

Risk Assessment - BFOC For All on Site Activities

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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



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

Definitions:

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	Controls	Severity	Likely- hood	Risk Rating
Slips, Trips, Falls	Injury resulting from slip, trip or fall	All	<ul style="list-style-type: none"> Participants and instructors to wear appropriate closed toe footwear for the environment. Activity bases frequently checked and maintained to ensure risk of slips trips and falls is mitigated (e.g. removal of trip hazards if possible). Some of the activities take place in the natural environment where the ground is often uneven, wet, slippery. Areas are well lit where reasonable, with flood lighting available for appropriate activities where necessary. 	3	3	9
Weather	Injury resulting from weather	All	<ul style="list-style-type: none"> Instructors and participants advised to wear sunscreen in relevant conditions, as well as covering up exposed skin with clothing. Instructors and participants advised to stay hydrated, seek shade where possible in relevant conditions. Instructors and participants advised to wear appropriate clothing for the weather conditions. In the event of lightning storm, the 30/30 rule is followed- https://www.rospa.com/leisure-water-safety/leisure-safety/lightning In the event of winds higher than 25mph averaged over a 3-minute period, all outdoor activities must be stopped. Duty Manager to monitor weather conditions throughout activity delivery. Instructors first aid trained with first aid kits available 	5	1	5
Dogs	Injury and / or allergy	All	<ul style="list-style-type: none"> Instructors are not permitted to have dogs whilst delivering activity sessions. Participants dogs are not permitted in activity delivery areas. All dogs on site must be on leads when groups are present or kept within the confines of the office or staff residential areas. Dog owners must clear up after their dogs responsibly. 	3	1	3

Insect / flora and fauna	Bites stings illness resulting from allergy	All	<ul style="list-style-type: none"> Instructors are encouraged to report known insect nests or hives to management for action. Instructor to ensure that disclosed medical information is known and controlled where possible (e.g., allergy to wasp stings). Instructors first aid trained with first aid kits available. Activity areas are maintained to be as free as reasonably possible of stinging or irritating flora 	3	2	6
Participants with additional needs	Equipment damage, loss of control of group	Groups that have participants with additional needs, instructors	<ul style="list-style-type: none"> All groups are required to provide any medical information for their groups prior to arrival that the instructors can access. Instructor will check with leader for any additional need's information at the start of the session. Duty manager available on a radio for additional support if required. 	2	3	6
Failure of Equipment	Major injury or death	All	<ul style="list-style-type: none"> A Routine visual inspection is completed prior to an activity beginning. PPE checks are carried out routinely by a competent person. Operational Inspections of all activity areas are completed routinely by a competent person. See Activity Policy for further controls 	5	1	5
Unsupervised persons	Major injury or death	Unsupervised persons	<ul style="list-style-type: none"> All activities areas are left secure by either gate being locked, equipment raised in the air and ladders removes and locked. All groups have leaders who are responsible for all site users and their supervision. 	5	1	5
Insufficient Adult Supervision	Minor injury and loss of group control	All	<ul style="list-style-type: none"> Each group has a supervising adult with them as well as the instructor who is responsible for running the session. On occasion where there is not enough adult present to have one per group, there can be one in each activity zone with the approval from the duty manager, as long as this provides adequate supervision and behavioural controls. 	3	1	3
Injury or accidents associated with poor group behaviour	Potential injury or damage to equipment		<ul style="list-style-type: none"> Each group will have a supervising adult responsible for the group's behavior. Boundaries for the base or operating areas in the safety briefing. Instructors must stop sessions if poor group behaviour persists or pause the session and ask for assistance from the Duty Manager to manage behaviour if viable. 	3	1	3

Pre-existing health issues including personal injury or illness	Injury or illness	Anyone with a pre-existing medical condition	<ul style="list-style-type: none"> All groups are required to provide any medical information for their groups prior to arrival that the instructors can access. Group leaders are responsible for participant medication. All groups will ensure that essential medication is accessible. Instructor will check with leader for any medical information at the start of the session. 	3	2	5
Running drop-in session	Participants not having a full brief, people just walking in.	all	<ul style="list-style-type: none"> Staff aware of the participant ratios as per SOP in the area and everyone to be given the appropriate rules. An additional volunteer or staff member will be added to the session to manage participants in the area. 	1	3	3
Medical Emergency	Minor to major injury	All	<ul style="list-style-type: none"> Instructors and duty managers are first aid trained and available during office hours and on call overnight. First Aid provision is stipulated to be provided by visiting groups in the first instance. First aid kits are available in all activity areas and vehicles plus grab bags and a larger kit in the office. 	5	2	10
Jewelry	Entrapment injuries, ear injuries from earrings	All	<ul style="list-style-type: none"> All participants advised to remove or tuck all jewelry that may cause entrapment or other injury before the start of the session. This particularly applies to long or hooped jewelry. Rings must be removed if not possible they must be taped over with the risk clearly explained to the participant 	3	2	6