestos	Harm from inhalation	All	<ol style="list-style-type: none"> 1. BFOC maintains and controls an asbestos register- all asbestos is regularly checked for its condition. 2. Any asbestos deteriorating to a point of harm will be removed. 	3	1	3
Water systems	Ill health, infection.	All	<ol style="list-style-type: none"> 1. Legionella Risk Assessment carried out by competent contractor, controls carried out. 2. Potable water is tested every six months by competent contractor. 3. Potable water tanks are treated as required. 	1	1	1

Movement of Vehicles	Injury	All	<ol style="list-style-type: none"> 1. Speed Limit signs in place and enforced. 2. Speed Bumps in place 3. Areas isolated from vehicles if deemed necessary, i.e. with cones and or traffic barriers. 4. Delivery drivers must check in at the office before driving further on-site. 	5	1	5
Dogs	Injury / allergy	All	<ol style="list-style-type: none"> 1. Dogs must be on a lead around site when groups are present, or kept within the confines of the office or staff buildings (if dogs belong to staff). 2. Dogs are not allowed into visitor buildings with the exception of assistance dogs. 3. Deep cleans must be carried out after assistance dogs have been in visitor buildings. 4. Dog owners are asked to clean, clear and dispose of any feces. 	3	1	3
Unauthorized use of site	Injury, ill-health, etc	All	<ol style="list-style-type: none"> 1. Terms of use state that "External suppliers of any kind are not permitted without prior written approval from Blackland Farm Outdoor Centre." 2. Terms of use state that "Guests must not use the grounds for any service that contradicts policy or direction for use." 3. When booking, guests must state the reason for their visit. 4. Use of the site is monitored, any activity deemed unsafe or without proper control of hazard will be stopped by BFOC. 	3	1	3

			<ol style="list-style-type: none"> 5. All contractors must undergo a contractor control process, including the production of risk assessments for onsite activities. 6. Authorized onsite activity is risk assessed. 			
Adventurous Activities	Injury including fatality	Adventurous Activity Users	<ol style="list-style-type: none"> 1. All adventurous activities run in line with their own risk assessments and our Adventurous Activities Policy. 	5	1	5
Security	Harm, damage	All	<ol style="list-style-type: none"> 1. Field gates to the site remain closed when not in use. Access is given by code to authorized site users, and changed regularly. 2. Main entrance gates closed outside of office hours, BFOC staff have access to code. 3. All visitors must report to reception. 4. All adults must wear a visitor or school lanyard when visiting BFOC. 5. CCTV imagery and recordings are collected at the main entrance in the interest of security and crime prevention. 6. SECOM alarm systems in place for at risk buildings onsite. 7. Public Footpath runs through the site, this is well signposted and monitored for trespass. 8. BFOC staff are trained to challenge any adults not wearing lanyards, or who are unsupervised. 9. Group leaders are responsible for their group during their stay. 	1	3	3

This Risk Assessment should be reviewed annually, or more frequently if an incident or injury occurs, or environmental conditions, or guidance changes.