

ACTIVITY RISK ASSESSMENTS

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Health and Safety Risk Assessment Form

Site Ref:	LGFA:0001	Activity:	Adventure Walk off site	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	120426 Terrain Zero	Area used:	Within 5 miles of LGF	Persons at Risk:	Everyone
NGB:	British Mountaineering Council (BMC)	Risk Assessor:	Sammy Butler-Hession (Lowland Leader)	Date:	27/04/2023

Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary)

(NB: Risk Levels in last column indicate anticipated scores after Action is taken)

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Serious/minor injury	H	<ul style="list-style-type: none"> Walking leaders must hold a Lowland Leader (LL) award or higher when taking school groups off site walking. Walking leaders for scouting groups are to follow the scouting rules. All walking leaders to have in-house training on the local area. Additional training sessions to be run as needed. 	M-L
Getting lost	Serious/minor injury, dehydration, hyperthermia	H	<ul style="list-style-type: none"> All participants will be briefed on group care and staying together. A copy of the briefing notes is kept in the Activity Office so that all instructors give the same briefing A route card with escape plan will be left with a competent adult at base. A mobile phone will be carried. A first aid kit and a trained first aider will accompany the group. 	M-L
Inappropriate clothing	Hypo/hyperthermia	M	<ul style="list-style-type: none"> LGFA Office Staff to advise on appropriate footwear and clothing/wet weather kit prior to the booking date. 	L
Dehydration	Unconsciousness	H	<ul style="list-style-type: none"> Walking leader will ensure all participants carry water and stop for regular breaks to take on water. 	M-L
Adverse weather	Sun stroke, sun burn, dehydration, hypothermia	H	<ul style="list-style-type: none"> Walking leader to check and take into account the weather forecast conditions before deciding if the walk can go ahead. Walking leader to check the group has appropriate clothing and equipment for the weather conditions. 	M-L
Traffic	Serious/minor injury	H	<p>Brief everyone to take care around roads. Follow countryside code for walking on roads i.e. towards on-coming traffic, walk single file.</p> <p>Wear hi-vis jackets in dull weather, darkness or if leader feels it is appropriate.</p> <ul style="list-style-type: none"> Monitor with appropriate adults. 	M/L
Animals	Serious injury	M	<ul style="list-style-type: none"> Care should be taken during the lambing season or when animals are suckling their young, they could be encouraged to charge or become distressed. Animals showing aggression or appearing to be nervous should be avoided at all times. 	L

			<ul style="list-style-type: none"> Participants told to wash hands as soon as possible. All participants told to follow the countryside code. 	
Personal Hygiene	Unwell/ welfare	M	<ul style="list-style-type: none"> Leader to carry toilet paper or wet wipes Participants to be directed towards appropriate locations for bathroom breaks in wild if needed Feminine hygiene related needs may need a public bathroom or if needed – extraction from hike by a base team member 	L
Animal faeces	Unwell	M	<ul style="list-style-type: none"> If participants come into contact with animal faeces instruct them to wash it off immediately with hot water and soap/hand wash. Use hand sanitizer if hand washing facilities are too distant. 	L
Slips, trips and falls	Serious injury, cuts & bruises	H	<p>Ensure adequate footwear</p> <p>Brief on areas out of bounds and any dangers (stream, slopped areas, foliage)</p> <p>Ensure each group knows what to do in the event of injury</p> <p>Walking leader to have first aid bag with them at all times.</p> <p>First aid bag is checked monthly by the site warden and recorded</p> <ul style="list-style-type: none"> Adults and walking leader to have contact numbers. 	
Uneven/steep terrain	Serious/minor injury	H/M	<ul style="list-style-type: none"> Walking leader will select an appropriate route based on the ability of the group 	L

Signed: S Butler-Hession **Risk Assessor** Samantha Butler-Hession

Date: 27/04/2023

Signed: L Harrison

Date: 29/04/2023

Manager

Lynne Harrison

Review Date:

Apr-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0012	Activity:	Flight Sims	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout FS:	N/A	Area used:	Indoors	Persons at Risk:	Participants
NGB:	N/A	Risk Assessor:	Samantha Butler-Hession	Date:	07/05/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Prolonged screen use	Eye-strain	M	Sessions per group are kept to maximum 60mins Group rotates the person close to the screen	L
Electrical failure – faulty equipment, faulty electrics, water exposure	Electrical shock, electrical burns	M	Equipment and electric ports are submitted for PAT testing annually Any damage must be reported to the Activity Manager and the equipment must be isolated so it is not used If a failure becomes apparent during a session the session should be paused or stopped. The equipment unplugged and isolated as damaged. Activity must take place indoors Group must not have liquids near equipment	L
Weather conditions	Hypothermia/hyperthermia and exposure	M	Activity should be conducted indoors Activity leader must ensure that the group is appropriately clothed for the weather Activity leader should ensure the group is appropriately hydrated and monitor the state of individuals in the group Use heaters in cold weather or open windows, doors for warm weather. Activity leader should be prepared to stop or have a break during the session	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession	Signed:	L Harrison	Manager	Lynne Harrison
Date:	07/05/2023			Date:	15/05/23	Review Date:	May-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0002	Activity:	Air Rifles – Target Shooting	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	FS120004 Shooting	Area used:	Outdoor Shooting Range, Barn, Archery range	Persons at Risk:	Everyone
NGB:	National Small-bore Rifle Association (NSRA)	Risk Assessor:	Samantha Butler-Hession (NSRA -YPSTD)	Date:	07/05/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Minor/seriously/fatally injured	H	All instructors (site or other) must hold current NSRA Youth Proficiency Scheme Tutor's Diploma or higher qualification. Additional training sessions to be run as required. Activity Manager or nominated person to check validity of qualification before allowing access to range and equipment.	L
Unauthorised use	Minor/seriously/fatally injured	H	All rifles to be locked away when not in use and only a qualified instructor can access the key.	L
Slips, trips and falls	Serious injury, cuts & bruises	H	Instructions to be given to all participants at the beginning of the session – do not run in the range and approach from the side . Instructor to ensure all participants wear appropriate foot wear. Instructor must be first aid trained and must have a first aid kit with them.	
Hit by a pellet	Serious injury, cuts & bruises	H	All participants should have adequate instruction and training in range conduct (rules of the range). Clear barrier at firing line. No participants to shoot unless given instruction to do so. Rifles to only be pointed down range, whether loaded or unloaded. Observers and participants must be instructed to stay behind waiting line until instructed otherwise. Instructor must stop a session and remove access to guns if they feel they have lost control of a group or an individual.	M-L
Hit by falling target	Broken bones/bruising	M	Participants to place their hand on the target prior to changing target. Participants instructed to walk to targets "do not run".	L
Damaged or broken			All equipment must be checked prior to use and after use by the instructor running the session.	

equipment	Minor/seriously/fatally injured	M	Any defective equipment to be quarenteened and must be reported to the Activity Manager. All equipment is visually inspected each time and maintenance is conducted on equipment with records held on Papertrail.	L
Lead poisoning from pellets	Unwell/illness	M	Verbal warning given in briefing not to put hands near their face. Reminder at end of the session to wash hands.	L
Injury from improper handling/ use of equipment	Minor/seriously/fatally injured	M	All participants should have adequate instruction and training in using the equipment. If a participant requires additional assistance then accommodations should be made i.e. loading the gun for them, working 1-to-1 etc.	L
Conduct of participants whilst waiting to use range	Minor/seriously/fatally injured	M	A responsible adult (not the person running the range or in charge of the activity) is responsible for supervising all participants not on shooting line (teacher/scout leader) Range master/instructor to inform all supervising adults of their role during the activity. Instructors must ensure that any and all misbehaviour is delt with to avoid escalation.	L
Pellet's ricochet	Minor/seriously injured	M	Backstop is constructed to minimise risk of bounce-back with straw butts or heavy netting or catchers. Surfaces that could cause ricochet covered with absorbing material. Ricochets to be recorded to identify any areas causing repeated incidents. Eye glasses made available for use.	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession
Date:	07/05/2023		
Signed:	L Harrison	Manager	Lynne Harrison
Date:	15/05/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0003	Activity:	Archery	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	FS120406	Area used:	Archery range, Barn and open field	Persons at Risk:	Everyone
NGB:	Grand National Archery Society (GNAS)	Risk Assessor:	Samantha Butler-Hession (Archery GB)	Date:	07/05/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Death, serious injury, cuts & bruises	H	All instructors (site or other) must hold either a scout archery permit, an Archery GB Instructor qualification or higher. Additional training sessions to be run as required. Activity Manager or nominated person to check validity of qualification before allowing access to range and equipment.	L
Unauthorised use	Death/serious injury	H	All equipment will be locked away when not in use and only a qualified instructor can access the key	L
Slips, trips and falls	Death, serious injury, cuts & bruises	H-M	Participants given clear instruction on correct method for carrying arrows. No running in the range at any time Participants instructed to always approach the targets from the side or between never straight on. Safety instructions to be given to all at the beginning of session. First aid kit in range and a first aider to be present.	M-L
Hit by an arrow	Death, serious injury, cuts & bruises	H-M	Participants and spectators to wait behind a clearly marked waiting line. Participants to wear trainers/strong shoes (no sandals or open toed shoes) Safety information stated in the briefing and reinforced throughout the session. Safety command explained and reinforced throughout the session – “stop” to be used. Arrows only to be touched following the command “Fire when ready” or “load”. No one to load their bow until they are standing astride the firing line Once a participant has shot all their arrows they are to sit down on the bench or retire from the firing line and await further instructions. Participants to be told to check behind them before pulling out their arrows from the target. No one is to distract a person when they are in the act of loading an arrow or shooting. No one to collect arrows until the command “Collect your arrows”. No one to move forward of the firing line until told to do so, by the command range is safe Participants instructed to abandon misfired arrows. The instructor can retrieve this at a time they deem safe.	M-L

Hit by falling target	Broken bones, bruising	M	Participants to place their hand on the target prior to pulling out the arrow to anchor the target. Difficult to reach or deeply embedded arrows to be withdrawn by instructor only. Instructor to decide if participants can safely remove arrows from target. If Instructor is not totally confident, they should collect all arrows for the group.	L
Damaged or broken equipment	Whipped by bow string if it breaks cuts and bruises if bow snaps etc.	M	All equipment must be checked prior to use and after use by supervising staff. Any defective equipment must be reported to the activity manager. All equipment is visually inspected each time and maintenance is conducted on the equipment monthly with records held Participants informed not to dry fire the bows.	L
Hit by bow string	Whipped arm/cheek, cuts on arm/cheek	M	Short arm guard made available and can be worn on the inner forearm of the hand holding the bow. Participants to wear long sleeve tops.	L
Sore fingers	Sore fingers	M	Finger tabs to be available to all participants should they need them.	L
Strained joints	Strained joints, sore muscles, over-extension of muscles	M	Bows with appropriate draw strengths to be used for participants.	L
Hitting members of public/animals	Death/serious injury	M	Archery only to take place on designated ranges laid out in accordance with Archery GB and Scouting rules All participants advised to look out for dangers on the range and stop shooting.	L
Conduct of participants whilst waiting to use range	Minor/seriously/fatally injured	M	A responsible adult (not the person running range or in charge of activity) is responsible for supervising all participants not on the shooting line (teacher/scout leader) Range instructor to inform all supervising adults of their role during the activity with regards to ensuring appropriate behaviour and remaining on the waiting line	L
Arrows bouncing back	Minor/seriously injured	M	Backstop is constructed to minimise risk of bounce-back with a heavy netting. Bounce backs are to be recorded to identify any areas causing repeated incidents.	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession
Date:	07/05/2023		
Signed:	L Harrison	Manager	Lynne Harrison
Date:	15/05/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Ref No:	Sectional Badges	Task/Function:	Use of barn, stables, courtyard, field, woods.	Location:	Lower Grange Farm, Maidstone
Risk Assessor:	Sammy Butler-Hession	Date:	15/11/2022	Persons at Risk:	Instructors, participants, staff and public, Volunteers
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Becoming ill whilst at Lower Grange Farm	Infection may be passed to another participant/volunteer etc	H	Should someone become ill whilst participating in a badge session they must inform someone. They will be isolated and asked to leave LGF immediately and go home, and to follow government guidelines.	M
Fire	Risk of major harm to those on site.	H	Instructors briefed on location and use of the firefighting equipment. Planned led emergency service notification and evacuation procedure. Good housekeeping to ensure that flammable material are kept to a minimum. All temporary electrical equipment to be installed in line with the current IEE regulations. All refuse to be collected regularly to prevent the build-up of flammable materials. Maintain a strict building no smoking/vaping policy in accordance with the law. Designated smoking/vaping area as decreed by the Centre	M
Extreme Weather	Risk of harm to those on site and those trying to access the site	M	Study weather forecast and cancel session if extreme weather is predicted. Monitor weather whilst on site and cancel session if extreme weather makes the site unsafe.	L
Slips, trips and falls	Risk of broken limbs, bumps, bruising and serious injury.	H	All cables to be kept clear of walking routes, where they cross fire exits they will be raised over the top. All work at height to be carried out using appropriate correctly set up and use access equipment. Any spilt liquid will be cordoned then cleared. Routine review of area to ensure no trip hazards have been introduced. It is the responsibility of all individuals to report unsafe areas and if a risk is found for an appropriate person to be appointed to make the area safe.	M
Manual handling	Risk of injury to volunteers lifting equipment.	H	Ensure access route for equipment are free from obstruction and trip hazards. Ensure instructors use correct manual handling techniques. Eliminate manual handling where ever possible by using mechanical methods. Only trained instructors to lift heavy items.	L

Vehicle movements on Site	Risk of injury to volunteers, participants, members of the public using the site.	H	Ensure car park stewards if used are fully briefed about the routes for pedestrians to access the badge sessions. Maintain a 5-mile hour limit on site. Ensure all car park stewards are briefed about the badge session and movements of children.	L
Threatening behaviour/assault	Risk of injury to volunteers, participants, members of the	H	Ensure that badge session team is briefed and has access to the main organiser. Ensure badges session team call for assistance in the event of anyone exhibiting aggressive behaviour.	L
Overcrowding	Risk of injury to volunteers, participants, members of the public using the site.	M	Attendees are limited to pre-booked sessions and participants only.	L
Activities	Risk of injury to volunteers, participants, members of the public using the	M	All activities are undertaken in accordance with POR. All badge session teams are briefed/trained in the safe use of equipment. Equipment is checked prior to the session commencing and repairs done/or put out of commission if not repairable.	L
Gas emergencies	Risk of injury to volunteers, participants, members of the public using the site.	H	Gas powered appliances will only be used as a last resort. When used appropriate ventilation will be available. Only use gas tube and fittings that meets and are marked with British Standard (in date). All tubes to be secured to bottles and appliance fitted with the appropriate clips. All gas bottles will be securely fixed in an upright position. Bottle changing to be carried out with all sources of ignition removed and with the area well ventilated.	M
Burns and scalds	Risk of injury to volunteers, participants	H	Ensure that any hot surfaces are out of reach of visitors. Ensure that the movement of hot liquids is kept to a minimum.	M
General	Risk of injury to volunteers, participants, members of the public using the site.	H	Ensure that safety briefings are held for the badge team and the group leader at check in. Maintain good housekeeping and safe methods by all instructors throughout the event to eliminate risk of accident. Ensure there are trained first aiders present throughout the event including the build up process, that are access and correctly equipped. Ensure that accident reporting procedure in line with that required by the Scout Association and Kent Scouts. Ensure all activities are carried out in accordance with Policy, organisation and Rules of the Scout Association.	L

Signed:	Sammy Butler-Hession	Risk Assessor	Sammy Butler-Hession	Signed:	L Harrison	Manager	Lynne Harrison
Date:	15/11/2022			Date:	16/11/2022	Review Date:	01/11/2023
						Reviewed	

NOTE: This risk assessment is conducted and monitored by the Kent Scouts Climbing Team - Lower Grange Farm operate the Bag Jump activity under the operation guidance of the KSCT and are trained to operate the Bag Jump by the KSCT. Therefore we use a follow the same risk assessment.

EVENT ACTIVITY RISK ASSESSMENT

SECTION 1 - BAG JUMP & SURROUNDING AREA

Hazard	Who it affects	Preliminary Risk Level	Action Recommended	Actual Risk Level
General health and safety on site	Instructors / Participants	Severity of Risk (S) = 2 Likelihood of Risk (L) = 3 Overall Risk (S x L) = 6 HIGH	Ensure instruction and supervision team is aware of any risks on site and any new location before event. - Employ use of signage in and around area to make all members of public and participants aware of risks on-site. - Ensure matting is kept in danger zones and not damaged or adjusted. - Ensure accurate safety signage is used for every site that uses the bag jump. - Ensure that instructors and supervisors are made aware and thoroughly read through safety and operations guidelines. - Check tower and stairs for safety hazards, identify and make safe	Severity of Risk (S) = 2 Likelihood of Risk (L) = 1 Overall Risk (S x L) = 2 LOW
Injury from manual handling of bag and blower fans during setup and close out	Instructors	Severity of Risk (S) = 3 Likelihood of Risk (L) = 3 Overall Risk (S x L) = 9 HIGH	No single person should attempt to move the bag, it should be completed by a group of instructors - Instructors should be given training on how to move and lift objects safely	Severity of Risk (S) = 3 Likelihood of Risk (L) = 1 Overall Risk (S x L) = 3 MEDIUM
Serious injury from missing the bag when jumping	Participants	Severity of Risk (S) = 3 Likelihood of Risk (L) = 1 Overall Risk (S x L) = 3 MEDIUM	Ensure anchors are used appropriately to tether bag to the bottom of jump tower. - Employ training on how to jump from platform to all participants. - Ensure supervisors and instructors are constantly alert and checking for potential risk. Swap roles frequently to avoid complacency. - Ensure evacuation plan is understood if an accident happens - make sure all instructors are made aware of exact location and of emergency contact numbers if accident arises. - Ensure that bag is deflated if accident happens on jump bag to make extraction safer. - Ensure access to stairs / tower is closed off to Ensure No one can jump onto the bag during this time	Severity of Risk (S) = 2 Likelihood of Risk (L) = 1 Overall Risk (S x L) = 2 LOW

Injury from not jumping as instructed to do so	Participants	Severity of Risk (S) = 2 Likelihood of Risk (L) = 2 Overall Risk (S x L) = 4 MEDIUM	All participants are to be given clear instructions on how to jump safely before every jump - Visual aid posters are to be used that demonstrate this and display the risks of not jumping safely - Large groups should be provided with a safe jump demonstration for added effect - All participants must first jump from the lowest platform, once the instructor is confident they are jumping safely they will be stamped which will allow them to jump from the higher platform - The operator on the top platform must check all participants to ensure they have been stamped	Severity of Risk (S) = 2 Likelihood of Risk (L) = 1 Overall Risk (S x L) = 2 LOW
Injury from trip hazard with guy lines, pegs, ratchets etc.	Instructors / Participants	Severity of Risk (S) = 2 Likelihood of Risk (L) = 3 Overall Risk (S x L) = 6 HIGH	All trip hazards are to be made visible with tape and covered where possible - There are to be safe walking routes that avoid potential trip hazards	Severity of Risk (S) = 2 Likelihood of Risk (L) = 1 Overall Risk (S x L) = 2 LOW
Deflation of bag due to loss of power from fans / puncture of bag	Participants	Severity of Risk (S) = 3 Likelihood of Risk (L) = 1 Overall Risk (S x L) = 3 MEDIUM	- Make sure daily visual and electronic pressure checks are carried out. - Make sure daily visual and electronic pressure checks are carried out. - Make sure supervisors are observing every jump for any lack of inflation. - Make sure bag re-inflates fully after every jump and before the next participant. - Check the power after every break to make sure it is constant. - Ensure pressure test is completed upon first inflation at each event / day of event and visually monitor bag throughout course of event	Severity of Risk (S) = 3 Likelihood of Risk (L) = 1 Overall Risk (S x L) = 3 MEDIUM
Impact between participants when jumping / landing	Participants	Severity of Risk (S) = 3 Likelihood of Risk (L) = 1 Overall Risk (S x L) = 3 MEDIUM	Make sure a suitable area around bag is marked to keep public and participants out of harm's way. - Ensure observers are out of harm's way. - Ensure only 1 person at a time uses the bag unless a Risk Assessment is undertaken with a suitable jump rig.	Severity of Risk (S) = 3 Likelihood of Risk (L) = 1 Overall Risk (S x L) = 3 MEDIUM
Bruising from impact when landing or from impact with tower	Instructors / Participants	Severity of Risk (S) = 2 Likelihood of Risk (L) = 2 Overall Risk (S x L) = 4 MEDIUM	Clear instructions on how to jump and land correctly. - Give instructions on what to do when dismounting the bag. - Supervisors are used to communicate with participant when jumping and dismounting bag. - Ensure all participants are wearing appropriate clothing. With no loose items in pockets - Make participants aware of how to react when falling. - Educate participants in spotting for each	Severity of Risk (S) = 2 Likelihood of Risk (L) = 1 Overall Risk (S x L) = 2 LOW
Impact when falling or when getting off of bag after a jump	Participants	Severity of Risk (S) = 2 Likelihood of Risk (L) = 2 Overall Risk (S x L) = 4 MEDIUM	Ensure areas at base of jump bag are debris free. - Check ground daily and on-going for any debris or disorders that could cause harm to a participant falling from bag.	Severity of Risk (S) = 2 Likelihood of Risk (L) = 1 Overall Risk (S x L) = 2 LOW

Weather related tower / bag movement or risk	Instructors / Participants / bystanders	Severity of Risk (S) = 2 Likelihood of Risk (L) = 2 Overall Risk (S x L) = 4 MEDIUM	Awareness of forecast before and during the event - Proper tethering of bag - Stopping the activity if the wind becomes too strong or rain causes a slippery surface. - Awareness of all staff via briefing - Stop activity if wind becomes dangerous and affects a jump or starts flexing the bag. - Force 4/5 stiff breeze 20-24 MPH should be the maximum or a local decision below this level. - Stop activity if drizzle or raining to avoid slip issues, on bag and tower	Severity of Risk (S) = 2 Likelihood of Risk (L) = 1 Overall Risk (S x L) = 2 LOW
Injury due to oil spills from the hydraulic tower	Instructors / participants / bystanders	Severity of Risk (S) = 2 Likelihood of Risk (L) = 2 Overall Risk (S x L) = 4 MEDIUM	The tower is to always be transported with a 'Spill Kit' which must be positioned next to the tower at every event for ease of access incase of a spill - Areas that have had an oil spill are to be cleaned immediately and cordoned off such that no one can slip or come into contact with the hydraulic oil - If hydraulic oil gets onto the bag jump or the tower platforms / stairs, operations are to cease immediately until a thorough clean up is completed and has been approved by an instructor	Severity of Risk (S) = 2 Likelihood of Risk (L) = 1 Overall Risk (S x L) = 2 LOW
Horseplay both from instructors and participants	Instructors / Participants	Severity of Risk (S) = 2 Likelihood of Risk (L) = 2 Overall Risk (S x L) = 4 MEDIUM	Kent County Climbing team to assess all scout instructor volunteers for their competence - instructors to Give clear advice on the dangers of horse play. - all instructors/assessors to observe and Stop any horseplay as soon as possible. - Remove participants from zone if required to minimise further risk	Severity of Risk (S) = 2 Likelihood of Risk (L) = 1 Overall Risk (S x L) = 2 LOW

SECTION 2 - GENERAL RULES

The tower is only to be erected by relevant trained Kent County Climbing Team Members. Anyone unsure of its operation should not attempt to raise the tower without supervision. Where scaffolding is used, it must only be erected and certified by a qualified party.

The blower fans are only to be operated by a qualified instructor. Any participant seen to be tampering with any part of the bag jump, the tower, or the blower fans should be removed from the activity.

Initial pressure tests are to only be undertaken and assessed by the qualified instructors, this is an important factor of ensuring the bag is properly inflated and safe for use.

The first jump of every session should only be undertaken by a qualified instructor who is competent in assessing when the bag is safe for use. This first jump is used as a foresight into weather the bag requires an slight increase or decrease in pressure based on the participants who will be using it.

Completed By	Kent Scouts Role	Date completed	Date for review
Olie Morgan	Bag Jump Coordinator	08/11/2018	08/11/2019
Olie Morgan	Bag Jump Coordinator	08/11/2019	08/11/2020
Olie Morgan	Bag Jump Coordinator	08/11/2020	08/11/2021
Olie Morgan	Bag Jump Coordinator	08/11/2021	08/11/2022
Olie Morgan	Bag Jump Coordinator	06/06/2022	06/06/2023
Olie Morgan	Bag Jump Coordinator	20/04/2023	06/06/2024

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0035	Activity:	Body Zorbing	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	Zorbing	Area used:	Whole of site	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	James Wilkinson	Date:	14/03/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Unauthorised use	Serious/fatal injury	H	<ul style="list-style-type: none"> Zorbs and zorb ring will be deflated or secured when not in use. 	L
Untrained staff	Serious/fatal injury	H	<ul style="list-style-type: none"> All staff will receive in-house training and be signed off with records held in the Activity Office Further training given when needed. 	L
Sharp objects on inflatables	Cuts, minor injury	M	<ul style="list-style-type: none"> Check activity area before inflating the ring for sharp objects that may puncture the ring. Instruct participants to remove jewellery before use and empty pockets of any loose items. 	L
Faulty equipment	Minor, serious injury, bruises, cuts, abrasions	M	<ul style="list-style-type: none"> Equipment must be checked before and after each session based on the checklist that is held in the Activity Office. Any damage reported to Activity Manger. 	L
Zorb ring moving and inflation	Serious muscle/back injury, cuts, bruises	H	<ul style="list-style-type: none"> You will need a minimum of 2 people to move the zorb ring. When moving out of container take care not to cause entrapment of limbs. Make sure to use proper lifting techniques when rolling ring out. When inflating the ring make sure no one is on it. Make sure ring is pegged down at all points with smooth pegs and that zips are all done up. Make sure power is not in wet areas and ring is at least 4 meters from containers and fencing 	M
Electrical shock	Serious, fatal injury	M	<ul style="list-style-type: none"> Make sure all electrical equipment is properly maintained and PAT tested, do not use if damaged in anyway, report to activity manager. Make sure sockets are sheltered from weather at all times. Circuit breaker fitted to socket end. 	L
Collisions	Minor, serious injury, bruises, cuts, abrasions, broken bones	H	<ul style="list-style-type: none"> Safety rules & briefing provided to all participants by instructor from briefing notes held in Activity Office 	M
Slip trips & falls	Minor, serious injury, bruises, cuts, abrasions, broken bones	H	<ul style="list-style-type: none"> Safety rules & briefing provided to recipients by instructor from briefing notes held in Activity Office Staff to monitor at all times. 	M
	Dehydration, muscle		<ul style="list-style-type: none"> Warm up exercises by instructor from activity notes held in Activity Office 	

Over exertion	Dehydration, muscle injury	M	<ul style="list-style-type: none"> Make sure instructors and participants take regular breaks and participants. Participants should not be inside a zorb for more than 10 mins at a time. 	L
Wet conditions	Minor, serious injury, bruises, cuts, abrasions	H	<ul style="list-style-type: none"> When ground is wet under foot there is a chance of slips and falls. If it is raining then the instructors will have to decide whether the ground is safe If it is too wet then the activity will have to be cancelled 	L
Strong winds	Serious injury	M	<ul style="list-style-type: none"> Do not use the zorbs in strong winds. Instructors to assess weather conditions prior to use. Deflate ring and ball's if wind speeds are in excess of 20 kph (Force 4). 	L
Sun	Dehydration, sun burn, heat stroke	M	<ul style="list-style-type: none"> Make sure instructors and participants are well hydrated and that no one spends more than 10 mins in the zorb. Make sure instructors have correct sun protection. Do not leave zorb inflated unused in the sun and do not pump zorb up too hard. 	L
Lightening	Serious, fatal injury	H	<ul style="list-style-type: none"> If lightening starts then stop using zorb immediately and deflate ring. Do not start to put zorb or ring up in stormy conditions and participants and instructors to take cover. 	L
Zorb used on its own on the grass	Minor, serious injury, bruises, cuts, abrasions	M	<ul style="list-style-type: none"> Instructor to mark out zorb area with cones and to make sure only people briefed to help are in that area. Check area for sharp objects Instructor to make each person aware not to run the zorb into stationary objects or out of area 	L
Using zorb without straps	Minor, serious injury, bruises, cuts, abrasions	H	<ul style="list-style-type: none"> Never use zorb in the ring without straps. Only use the zorb without straps on flat grass with proper briefing and instructor supervision. 	M
More than 1 person in the zorb ball	Minor, serious injury, bruises, cuts, abrasions	H	<ul style="list-style-type: none"> No more than 1 person at a time in each Zorb balls. 	L
Choking while eating in zorb	Serious, fatal injury	M/H	<ul style="list-style-type: none"> No eating and drinking while in the body zorb. Chewing gum should be disposed of before any activity 	L
Being run over by zorb	Minor, serious injury, bruises, cuts, abrasions, broken bones	M	<ul style="list-style-type: none"> Give participants full briefing about where they can be while the zorb is being used. If anyone comes into the zorb area or ring while zorb is being used stop the activity immediately 	L
Feeling unwell after zorbing	Feeling sick, light headed	H	<ul style="list-style-type: none"> Check participants are feeling ok and give appropriate first aid if required/ monitor the participant 	M

Signed:	James Wilkinson	Risk Assessor	James Wilkinson
Date:	14/03/2023		
Signed:	S Butler-Hession	Manager	Samantha Butler-Hession
Date:	20/03/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0005	Activity:	Bush craft – Shelter Build/ Fire Lighting/Cooking/Working with tools & knives	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	N/A	Area used:	Local woods, camp fire circle, whole of site.	Persons at Risk:	Everyone
NGB:	Institute of Outdoor Learning (IOL)	Risk Assessor:	Samantha Butler-Hession	Date:	09/05/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

NOTE: This risk assessment must be read in conjunction with the “Woodland Area” risk assessment

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Death, serious injury, cuts & bruises	H	All instructors must have had adequate training either site specific that has been assessed or Institute of Outdoor Learning (IOL)/forest school training. Additional training sessions to be run as required. Activity Manager or nominated person to check validity of training before allowing access to the equipment.	L
Unauthorised use	Death, serious injury	H	All equipment will be locked away when not in use and only a qualified instructor can access the combination code for the padlock.	L
Getting lost/separated	Serious/minor injury, dehydration, hyperthermia, sun stroke	H	<ul style="list-style-type: none"> Session introduction talk to clearly state areas of the forest to be used/explored by instructor from briefing notes held in Activity Office. Group leaders to ensure group remain together when walking to site. First aid and accident reporting procedure in place; group leader to carry mobile phone. Group leader to nominate adult responsible for any participant who removes themselves from activities. Group leader to do regular head counts. Participants to take a drink with them. 	M-L
Inappropriate clothing	Hypo/hyperthermia, sun burn, sun stroke	H	<ul style="list-style-type: none"> Participants will be advised by LGF Office Staff on appropriate footwear and clothing/wet weather kit when booking 	L
Slips, trips, falls and debris hazards.	Serious/minor injury	H	<ul style="list-style-type: none"> Warn group before shelter building activity of uneven ground and branches at eye level. 	L
Faulty Equipment/ Tools	Serious/minor injury	H	<ul style="list-style-type: none"> All equipment and tools are maintained and checked regularly by a competent person. These logs are kept using Papertrail app. Any tools or equipment found not in safe condition for use should be quarantined and reported to the activities manager. 	
Collecting fire wood	Cuts, grazes and minor injury	M	<ul style="list-style-type: none"> Safe wood collecting technique to be explained. Safe carrying techniques to be explained. 	L
Fire lighting/cooking	Burns, serious injury	H	<ul style="list-style-type: none"> Safe fire lighting technique to be explained/demonstrated. Fire to be contained in fire pit/alter fire/‘kelly kettle’. Sand bucket, water, fire blanket and burns kit to be available at all times. Group leader to ensure participants tuck in or tie back loose hair/scarves/loose clothing. Participants to be supervised by group leader. Fire to be fully extinguished before group leaves. 	L

Injury from equipment Use of 'kelly kettle'	Burns, scolds	H	<ul style="list-style-type: none"> • Fire gloves to be worn when handling hot pots/food. • Safe fire lighting technique to be explained/demonstrated. • Safe lifting technique to be demonstrated i.e. keep handles at right angle to kettle to avoid burning hand • Participants advised not to look closely into the kettle • Ensure bung is NOT in whilst boiling • Participants warned of boiling water spitting – position spout on opposite side to ventilation hole in base and facing away from people. Beware of steam and spillages when pouring – place cups on surface to fill – do not hold cup whilst filling. 	M-L
Use of hand tools (axes, saws)	Fatal/serious/minor injury, cuts	H	<ul style="list-style-type: none"> • Safety talk to state tools & knives must be used with extreme care, or will be removed and the activity stopped. • Correct tool use to be demonstrated by group leader - ensure firm footing, no gloves to be worn when swinging tools (axes), two tools length working distance. Replace blade covering and return tools to tool box when not in use. • Tools to be counted in and out 	M-L
Use of knives	Fatal/serious/minor injury, cuts	H	<ul style="list-style-type: none"> • Knives to be used whilst seated. Returned to sheath when not in use and returned to the box or attached to belt. • Safety talk to state tools must be used with extreme care or will be removed and the activity stopped. • Sit safe working distance apart. Blood bubble to be established. • Demonstrate correct knife use position – taking care of femoral artery and the hand holding the wood always behind the blade. • Do not walk around with an unsheathed knife. • Knives to be stored in a locked tin when not in use. Knives to be transported to site in a locked tin and stored away from public access. • Knives to be counted in and out 	M-L
Injury from collapsing shelter	Head injury, cuts, bruises, grazes	H	<ul style="list-style-type: none"> • Safety talk to clearly state good working practice. • Participants made aware of safe and dangerous zones. • Participants made aware of lifting heavy/long logs. • Participant made aware not to enter any shelter before it's been checked. 	M-L
Manual handling	Serious/minor injury	M	<ul style="list-style-type: none"> • Instruct and monitor safe manual handling techniques, using legs and arms, not back, to lift, pull or push. 	L
Illness from poor hygiene	Illness	M	<ul style="list-style-type: none"> • Hand washing facilities provided in the toilets and in the kitchen area. • Groups warned of risks. • Hand sanitiser used when hand washing facilities are not provided. 	L
Adverse weather	Sun stroke, sun burn, dehydration, hypothermia	M	<ul style="list-style-type: none"> • Group leader to monitor the forecasted weather conditions. • Group leader to stop activity immediately in extreme weather conditions and seek shelter • Group leader to advise on appropriate clothing that must be worn. 	L

Signed: S Butler-Hession **Risk Assessor** Samantha Butler-Hession
Date: 09/05/2023
Signed: L Harrison **Manager** Lynne Harrison
Date: **Review Date:**

May-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0006	Activity:	CaveBus	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	N/A	Area:	CaveBus next to Archery Range	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	James Wilkinson	Date:	15/03/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained adults supervising the CaveBus	Bumps, trips, scrapes, entrapment	H	Adults will receive an induction and undergo site-specific training by instructor from briefing notes held in Activity Office. Given risk assessment/operating procedures to read prior to running the session. Given the manufactures guide to read.	L
Unauthorised use	Bumps, trips, scrapes, entrapment	H	CaveBus door will be locked when not in use and only a competent adult can access the key.	L
Striking the caving system while manoeuvring through it	Bumps, trips, scrapes, falls	M	Brief participants on correct positioning for turning and bending All participants must wear a helmet in the caving system Brief participants on how to exit the cave and how best to perform moves in particular forward roll.	L
Ill-fitting equipment	Bumps, trips, scrapes, entrapment	M	Do not permit participants to take part if correctly fitting equipment is not available. Ensure range of helmets etc is available. Ask participants to remove piercing jewellery, if possible, offer adhesive tape to participants so they can tape down "belly button" jewellery.	L
Head torch light failure	Panic, bumps, trips, scrapes, entrapment	L	Brief participants not to worry if their lights fail; encourage a buddy system so participants assist and encourage each other. Participants to be told that if they are worried, remain where they are, shout for help and the competent adult will open hatch to assist. Competent adults will be familiar with layout, comfortable about being in confined spaces and have undergone site specific training and read all the risk assessments and procedures including manufactures manual. Emergency light is kept in the driver's cab (under dash board). This will be deployed in the passageways and ensure that the light is not directed towards eyes.	L
Entrapment	Panic, bumps, trips, scrapes, entrapment	L	The competent adult will open all hatches Remove all other participants from the CaveBus. Use available helmet/emergency light to flood passage with light. Reassure participant, ensure they are breathing properly. Assist and talk participants into freeing themselves.	L

			Move participant's limbs (push/pull where appropriate) into position to allow them to free themselves. If needed remove sections of the cave to free participant (this is a last resort) ref; manufacturers manual.	
Site of CaveBus	Panic, bumps, trips, scrapes,	H-M	Ensure that all participants are aware of traffic in the area. Participants asked to wait in appropriate waiting area away from car park and traffic movements.	L

Signed:	James Wilkinson	Risk Assessor	James Wilkinson
Date:	07/05/2022		
Signed:	Samantha Butler-Hession	Manager	Samantha Butler-Hession
Date:	20/03/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Ref No:	LGFA:0031	Activity:	Circus Skills	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	N/A	Area used:	Whole of Site	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	Samantha Butler-Hession	Date:	07/05/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Serious/minor injury, cuts & bruises	H	All instructors to be in-house trained and signed off with records held in the Activity Office Extra training as and when needed.	L
Slips, trips and falls	Serious/minor injury, cuts & bruises	M	Ensure adequate footwear Activity leader to be first aid trained and have a first aid bag with them at all times. Group given safety briefing on each of activities by instructor from briefing notes held in Activity Office	L
Equipment failure	Serious/minor injury, splinters, cuts & bruises	M	Activity leader to check equipment prior to use for suitability. All equipment and tools are maintained and checked regularly by a competent person. These logs are kept using Papertrail app. Any tools or equipment found not in safe condition for use should be quarantined and reported to the activities manager. Participants briefed on rules and equipment prior to activity If equipment too heavy or not appropriate size for group do not continue activity.	L
Twisted ankles from balancing acts	Injury to ankle, foot or leg	H	Instructors should not give access to the equipment until participants have been briefed on correct use. Activity to take place on sturdy ground and with plenty of space for participants to spread out. Pair participants up for balance activities so they can support each other.	M
Impact of thuds, devil sticks, flower sticks, pois and skittles from airborne activity	minor injury, cuts & bruises	H	Instructors should not give access to the equipment until participants have been briefed on correct use. Participants to be warned that impact with the equipment is possibility and they should be vigil. Activity to take place in an area that has a lot of space for participants to spread out and avoid cross throwing Participants instructed to not throw equipment. Any participant caught doing so will have their equipment removed from them. Choose suitable activities for the age and ability of the group. Do not use heavy equipment with younger groups or groups more likely to weaponize equipment.	M
Over worked or unfit participants	Fatigue, dehydration	H	Start with an easy skill to warm the group up first before moving on to more physically demanding skills. Choose skills appropriate for the group's skill level defined by age, size of group and ability. Take breaks between skills to hydrate and rest.	L

Inappropriate or Dangerous behaviour	Serious/minor injury, cuts & bruises	H	Participants briefed on correct use and conduct prior to access to equipment. Correct behaviour to be reinforced and encouraged throughout activity. Instructor should keep the interest of a group but levelling up the activity or changing to a new skill regularly. Always supervise the group. The group leader (teacher, scout leader or parent) is ultimately responsible for behaviour. Remove participants from an activity if they persist with misconduct An instructor should stop the activity and remove equipment if they feel they have lost control of the group.	L
Falls from Unicycle, pedals, stilts and balance equipment	Serious/minor injury, cuts & bruises	H	Participants briefed on correct use and conduct prior to access to equipment. Activity to take place on sturdy ground and with plenty of space for participants to spread out. Participants to work in pairs to support each other. Construction of a balance beam for the unicycle so participants can lean against it for stability is advised.	M
Eye injury from equipment impact	Eye injuries	M	Participants briefed on correct use and conduct prior to access to equipment. Participants warned to be careful with equipment and to not run around the area. Activity to take place in an area with lots of space so that they can spread out. Appropriate skills to be selected for the group.	L
Inappropriate use of equipment	Serious/minor injury, cuts & bruises	H	Equipment should be secured when not in use. When moving from one skill to the other ensure equipment from the last skill is collected and put into the storage bags/boxes before moving on. Instruct participants to not help themselves to equipment. Activity should be run by a trained instructor and equipment should only be used in line with training.	M/L
Fall from Slack Lines	Serious/minor injury, cuts & bruises	H	Ensure the line is not too high from the ground and is correctly secured to stable anchor points. Only do this outside above soft ground. Check the ground around the slackline to ensure the area is clear of debris. Participants should have empty pockets and remove jewellery before attempting this.	M
Weather conditions	Hypothermia, hyperthermia and exposure	M	Activity leader must ensure that the group is appropriately clothed for the weather Activity leader must ensure the group is appropriately hydrated and monitor the state of individuals in the group Activity leader must be prepared to stop or have a break during the session	L
Animal faeces	Illness	M	If participants come into contact with animal faeces instruct them to wash it off immediately with hot water and soap/hand wash or Sanitiser.	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession
Date:	07/05/2023		
Signed:	L Harrison	Manager	Lynne Harrison
Date:	15/05/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA :0009	Activity:	Abseil	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S no:		Area:	Indoor Climbing	Persons at Risk:	Everyone
NGB:	Association of British Climbing walls.	Risk Assessor:	Sam Butler-Hession (CWI)	Date:	15/11/2022
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Injury caused by untrained and unassessed users	Serious/fatal injury	H	Instructors (site or other) must hold at least one of the following qualifications CWIA, RCI, GGUK Level 1, or Scout Leader/ Supervisor Abseil permit. Additional training sessions to be run as required Lead instructor to check qualification is valid prior to allowing access to the abseil platform.	L
Falling object/person	Minor/seriously/fatally injured Head injury	M	Area at bottom of abseil (landing zone) to be sectioned off with barriers. Helmet to be worn by all on the abseil platform and in landing zone. Any person on platform must be secured with an appropriate safety line when in the red zone. All equipment on platform must be clipped and secured to gear loops if not in use, never leave equipment on the floor.	L
Overcrowding	Minor/seriously/fatally injured	M	Any person on platform must be secured with an appropriate safety line with in the red zone. Groups must be seated on the seating area with a maximum of 8 on the platform at any time.	L
Misbehaviour/ Dangerous Actions	Minor/serious/fatal injury	M	<ul style="list-style-type: none"> • Instructors to give groups briefing on safe conduct within the centre. • Any behaviour deemed unsafe is to be stopped and prevented from continuing by either the culprit's compliance with the instruction or by removal from the session. • An instructor must stop the session entirely if they feel it is unsafe to continue due to behaviour. Sessions to be instructed by an appropriate number of staff to manage the group.	L
Contact with wall during descent	Minor/serious injury	M	Correct technique described by instructor. Where possible a demonstration should be given Long hair tied back and scarves removed. Instructors trained in rescue techniques.	L
Equipment failure	Serious/fatal injury	H	Equipment check must be carried out at the beginning and end of every session. If defects are detected the item should be placed in quarantine for assessment by competent person. All equipment will be inspected quarterly and recorded on an equipment log.	L
Incorrectly fitting harness and helmet	Serious/fatal injury	H	All equipment fitted/checked by a qualified instructor before commencing activity.	L
Unauthorised use	Serious/fatal injury	H	Abseil area door shut and locked when not in use and only a qualified instructor can access the key	L
Falling from abseil platform	Serious/fatal injury	H	Instructor must be clipped into the safety protection at all times. Participants remain in the grey zone until clipped to the safety line for belaying Abseil area door shut and locked when not in use and only opened by qualified instructors	L
Fire	Minor/serious/fatal injury	M	<ul style="list-style-type: none"> • Centre to conduct regular fire drills and undergo scenario training for what to do in case of a fire. These drills should be recorded with analyse of the outcome. 	L

			The centre shall be kept clear of blockages in fire escape routes.	
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Signed:	Sammy Butler-Hession	Risk Assessor	S Butler-Hession	Signed:	ABEWICK	Manager	Andy Bewick
Date:	15/11/2022			Date:	20/11/2022	Review Date:	15/11/2023

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0007	Activity:	Climbing	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S no:		Area:	Indoor climbing wall	Persons at Risk:	Everyone
NGB:	Association of British Climbing walls.	Risk Assessor:	Sammy Butler-Hession (CWI)	Date:	15/11/2022
<p>Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)</p>					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Serious/fatal injury	H	<ul style="list-style-type: none"> • Instructors must hold either of the qualifications, CWI, RCI, GGUK Level 1, or Scout Leader/ Supervisor permit. • Additional training sessions to be run as required. 	L
Skill fade	Serious/fatal injury	H	<ul style="list-style-type: none"> • Regular training and assessments of staff will be carried out. • Climbers that have had an extended break from climbing are given a refresher course. If the instructor deems it necessary, they must back-up the climber. 	L
Unauthorised use	Minor/serious/fatal injury	H	<ul style="list-style-type: none"> • Climbing/boulder area will be roped off and outer door shut and locked when not in use and only a qualified instructor can access the key. • CCTV is in operation within the centre to ensure staff can monitor the centre remotely. 	L
Finger trap in the bolt hangers fitted to the wall	Serious injury	M	<ul style="list-style-type: none"> • Instructors give verbal warning to all climbers about the dangers of the bolt hangers while briefing the wall pre-climb. • Instructors to observe climbers on the wall and call out to the climber if they use the bold hangers. 	L
Spinning holds	Minor/serious injury	M	<ul style="list-style-type: none"> • Wall undergoes regular route setting where hold that can be pinned are pinned to reduce the risk of movement. • Holds identified as loose at noted and tightened as soon as appropriate for instructors to do so safely. The route or wall is out of use until fixed. 	L
Equipment: Wear & tear. Incorrect use.	Serious/fatal injury	H	<ul style="list-style-type: none"> • All used equipment is visually checked each session by the instructors. • All equipment is additionally checked periodically by an appropriately trained person and the result is recorded in the equipment log. This includes noting excessive or unexpected wear. • Any equipment which is brought into question or thought to be no longer fit for purpose must be quarantined in line with the inspection procedure and subjected to examination by the technical adviser/other competent person. • New instructors are inducted at first use as to appropriate use for kit. • Supervised climbers that bring their own kit must have the kit inspected by an appropriately trained person before use who will say if the kit it allowed to be used. 	M/L

Incorrectly fitted harness	Minor/serious/fatal injury	H	<ul style="list-style-type: none"> Instructors must correctly fit harnesses to supervised climbers or monitor the climbers fitting their own harnesses. A visual check must be done on each supervised climber by a qualified climbing instructor. Those that have signed in as an unsupervised climber and have passed an initial competency test do not need monitoring. Harnesses must be visually checked throughout the session. Any doubts must be followed by a closer inspection. Climbers that are too small or too large for the standard centre harness must be provided with the appropriate alternative. 	L
Fall from wall during a top rope climb	Minor/serious injury	H/M	<ul style="list-style-type: none"> Top rope belayer must be tailed by a qualified person or designated rope leader unless the belayer has completed an open session competency test or having passed NICAS level 2. Rope leader to ensure the top rope is sufficiently tensioned to allow climber to move through the route unhindered. Climbers monitored to ensure they stay on their climb and do not traverse to other routes. Instructors must intervene and control the belay system if they feel the belayer is not performing safely or if they feel the climber is at risk. 	L
Incorrect belaying	Serious/fatal injury	H	<ul style="list-style-type: none"> Clear and detailed explanation and demonstration of the belay method by the approved person/supervisor. Close supervision of the whole of the belay method including additional support during lowering. Approved persons/supervisors are to either tail the dead-rope at all times or knot the rope at intervals unless the belayer has completed an open session competency test or passed NICAS level 2. 	L
Fall from bouldering wall	Minor/serious injury	M	<ul style="list-style-type: none"> Climbers are given clear instruction on appropriate use of the bouldering area. Climbers are supervised during this activity by the approved person/supervisor. The approved person/supervisor may choose to use 'spotting', a support method, if deemed necessary. All participants instructed to climb down from the route when leaving the wall. 	L
Participants left unattended	Minor/serious injury	M	<ul style="list-style-type: none"> Sessions are to be overseen by Instructors that must hold either of the qualifications, CWI, CWIA, RCI, GGUK Level 1, or Scout Leader/supervisor. An appropriate number of instructors will run the session – in line with the centre's ratios for specific sessions. Floor walking to take place in open sessions. General Induction and ongoing training and assessment for staff. 	L
Misbehaviour/ Dangerous Actions	Minor/serious/fatal injury	M	<ul style="list-style-type: none"> Instructors to give groups briefing on safe conduct within the centre. Any behaviour deemed unsafe is to be stopped and prevented from continuing by either the culprit's compliance with the instruction or by removal from the session. An instructor must stop the session entirely if they feel it is unsafe to continue due to behaviour. Sessions to be instructed by an appropriate number of staff to manage the group. 	L
Incorrect clothing/equipment (i.e.-footwear, Jewellery)	Minor/serious/fatal injury Entrapment	M	<ul style="list-style-type: none"> Appropriate clothing and footwear to be worn correctly and checked by supervisor. No barefoot climbing (climbing shoes are available if instructor deems necessary) Instructors to ensure rings are removed or taped over. Any jewellery that can catch during the session is removed. All pockets are emptied of contents. 	L
Struck by falling items	Minor/serious/fatal		<ul style="list-style-type: none"> All participants are instructed to remove any items in their pockets and to make sure shoes are secured. 	

(equipment, climber)	injury	H/M	<ul style="list-style-type: none"> • Climbers are instructed to not walk under ropes. • Helmets are provided if the instructor deems it necessary for the session. 	L
Incorrect use of the auto belays	Minor/serious/fatal injury	H/M	<ul style="list-style-type: none"> • All participants wishing to use the auto belays must have an induction before use. • First time use will be overseen by a member of staff. • No helmets will be worn on the auto belays. • Signage displayed to remind climbers of proper use. • Floor space marked out as climbing zone. 	M/L
Fire	Minor/serious/fatal injury	M	<ul style="list-style-type: none"> • Centre to conduct regular fire drills and undergo scenario training for what to do in case of a fire. These drills should be recorded with analyse of the outcome. • The centre shall be kept clear of blockages in fire escape routes. 	L

Signed: Samantha Butler-Hession **Risk Assessor** S Butler-Hession
Date: 15/11/2022
Signed: A Bewick **Manager** Andy Bewick
Date: 20/11/2022 **Review Date:**

15/11/2023

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0008	Activity:	Lead Climbing	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S no:		Area:	Indoor climbing wall	Persons at Risk:	Everyone
NGB:		Risk Assessor:	Sam Butler-Hession	Date:	15/11/2022
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Staff training	Wall climbers, instructors, group supervisors	H	Instructors (site or other) must hold either of the qualifications CWLA, CWDI, MIC, MIA, Scout lead climbing award to lead a session involving lead climbing	L
Finger trap in the bolt hangers fitted to the wall or quick draws	Wall climbers, instructors, group supervisors	M	Verbal instructions to all climbers about the dangers of the bolt hangers Instructors to observe climbers on the wall and call out to the climber if they use the bold hangers.	L
Equipment: Wear & tear. Incorrect use.	Climbers could be seriously or fatally injured if equipment, especially safety equipment fails. Injury may occur if equipment is incorrectly fitted or incorrectly used.	H	<ul style="list-style-type: none"> • All used equipment is visually checked each session by the instructors. • All equipment is additionally checked periodically by an appropriately trained person and the result is recorded in the equipment log. This includes noting excessive or un-expected wear. • Any equipment which is brought into question or thought to be no longer fit for purpose must be quarantined in line with the inspection procedure and subjected to examination by the technical adviser/other competent person. • New instructors are inducted at first use as to appropriate use for kit. • Supervised climbers that bring their own kit must have the kit inspected by an appropriately trained person before use who will say if the kit it allowed to be used. 	M/L

<p>Fall from wall during lead climb</p>	<p>Climbers could be injured during fall.</p> <p>Climbers could impact wall during a fall.</p> <p>Climbers could fall while clipping.</p> <p>Climbers could miss clips</p> <p>Climbers could fall with legs behind rope causing climbers to invert</p> <p>Climbers could back or Z clip causing potential to fall further.</p> <p>Climbers could fall before 3rd clip creating the possibility of ground fall</p>	<p>H</p>	<p>The belayer must be backed up until they are competent to belay by themselves, this should be decided by a suitably qualified person</p> <p>Climbers should be briefed on how to fall and should have experience of taking falls on a slack top rope</p> <p>Climbers should not be pushed on hard routes until they are comfortable with the methods employed in lead climbing.</p> <p>Climbers should have extensive practice pretending to lead climb with a slack(ish) top rope.</p> <p>Climbers should be taught about the dangers of back clipping and z clipping and taught how to avoid both</p> <p>Climbers should be taught about how missing clips will cause a potential for a larger/ground fall.</p> <p>It should be impressed upon climbers that they must keep legs and feet in front of the rope. They must understand the hazards in putting legs and feet between the wall and the rope</p> <p>Climbers must be taught how to assume the correct body position prior to clipping so that it minimises potential of falling while clipping</p> <p>Route setters should place more positive holds near to clips.</p> <p>Route setters should make the route easier up until the third clip to minimise the risk of falls before the third clip</p> <p>Those aged 18 above that have signed as unsupervised climber can lead climb in the centre but if the lead instructor feels they are at risk of injury due to poor skill they must stop the activity and insist on further training before they continue.</p>	<p>M</p>
<p>Poor belaying. Belaying error</p>	<p>Climbers could be lowered or released too quickly.</p> <p>Belayer may use incorrect method.</p> <p>Belayer may get rope burn or a hand caught in the belay device.</p>	<p>H</p>	<p>Clear and detailed explanation and demonstration of the belay method by the approved person/supervisor.</p> <p>Close supervision of the whole of the belay method</p> <p>Approved persons/supervisors are to 'tail' the dead-rope and/or fix a 'stopping knot' in the dead-rope as detailed in their training.</p> <p>Lead belayers must be fully competent at top rope belaying before starting to lead belay</p> <p>Lead belayers must know the consequences of having too much or too little slack in the system</p>	<p>I</p>

	<p>Belayer may have too much slack in the system</p> <p>Weight imbalance between climber and belayer, could cause climber to fall further</p>		<p>Belayers must have practice of the giving out and taking in methods used in lead climbing before lead belaying in anger.</p> <p>When possible, climbers should be matched up with a person of roughly equal weight</p> <p>If weight is not equal a ground anchor should be used at the instructor's discretion, note that a ground anchor will hinder a belayers movement.</p>	
Participants left unattended	Participants/climbers could fall and be injured	M	All activity sessions to be supervised by qualified staff using the centre's ratios for a lead session. General Induction and ongoing training and assessment for staff.	L
Correct/incorrect equipment (footwear or jewellery)	<p>Participants could fall due to feet slipping</p> <p>Participants could injure hands, ears, neck</p>	M	<p>Appropriate footwear to be worn correctly and checked by supervisor. No barefoot climbing.</p> <p>Supervisor to ensure all jewellery is removed where possible</p> <p>Climbing shoes are available if necessary</p>	L
Struck by falling item (equipment, climber)	Participants, staff and visitors	H/M	<p>Helmets to be worn by under 18's learning to lead climb i.e. on NICAS 4 course.</p> <p>Non-participants can view from gallery area.</p>	L
Use of auto belays with helmets	Strangulation, loss of life	H/M	All auto belays will be removed from use when lead climbing is taking place.	L

Signed:	S Butler-Hession	Risk Assessor	Sam Butler-Hession	Signed:	A Bewick	Manager	Andy Bewick
Date:	15/11/2022			Date:	20/11/2022	Review Date:	15/11/2023

Health and Safety Risk Assessment Form

Site Ref No:	LGFA:	Activity:	Route Setting	Location:	Kent Scouts Activity Centre
Scout F/S no:		Area:	Indoor climbing wall	Persons at Risk:	Everyone
NGB:	Route setting association (RSA)	Risk Assessor:	Sam Butler-Hession (CWI)	Date:	15/11/2022
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Staff training	Route setter, Death, serious injury	H	Route setters should ideally hold RSA Lv.2 or be operating to an equivalent safety standard as is industry practice. A CWI, CWIA, RCI or GGUK Level 1 must be present on the mat during route setting. Someone, usually the most qualified or senior member of the team, will manage the setting team ensuring compliance with the risk assessment. Setters will sign to say they have read the risk assessment and will comply.	M/L
Ladder Use	Route setter, public	M	Top three rungs of the ladder should not be stood on Ladders should be placed appropriately to avoid over stretching Ladders should not be used on uneven parts of the wall Ladders should only be used on stable ground, if used on the bouldering matt an additional person should foot the ladder from the bottom. Ladders should only be used if they have a valid ladder inspection tag.	L
Equipment: Wear & tear.	Route setters could be seriously or fatally injured if equipment, especially safety equipment fails. Injury may occur if equipment is incorrectly fitted or incorrectly used.	H	All used equipment is checked each session by the route setter All equipment is additionally checked periodically by an appropriately trained person and the result is recorded in the equipment log. This includes noting excessive or un-expected wear.	M/L

Incorrect use.			Any equipment which is brought into question or thought to be no longer fit for purpose must be quarantined in line with the inspection procedure and subjected to examination by the technical adviser. When operating a rope system, redundancies must be made. When using a 2-rope system, use a suitable back up should the main point of contact fail	
Fall from wall during rope setting	Route setter could fall whilst route setting.	H	Route setters should be trained in how to operate safely at height in line with working at height regulations.	L
Route setter trapped	Route setters could become trapped Crush injury	H	Route setters should not set alone Route setters should carry an accessible phone on them in case of emergencies Other staff present should have basic knowledge of how to rescue a stuck route setter	L
Sharp tool and battery powered equipment	Scratches, cuts and minor to serious injury	H	Setter to be trained by an experienced person on the correct use of the equipment in use i.e. impact drivers. Setters to be warned that carelessness and fatigue can lead to injury.	M
Trips and Falls	Bumps, sprains, cuts	H	Setters to keep the work area organised during setting. Clear walk-ways should be maintained. Areas where a setter is on the ropes must be kept clear to avoid landing on equipment etc.	M
Extended time in a harness	Blood poisoning, bruising, marks		Setting to be informed of the risks of extended time spent in harnesses Timers to be set for setters from when they leave the floor. They should spend no more than 20 mins suspended by rope. After they touch-down they should rest for 10-20mins before continuing. Route setting harnesses should be used over standard harnesses.	
Struck by falling item (Equipment, climber)	Participants, staff and visitors	H/M	Helmets to be worn at all times within the setting area. Staff and visitors not setting should not pass the red barriers onto the black rubber matting. Route setting area should be cordoned off if only in part of the centre. Route setter should be organised so that items dropped are kept to a minimum.	L

Signed:	S Butler-Hession	Risk Assessor	S Butler-Hession	Signed:	A Bewick	Manager	Andy Bewick
Date:	15/11/2022			Date:	20/11/2022	Review Date:	15/11/2023

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0010	Activity:	Disc Golf	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S:	N/A	Area:	Whole of site	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	Samantha Butler-Hession	Date:	07/05/2023
<p align="center">Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)</p>					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Faulty equipment	Bruises, cuts and abrasions	M	<ul style="list-style-type: none"> All equipment should be checked by the activity leader prior to and at the end of the session. All equipment and tools are maintained and checked regularly by a competent person. These logs are kept using Papertrail app. Any tools or equipment found not in safe condition for use should be quarantined and reported to the activities manager. 	L
Equipment being misused	Bruises, cuts and abrasions	M	<ul style="list-style-type: none"> Briefing given to participants prior to activity by instructor from briefing notes held in Activity Office Activity Leader should remain vigilant during activity to ensure equipment used correctly Participants given suitable space to use equipment Discs should only be thrown at targets due to their hard construction. Soft discs should be used for throwing and skills games involving other participants. 	L
Disc's hitting participants/bystanders	Bruises, cuts, abrasions	M	<ul style="list-style-type: none"> All participants must stand behind the participant throwing the disc and the flight path must be clear. Do not throw disc at other participants. 	L
Slips, trips and falls	Serious/minor injury, cuts & bruises	M	<ul style="list-style-type: none"> Ensure adequate footwear Brief on areas out of bounds and any dangers (behind containers, long grass, carpark areas) Ensure each group knows what to do in the event of injury Activity Leader to have first aid bag near main base or with them. Check area for hazards before session. If area is unsuitable do not run activity. 	L
Participants colliding	Minor injury, bruises, cuts, abrasions	M	<ul style="list-style-type: none"> Ensure space of 2 metres between participants while using disc Responsible adult (not Activity Leader) can be asked to supervise participants during activity. 	L
Outside in extreme weather	Hypothermia/hyperthermia and exposure	M	<ul style="list-style-type: none"> Activity Leader should ensure that the group is appropriately clothed for the weather Activity Leader should ensure the group is appropriately hydrated and monitor the state of individuals in the group Activity Leader should be prepared to stop or have a break during the session Activity Leader to be ready to stop activity in extreme weather and take cover 	L
Animal faeces	Illness	M/L	<ul style="list-style-type: none"> If participants come into contact with animal faeces instruct them to wash it off immediately with warm water and soap/hand wash. 	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession
Date:	07/05/2023		
Signed:	L Harrison	Manager	Lynne Harrison
Date:	15/05/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0011	Activity:	Fencing	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S:	Fencing (sword)	Area:	Indoor in the Barn/outdoors in the courtyard or on the field. Offsite at external venues	Persons at Risk:	Everyone
NBG:	British Fencing	Risk Assessor:	Samantha Butler-Hession (British Fencing Coach)	Date:	07/05/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Lack of staff training/skill fade	Serious/minor injury, cuts & bruises	M	All instructors (site or other) must hold either a British Fencing Coach qualification, similar or higher. This must be checked by the Activity Manager or the appointed person. Additional training sessions to be run as required.	L
Unauthorised use	Death, serious injury	H	All equipment will be locked away when not in use and only a qualified instructor can access the key.	L
Low fitness level	Strained joints, sore muscles, over-extension of muscles	H	As part of the induction, instructor should ask if there are any medical issues. The sessions will be adapted to take fitness levels into account. If anyone has any medical issues that they are currently receiving treatment for it may be necessary for them to consult a doctor before taking part.	M-L
Inappropriate venue - floor surface, space etc	Serious/minor injury, cuts & bruises	H	The space used should be checked for slip, trip and bump hazards. Any found should be removed or cordoned off. The floor should be even and the space open enough to allow for groups to move in the space. Each pair will need a 2m by 6m minimum to take part in. The amount of participants at any one time will be determined by the size of the space. Cones or markers can be used to mark where each pair are standing to ensure gaps between fencers.	L
Slips, trips & falls	Serious/minor injury, broken bones, cuts & bruises	H	Safety instructions to be given to all at the beginning of session by instructor from briefing notes held in Activity Office Suitable foot wear must be worn.	M-L
			The fencer MUST wear a fencing mask if engaging in hitting a target (in case the blade breaks) even if the target is not a person.	

Breaking blades	Death, serious/minor injury, cuts & bruises	H	The instructor may also require those nearby to also wear a mask during this activity, depending on set-up. The risk is reduced by observing social distancing. As a matter of good practice parents should remain in the indicated areas and not enter the training space unless invited by the coach.	M-L
Dangerous behaviour/ actions	Serious/minor injury, cuts & bruises	M	Participants to be briefed on expected behaviour and warned that activity will cease if behaviour if not maintained. Any behaviour deemed dangerous or against instructions should be addressed and corrected. Continued misbehaviour should result in the exclusion of the participant from the activity. Behaviour is the responsibility of the group leader (teacher/ scout leader/ parent) accompanying the group. The instructor should stop the activity and remove swords if they feel they have lost control of the group.	L
Damaged or broken equipment or clothing	Serious/minor injury	M	All equipment checked prior to use and after use by staff trained in defect identification. Any defective equipment to be reported to the Activity Manager and taken out of service. All equipment and tools are maintained and checked regularly by a competent person. These logs are kept using Papertrail app. Any tools or equipment found not in safe condition for use should be quarantined and reported to the activities manager. All fencing equipment should conform to BF safety guidelines	L
Weather on outdoor sessions	Hypothermia, hyperthermia, dehydration	H-M	Participants are encouraged to dress for the temperature and activity. If required, please apply sunscreen before arriving. Bring plenty of water or hot drink.	M-L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession
Date:	07/05/2023		
Signed:	L Harrison	Manager	Lynne Harrison
Date:		Review Date:	May-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0010	Activity:	Foot Golf	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S:	N/A	Area:	Whole of site	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	Samantha Butler-Hession	Date:	15/11/2022
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Faulty equipment	Bruises, cuts and abrasions	M	<ul style="list-style-type: none"> All equipment should be checked by the activity leader prior to and at the end of the session. 	L
Equipment being misused	Bruises, cuts and abrasions	M	<ul style="list-style-type: none"> Briefing given to participants prior to activity by instructor from briefing notes held in Activity Office Activity Leader should remain vigilant during activity to ensure equipment used correctly Participants given suitable space to use equipment Participants briefed on correct use of equipment at start of the activity. 	L
Football hitting participants/bystanders	Bruises, cuts, abrasions	M	<ul style="list-style-type: none"> All participants must stand behind the participant kicking and the flight path must be clear. Do not kick balls at other participants. 	L
Foot strain	Foot/leg/ankle injury	M	<ul style="list-style-type: none"> The type of football used should be appropriate to the user. Younger participants should use foam footballs. The distance of the goals should be set according to ability and age. Participants should be given time to rest. Reported injuries should be monitored and participants to discontinue activity on the instructors discretion 	L
Slips, trips and falls	Serious/minor injury, cuts & bruises	M	<ul style="list-style-type: none"> Ensure adequate footwear Brief on areas out of bounds and any dangers (behind containers, long grass, carpark areas) Ensure each group knows what to do in the event of injury 	L

			<ul style="list-style-type: none"> Activity Leader to have first aid bag near main base or with them. Check area for hazards before session. If area is unsuitable do not run activity. 	
Participants colliding	Minor injury, bruises, cuts, abrasions	M	<ul style="list-style-type: none"> Ensure space of 2 metres between participants while using balls Responsible adult (not Activity Leader) can be asked to supervise participants during activity. 	L
Outside in extreme weather	Hypothermia/hyperthermia and exposure	M	<ul style="list-style-type: none"> Activity Leader should ensure that the group is appropriately clothed for the weather Activity Leader should ensure the group is appropriately hydrated and monitor the state of individuals in the group Activity Leader should be prepared to stop or have a break during the session Activity Leader to be ready to stop activity in extreme weather and take cover 	L
Animal faeces	Illness	M/L	<ul style="list-style-type: none"> If participants come into contact with animal faeces instruct them to wash it off immediately with warm water and soap/hand wash. 	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession
Date:	15/11/2022		
Signed:	lynne harrison	Manager	Lynne Harrison
Date:	20/11/2022	Review Date:	15/11/2023

Health and Safety Risk Assessment Form

Ref No:		Task/Function:	Fun Bus	Location:	Lower Grange Farm, Maidstone
Risk Assessor:	Sammy Butler-Hession	Date:	11/05/2023	Persons at Risk:	Instructors, participants, staff and public, Volunteers
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Becoming ill whilst at Lower Grange Farm	Infection may be passed to another participant/volunteer etc	H	Should someone become ill whilst participating in a badge session they must inform someone. They will be isolated and asked to leave LGF immediately and go home, and to follow government guidelines. The Lower Grange Farm team will communicate with the Group Leader if someone has Covid 19 symptoms or a positive test as per track and trace regulations.	M
Users falling over during activity.	Bruising, bumps and injury	H	The bus is covered in padding to soften knocks and bumps. Instructors to ensure that any YP using the equipment incorrectly is corrected. Participants warned of the low ceiling and frame work	M
Danger of unnecessary injury.	Bruising, bumps and injury, Pre-existing injury reoccurring	M	Ensure that no one with a history of back / neck problems, heart conditions, anyone who is feeling unwell, is suffering the effects of alcohol or drugs use do NOT use any equipment at any time. This also includes pregnant women Instructors to question the group on fitness to participate. Address any obvious injury's – broken limbs, wrapped fingers etc. Do not allow entry if there is a risk of worsening a condition.	L
Larger participants colliding with smaller participants.	Bruising, bumps and injury, broken bones, head injury	M	The bus is designed for children under the age of 12. If there is a mix of ages in the group, warn the older children to be cautious. Where possible, split the group by size to allow for each age group to enjoy safely. Remove anyone from the bus who is not using the bus with consideration for other users.	L
Injury through lack of supervision.	Bruising, bumps and injury, broken bones, head injury	H	The bus will have a minimum of 1 supervising adult during a session. This adult should be aware of the safety rules and the bus layout. The supervisor should regularly check on the participants via CCTV or a visual check. Small children should be supervised by their own carer/parent.	L
Injury through incorrect positioning	Bruising, bumps and injury, broken bones, head injury	H	Participants should be told to descend the slide on their bottoms, feet first. Supervisor to check that the equipment is being used correctly/how it is designed to be used.	L
Eating/ Drinking on the bus	Choking	M	No food, drinks, chewing gum, balloons, silly string or alike to be allowed on or near the soft play. Ensure users don't put ball pit balls in their mouths; this also is for HYGIENE REASONS. Use of commercial BS grade balls means they can't be rushed and are too big to place in mouth.	L

Injury through 3rd party items and 3rd part bodies / spectator's.	Bruising, bumps and injury, broken bones, head injury	H	All shoes, glasses, jewellery, badges MUST be removed before using the soft play. Always ensure that the area surrounding the Activity is not overcrowded and free from objects.	M
Danger of fire	Injury by fire	M	No smoking or barbecues near the Activity at any time Electronics to have passed regular inspection. Service on the electronics in the bus to be tested regularly. There is only one exit – the main doors. A fire hydrant has been placed in the bus. In the event of a fire the supervising staff should have all inside leave immediately and use the hydrant if necessary to create a safe path. This activity cannot be run by and untrained person due to the fire risk.	L
Emergency	Serious injury	H	In the event that someone is seriously injured, DO NOT move the individual, remove all users from the equipment and dial 999 immediately.	L
Hygiene	illness	H	Shoes to be removed before entering the bus by everyone. SOCKS MUST BE WORN in the bus. NO bare feet. Participants should wash their hands before and after entering the bus to reduce the risk of illness.	L
Injury through de lamination or foam being exposed	Injury, broken bones, head injury	H	Visual inspections during set up and test annually for defects. Repair, remove or close any dangerous areas.	L
Balls / soft play being thrown	Bumps/ bruising	H	Responsible person supervising at all times. Throwing equipment is NOT PERMITTED UNDER ANY CIRCUMSTANCES.	M
Bumping into each other	Bruising, bumps and injury	H	Anyone using the bus in an unsafe manner should be removed from the bus. The activity must be supervised by an adult	L
Manual handling	Risk of injury to volunteers lifting equipment.	H	Ensure access route for equipment are free from obstruction and trip hazards. Ensure instructors use correct manual handing techniques. Eliminate manual handling where ever possible by using mechanical methods. Only trained volunteers to lift heavy items.	L
Threatening behaviour/assault	Risk of injury to volunteers, participants, members of the public using the site.	H	Ensure that a group leader has been identified. Behaviour is the responsibility of the leader in charge. In the event of anyone exhibiting aggressive behaviour instructors to secure any dangerous items and alert the leader in charge of the behaviour If the instructor feels that they have lost safe control of the group then the activity will be stopped.	L
Overcrowding	Risk of injury to volunteers, participants, members of the public using the	M	MAX capacity is 30 persons at a time INCLUDING ADULTS. Numbers should be managed by the instructor/supervisor. Create time limits and rotate the groups if needed. Where possible the use of the bus should be pre-booked and numbers managed at that stage.	L
Activities	Risk of injury to volunteers, participants, members of the public using the	M	All activities are undertaken in accordance with scouting POR and site training. All instructors are briefed/trained in the safe use of equipment. Equipment is checked prior to the session commencing and repairs done/or put out of commission if not repairable.	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession
Date:	11/05/2023		
Signed:	L Harrison	Manager	Lynne Harrison
Date:	11/05/2023	Review Date:	11/05/2024

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0013	Activity:	Geocaching	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	Geocache with care	Area:	Whole of the Site	Persons at Risk:	Everyone
NGB:	Geocaching Association of Great Britain (GAGB)	Risk Assessor:	Samantha Butler-Hession	Date:	07/05/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Getting lost	Panic	M	Briefing on map work, GPS, and boundaries of geocaching area Young people placed into groups of at least 4 - If under 10 years old an adult should supervise the group. Give map to each group and explain basics of orienteering.	L
Slips, trips and falls	Serious/minor injury, cuts & bruises	M	Ensure adequate footwear Brief on areas out of bounds and any dangers (stream, sloped areas, foliage) Ensure each group knows what to do in the event of an injury Instructor to have first aid bag near main base or with them. Areas surrounding the caches to be checked regularly to ensure the area has remained safe.	L
Traffic	Serious/minor injury	M	Brief everyone to take care around carpark and main drive way. Monitor with appropriate adults.	L
Weather conditions	Hypothermia, hyperthermia & exposure	M	Instructors should ensure that the group is appropriately clothed for the weather Instructors should ensure the group is appropriately hydrated and monitor the state of individuals in the group Instructors should be prepared to stop or have a break during the session.	L
Animal faeces	Illness	M	If participants come into contact with animal faeces instruct them to wash it off immediately with hot water and soap/hand wash or sanitiser.	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession	Signed:	L Harrison	Manager	Lynne Harrison
Date:	07/05/2023			Date:	15/05/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0035	Activity:	Human Table Top Football	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	Zorbing	Area used:	Whole of site	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	Sammy Butler-Hession	Date:	20/03/2023
<p align="center">Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)</p>					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Unauthorised use	Serious/fatal injury	H	<ul style="list-style-type: none"> Arena will be deflated or secured when not in use. 	L
Untrained staff	Serious/fatal injury	H	<ul style="list-style-type: none"> All staff will receive in-house training and be signed off with records held in the Activity Office Further training given when needed. 	L
Sharp objects on inflatables	Cuts, minor injury	M	<ul style="list-style-type: none"> Check activity area before inflating the arena for sharp objects that may puncture the arena. Instruct participants to remove jewellery before use and empty pockets of any loose items. 	L
Faulty equipment	Minor, serious injury, bruises, cuts, abrasions	M	<ul style="list-style-type: none"> Equipment must be checked before and after each session. Any damage reported to Activity Manger. 	L
Arena moving and inflation and set up	Serious muscle/back injury, cuts, bruises	H	<ul style="list-style-type: none"> You will need a minimum of 3 people to move the arena. When moving out of container take care not to cause entrapment of limbs. Make sure to use proper lifting techniques when rolling arena out. When inflating the arena make sure no one is on it. Make sure arena is pegged down at points with smooth pegs and that zips are all done up. Carry the poles in pairs. Caution with fingers when sliding poles together. Make sure power is not in wet areas and arena is at least 2 meters from containers and fencing 	M
Electrical shock	Serious, fatal injury	M	<ul style="list-style-type: none"> Make sure all electrical equipment is properly maintained and PAT tested, do not use if damaged in anyway, report to activity manager. Make sure sockets are sheltered from weather at all times. Circuit breaker fitted to socket end. 	L
Collisions	Minor, serious injury, bruises, cuts, abrasions, broken bones	H	<ul style="list-style-type: none"> Safety rules & briefing provided to all participants by instructor from briefing notes held in Activity Office 	M
Slip trips & falls	Minor, serious injury, bruises, cuts, abrasions, broken bones	H	<ul style="list-style-type: none"> Safety rules & briefing provided to recipients by instructor from briefing notes held in Activity Office Staff to monitor at all times. 	M
Over exertion	Dehydration, muscle injury	M	<ul style="list-style-type: none"> Warm up exercises by instructor from activity notes held in Activity Office Make sure instructors and participants take regular breaks and participants. 	L

Wet conditions	Minor, serious injury, bruises, cuts, abrasions	H	<ul style="list-style-type: none"> When ground is wet under foot there is a chance of slips and falls. If it is raining then the instructors will have to decide whether the ground is safe If it is too wet then the activity will have to be cancelled 	L
Strong winds	Serious injury	M	<ul style="list-style-type: none"> Do not use the arena in strong winds. Instructors to assess weather conditions prior to use. Deflate arena if wind speeds are in excess of 20 kph (Force 4). 	L
Sun	Dehydration, sun burn, heat stroke	M	<ul style="list-style-type: none"> Make sure instructors and participants are well hydrated and that no one spends too long playing without a break. Make sure instructors have correct sun protection. 	L
Lightening	Serious, fatal injury	H	<ul style="list-style-type: none"> If lightening starts then stop using arena immediately and deflate. Do not start to put arena up in stormy conditions and participants and instructors to take cover. 	L
Using the hand straps improperly	Minor, serious injury, bruises, cuts, abrasions	H	<ul style="list-style-type: none"> Participants to be instructed to not wrap their hand tightly in the straps. Only use the zorb without straps on flat grass with proper briefing and instructor supervision. 	M
Over crowding	Minor, serious injury, bruises, cuts, abrasions	H	<ul style="list-style-type: none"> The sides on the arena should be cordoned off on high volume days so prevent leaning veiwers. No more than 10 persons at a time in the arena. 	L
Choking while eating in the activity	Serious, fatal injury	M/H	<ul style="list-style-type: none"> No eating and drinking while participating. Chewing gum should be disposed of before any activity 	L
Getting hit by the poles while watching	Minor, serious injury, bruises, cuts, abrasions	M	<ul style="list-style-type: none"> Veiwng bystanders should be warned to not stand behind the poles as they can move. For high volume days/events the sides should be cordoned off to prevent bystanders from leaning on the sides 	L
Getting hit by a football	Minor, serious injury, bruises,	M	<ul style="list-style-type: none"> Give participants full briefing about the rules of the game and not kicking the ball at faces. Warn that those that do not follow this rule will leave the arena. Ensure that the ball used is appropriate for the group i.e. foam or soft ball for younger players 	L
Feeling unwell after playing	Feeling sick, light headed	H	<ul style="list-style-type: none"> Check participants are feeling ok and give appropriate first aid if required/ monitor the participant 	M

Signed:	Sammy Butler-Hession	Risk Assessor	Sammy Butler-Hession
Date:	20/03/2023		
Signed:	L Harrison	Manager	Lynne Harrison
Date:	20/03/2023	Review Date:	Mar-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0015	Activity:	Kite Flying	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scouts F/S No:	N/A	Area used:	Whole of site	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	Samantha Butler-Hession	Date:	07/05/2023

Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary)
(NB: Risk Levels in last column indicate anticipated scores after Action is taken)

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Serious/minor physical injury	H	<ul style="list-style-type: none"> All instructors will have received training and be signed off to run the session. 	L
Adverse weather	Physical injury	H	<ul style="list-style-type: none"> The instructor will check the daily weather forecast prior to activity. If the wind gets too strong than the activity will be suspended. If there is a thunder storm then the activity will be suspended until the risk of lightning has passed. 	M
Kites in contact with aircraft	Causing damage to aircraft or causing aircraft to crash	M	<ul style="list-style-type: none"> Comply with CAA regulations and monitor height of kites 	L
Kites break loose and /or impact people, animals or objects or the lines attaching them cause injury	Serious/minor physical injury	H	<ul style="list-style-type: none"> Provide roped off arena Ensure kite fliers are briefed on risks and on safe flying by instructor from briefing notes held in Activity Office Staff to be trained and assessed in usage and session running Kite maintenance and testing is conducted every 4 weeks when in use 	L
Trips, slips and falls through kite lines, ground anchors or other equipment etc	Serious/minor physical injury	H	<ul style="list-style-type: none"> The kites are either supervised by a competent adult Keep within a predetermined area of ground Ensure unused equipment is stowed away 	L
Kites tangled with overhead lines or masts	Damage to lines and masts	M	<ul style="list-style-type: none"> Refuse to fly if unsafe to do so Do not fly near, or by, overhead lines and masts Do not attempt to recover kite from the power line 	L
Kites caught in trees	Loose kites to trees, kite damage	M	<ul style="list-style-type: none"> Only recover them if to do so would be safe Fly in open areas away from tree lines 	L
Movement of motor vehicles on site causing injury or damage	Serious/minor physical injury & vehicle damage	M	<ul style="list-style-type: none"> Ensure site users are aware of activity and advise they do not drive near flying site 	L
meaning impaired people are unaware of any announcement or alert made in response to an incident	Serious/minor physical injury	M	<ul style="list-style-type: none"> Instructors to ask about relevant medical information prior to session. Interpreters close by if required 	L
Public, bystanders and loose animals	Serious/minor physical injury	H	<ul style="list-style-type: none"> The instructor will carry out a dynamic risk assessment and ensure the area is well controlled and brief all users of the no go zones. Bystanders must not stand in-front of the kites Kite users must be shown how to kill the kite in the occasion someone is at risk of the lines. 	L
Unauthorised use of equipment	Serious/minor injury, cuts & bruises	M	<ul style="list-style-type: none"> The kites are either supervised by a competent adult or kept locked away when not in use. 	L
Entrapment	Serious/minor injury, cuts & bruises	M	<ul style="list-style-type: none"> Loose clothing such as hoods and tassels should be removed or tucked away when using the kites. 	L

Signed: S Butler-Hession **Risk Assessor** Samantha Butler-Hession
Date: 11/05/2023

Signed: L Harrison **Manager** Lynne Harrison
Date: 15/05/2023 **Review Date:** May-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0016	Activity:	Laser Clays	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	Laser games	Area Used:	Whole of site	Persons at Risk:	Everyone
NGB:	The BICTSF	Risk Assessor:	Samantha Butler-Hession	Date:	07/05/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Serious/minor injury	H	All instructors must have in-house training and be signed off with records held in the Activity Office Additional training sessions to be run as required.	L
Strain from lifting heavy equipment	Serious/minor injury	H	Instructors should carry the equipment in pairs when setting up and putting away the activity equipment. Instructors should follow the manual handling guidance of how to lift and carry heavy objects. Instructors should report personal injuries to their line manager.	M/L
Slips, trips & falls	Cuts, bruises	M	Participants warned not to run in area. Instruction to be given to all at beginning of session by instructor from briefing notes held in Activity Office. First aid kit provided, and instructor's first aid trained.	L
Hit by clay	Cuts, bruises	H	All persons should have adequate instruction and training in range conduct Clear barrier at shooting line.	M-L
Hit by the launching arm on auto-trap	Serious/minor injury	H	A cordon should be marked out around the auto-trap when setting up and throughout the activity. Only trained staff should be allowed in the area. Participants warned to stay away from the auto-trap. Auto-trap should be placed a fair distance from where the participants and by-standers will be to avoid accidental proximity. Instructors to be warned of the power of the launching arm and shown during training how to load and reload the machine without risk of injury from the arm. Auto-trap should stay decocked and unplugged when not in use.	M-L
Unauthorised use	Serious/minor injury	H	All rifles and firing equipment to be locked away when not in use and only a trained instructor can access the key.	L
Damaged, broken, equipment or trapped	Serious/minor injury	M	All equipment checked prior to use and after use by instructor. When releasing a trapped clay switch the fire button to load - do not put your hands near the clays. Follow the instruction given in the manual. Any defective equipment to be reported to the Activity Manager.	L

Equipment or trapped clays	Consequence/Injury	M	All equipment and tools are maintained and checked regularly by a competent person. These logs are kept using Papertrail app. Any tools or equipment found not in safe condition for use should be quarantined and reported to the activities manager. Kit is sent off to manufacturer when a fault is identified	L
Injury from improper handling/use of equipment	Serious/minor injury	M	All should have adequate instruction and training in using the equipment.	L
Conduct of participants whilst waiting to use range	Serious/minor injury	M	A responsible adult (not person running range or in charge of activity) is responsible for supervising all participants not on shooting line Range master/instructor to inform all supervising adults of their role during the activity	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession
Date:	07/05/2023		
Signed:	L Harrison	Manager	Lynne Harrison
Date:	15/05/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Ref No:		Task/Function:	Mop Football	Location:	Lower Grange Farm, Maidstone
Risk Assessor:	Sammy Butler-Hession	Date:	15/11/2022	Persons at Risk:	Instructors, participants, staff and public, Volunteers
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Becoming ill whilst at Lower Grange Farm	Infection may be passed to another participant/volunteer etc	H	Should someone become ill whilst participating in a badge session they must inform someone. They will be isolated and asked to leave LGF immediately and go home, and to follow government guidelines. The Lower Grange Farm team will communicate with the Group Leader if someone has Covid 19 symptoms or a positive test as per track and trace regulations.	M
Bumping into each other	Bruising, bumps and injury	H	Instructor to explain how to play fair. No pushing/tackling each other. Use the mops down to the ground. Anyone not playing fair cannot join in. The activity must be supervised by an adult	L
Repeated falling	Bruising, strains and sprains	H	Games/ matches should be controlled and kept short, circulating who's playing so that they are less likely to hurt themselves through repeated play	L
Broken Mop	Cuts	H	Mops to be check before, during and after use. Any damaged mops should be removed and thrown away/ repaired.	L
Slips, trips and falls	Risk of broken limbs, bumps, bruising and serious injury.	H	Participants to be warned on the nature of the activity, no tackling with bodies, only mops. Participants to be removed if they are deliberately pushing others over. Tarp laid out on flat soft ground. At setup instructors should ensure there are no rocks or sharp objects in the area. Routine review of area to ensure no trip hazards have been introduced. It is the responsibility of all individuals to report unsafe areas and if a risk is found for an appropriate person to be appointed to make the area safe.	M
Manual handling	Risk of injury to volunteers lifting equipment.	H	Ensure access route for equipment are free from obstruction and trip hazards. Ensure instructors use correct manual handling techniques. Eliminate manual handling where ever possible by using mechanical methods. Only trained volunteers to lift heavy items.	L
Threatening behaviour/assault	Risk of injury to volunteers, participants, members of the public using the	H	Ensure that a group leader has been identified. Behaviour is the responsibility of the leader in charge. In the event of anyone exhibiting aggressive behaviour instructors to secure any dangerous items and alert the leader in charge of the behaviour	L

	of the public using the site.		If the instructor feels that they have lost safe control of the group then the activity will be stopped.	
Overcrowding	Risk of injury to volunteers, participants, members of the public using the site.	M	Attendees are limited to pre-booked sessions and participants only.	L
Activities	Risk of injury to volunteers, participants, members of the public using the site.	M	All activities are undertaken in accordance with scouting POR and site training. All instructors are briefed/trained in the safe use of equipment. Equipment is checked prior to the session commencing and repairs done/or put out of commission if not repairable.	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession
Date:	15/11/2022		
Signed:	Lharrison	Manager	Lynne Harrison
Date:	16/11/2022	Review Date:	15/11/2023

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0018	Activity:	Mountain Bikes	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S:	Mountain Biking	Area:	Whole site outside	Persons at Risk:	Everyone
NGB:	British cycling and mountain biking	Risk Assessor:	Samantha Butler-Hession	Date:	07/05/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Serious/minor injury	H	<ul style="list-style-type: none"> Instructor will have their MBT or in-house training and signed off with records held in the Activity Office Additional training sessions to be run as needed. 	M-L
Unauthorised use of equipment	Serious/minor injury, cuts & bruises	M	The bikes are either supervised by a competent adult or kept locked away when not in use.	L
Using feet on the floor to slow down and stop the bikes	Serious/minor injury, breakages, cuts & bruises	H	Participants instructed on how to brake using hand break during introduction Instructor to observe test lap including the correct breaking method and remind participant if necessary.	M
Dismounting bike at speed from pedal contact with the ground	Serious/minor injury, breakages, cuts & bruises	H	Participants to be briefed to "lift the knee to the corner" to ensure that the pedal is in the up position when taking a corner.	M
Track too challenging	Serious/minor injury, breakages, cuts & bruises	H	Participants must undergo a skills test prior to entering the track. They must demonstrate ability and build up to the track. Participants that do not pass the skills test must continue to practice and improve. An instructor may decide they can complete the track at a slower pace and closely supervised	L
Dismounting the Bike due to tricks, stunts and misuse	Serious/minor injury, breakages, cuts & bruises	H	Participants instructed that they must keep both tires on the ground at all times and that tricks are not allowed during the activity. Any participant seen to be attempting stunts or tricks must be instructed to stop. Repeat behaviour results in exclusion from the activity. Any ramps or obstacles devised by instructors must be tested and only used with more experienced riders and under close supervision.	L
Collisions with other bikes/obstacles	Personal injury & damage to equipment.	H	When setting up the activity area instructor should ensure adequate space for bikes to overtake without collision. Instructor to observe test lap and correct any reckless riding. Safety brief given to identify risk to all participants by instructor from briefing notes held in Activity Office Instructor to ensure bikes are suitable & adjusted for the rider to ensure maximum control.	M-L

			Riders must follow direction of travel as indicated by instructor Helmets must be worn whilst on the bikes. Additional padded should also be encouraged i.e. knee, elbow and wrist guards. All equipment not in use should be removed from the track or area.	
Impact from bikes/spectators and waiting participants	Serious/minor injury, cuts & bruises	H	Perimeter of bike track area is clearly defined and explained during safety brief. Activity supervised by responsible adult Spectators advised to be vigilant and the stand in the spectator area.	M
Entrapment	Serious/minor injury, cuts & bruises	M	Care to be taken when taking out/returning bikes to the storage area. Loose clothing should be removed or tucked away when on the bike.	L
Bike failure	Serious/minor injury, cuts & bruises	M	Bikes must be checked by instructor prior to use and at the end of the session. Follow bike check sheet. All equipment and tools are maintained and checked regularly by a competent person. These logs are kept using Papertrail app. Any tools or equipment found not in safe condition for use should be quarantined and reported to the activities manager. Bikes to be serviced when in use regularly and recorded.	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession
Date:	07/05/2023		
Signed:	L Harrison	Manager	Lynne Harrison
Date:	15/05/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Site Ref:		Activity:	Nerf Maze Arena	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:		Area used:	Marquee / Fields	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	Samantha Butler-Hession	Date:	15/11/2022
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Unauthorised use	Serious/fatal injury	H	<ul style="list-style-type: none"> Inflatable Maze will be deflated/locked away when not in use and only a trained instructor can access the key. 	L
Untrained staff	Serious/fatal injury	H	<ul style="list-style-type: none"> All staff will receive in-house training and be signed off with records held in the Activity Office Further training given when needed. 	L
Sharp objects on inflatables	Cuts, minor injury	M	<ul style="list-style-type: none"> Check activity area before inflating the maze for sharp objects that may puncture the maze. Instruct participants to remove jewellery before use and empty pockets of any loose items. No shoes to be worn inside the maze. 	L
Faulty equipment	Minor, serious injury, bruises, cuts, abrasions	M	<ul style="list-style-type: none"> Equipment must be checked before and after each session based on the checklist that is held in the Activity Office. All equipment and tools are maintained and checked regularly by a competent person. These logs are kept using Papertrail app. Any tools or equipment found not in safe condition for use should be quarantined and reported to the activities manager. 	L
Nerf Maze moving and inflation	Serious muscle/back injury, cuts, bruises	H	<ul style="list-style-type: none"> You will need a minimum of 2 people to move the maze. When moving out of container take care not to cause entrapment of limbs. Make sure to use proper lifting techniques when rolling maze out. When inflating the maze make sure no one is on it. Make sure maze is pegged down at all points and that zips are all done up if used outside. Make sure power is not in wet areas and maze is at least 4 meters from containers and fencing 	M
Electrical shock	Serious, fatal injury	M	<ul style="list-style-type: none"> Make sure all electrical equipment is properly maintained and PAT tested, do not use if damaged in anyway, report to activity manager. Make sure sockets are sheltered from weather at all times. Circuit breaker fitted to socket end. 	L

Collisions	Minor, serious injury, bruises, cuts, abrasions, broken bones	H	<ul style="list-style-type: none"> Safety rules & briefing provided to all participants by instructor. 	M
Slip trips & falls – Dark conditions	Minor, serious injury, bruises, cuts, abrasions, broken bones	H	<ul style="list-style-type: none"> Safety rules & briefing provided to recipients by instructor. Staff to monitor at all times. Participants should be warned of the dark conditions and warned to take additional care due to the risks that come with reduced vision. Low level lighting will be provided in the maze. 	M
Over exertion	Dehydration, muscle injury	M	<ul style="list-style-type: none"> Make sure instructors and participants take regular breaks and participants. 	L
Adverse Weather	Minor, serious injury, bruises, cuts, abrasions	H	<ul style="list-style-type: none"> Use maze inside during wet weather or wet conditions. 	L
Strong winds	Serious injury	M	<ul style="list-style-type: none"> Do not use the maze in strong winds outside. Instructors to assess weather conditions prior to use. Deflate maze if wind speeds are in excess of 20kph (Force 4) and the maze is outside. 	L
Sun	Dehydration, sun burn, heat stroke	M	<ul style="list-style-type: none"> Make sure instructors and participants are well hydrated. Make sure instructors have correct sun protection. 	L
Feeling unwell	Feeling sick, light headed	H	<ul style="list-style-type: none"> Check participants are feeling ok and give appropriate first aid if required/ monitor the participant 	M
Hygiene	Illness	M	<ul style="list-style-type: none"> Anyone inside the maze must be wearing socks and no shoes. Participants should be asked to wash hands before and after use. The maze should be washed regularly Any participants not feeling well or with signs of illness should not be allowed inside the maze. 	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession
Date:	15/11/2022		
Signed:	L Harrison	Manager	Lynne Harrison
Date:	16/11/2022	Review Date:	15/11/2023

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0019	Activity:	Nerf Games/Wars	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S:		Area:	Barn, Archery Range, Field	Persons at Risk:	Everyone
NGB:		Risk Assessor:	James Wilkinson	Date:	14/03/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Bruises, cuts and abrasions	M	<ul style="list-style-type: none"> All instructors to have in-house training and be signed off and records held in the Activity Office. 	L
Faulty equipment	Bruises, cuts and abrasions	M	<ul style="list-style-type: none"> All equipment should be checked by the activity leader prior to and after the session. 	L
Equipment being misused	Bruises, cuts and abrasions	M	<ul style="list-style-type: none"> Briefing given to participants prior to activity by instructor from briefing notes held in Activity Office Activity Leader should remain vigilant during activity to ensure equipment used correctly Participants given plenty of space to use equipment Nerf darts must only be shot at targets or at mid torso Safety glasses must be worn at all times during gameplay 	L
Pellets hitting bystanders	Bruises, cuts and abrasions	M	<ul style="list-style-type: none"> All participants must stand behind the safe line or boundary line 	L
Slips, trips & falls	Serious/minor injury, cuts & bruises	M	<ul style="list-style-type: none"> Ensure adequate footwear Brief on areas out of bounds and any dangers (behind containers, long grass, carpark areas) Ensure each group knows what to do in the event of injury Activity Leader to have first aid bag near main base or with them. Check area for hazards before session. If area unsuitable do not run activity. 	L
Blisters and pinches between index finger and thumb from	Minor injury	M	<ul style="list-style-type: none"> Instructor to demonstrate how to reload the guns to avoid this injury. Change up the gameplay often and ensure they rest between games. 	L
Participants colliding	Minor injury, bruises, cuts, abrasions	M	<ul style="list-style-type: none"> Ensure space between participants while using nerf guns. Responsible adult (not Activity Leader) can be asked to supervise participants during activity. 	L
Outside in extreme weather	Hypothermia, hyperthermia and exposure	M	<ul style="list-style-type: none"> Activity Leader should ensure that the group is appropriately clothed for the weather Activity Leader should ensure the group is appropriately hydrated and monitor the state of individuals in the group Activity Leader should be prepared to stop or have a break during the session 	L
Animal faeces	Illness	M	<ul style="list-style-type: none"> If participants come into contact with animal faeces instruct them to wash it off immediately with warm water and soap/hand wash. 	L

Signed:	J Wilkinson	Risk Assessor	J Wilkinson
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Date:	14/03/2023		
Signed:	S Butler-Hession	Manager/	Samantha Butler-Hession
Date:	20/03/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0030	Activity:	String Trail/ Night Line	Location: Indoors/ Out in the field	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	N/A	Area used:	Whole of site	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	Samantha Butler-Hession	Date:	07/05/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Serious/minor injury, crushing, cuts & bruises	H	All activity staff to be in-house trained and signed off with records held in the Activity Office	M
Slips, trips, bumps and falls	Serious/minor injury, cuts & bruises	H	Site staff who build the trail to ensure they use appropriate equipment on the trail that will not cause harm to users with consideration to the sightlessness of the group. Ensure adequate footwear Activity Leader to have first aid bag with them. Group must be supervised and always monitored. Group given safety briefing on each of activities by instructor from briefing notes held in Activity Office Participants could wear helmets if the instructor deems it necessary due to age, ability or needs.	M
Trail collapse	Serious/minor injury, cuts & bruises	M	Site staff who build the trail to ensure they consider dangers and risks of falling objects. Do not use heavy objects above heads, consider what could be "walked/crawled into" accidentally when someone is sightless. Group must be supervised and monitored at all times. Group leader must be prepared to stop or halt the activity to adjust or remove an element of the trail should it become unsafe. Trail to be inspected prior to use and undergo regular maintenance checks by staff.	L
Equipment failure	Serious/minor injury, splinters, cuts & bruises	M	Activity Leader to check equipment prior to use for suitability Participants briefed on rules and equipment prior to activity by instructor from briefing notes held in Activity Office	L
Weather conditions	Hypothermia, hyperthermia and exposure	M	Activity Leader must ensure that the group is appropriately clothed for the weather Activity Leader must ensure the group is appropriately hydrated and monitor the state of individuals in the group Activity Leader must be prepared to stop or have a break during the session	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession
Date:	07/05/2023		
Signed:	L Harrison	Manager	Lynne Harrison
Date:	15/05/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0020	Activity:	Orienteering	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S:	Orienteering	Area:	Whole of site	Persons at Risk:	Everyone
NGB:	International Orienteering Federation (IOF)	Risk Assessor:	Samantha Butler-Hession	Date:	07/05/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Getting lost	Panic	H	Briefing on map work and boundaries of orienteering area Students placed into groups of at least 2 plus adult/leader if under 10 years Give a map to each group Group leader to have list of participants Adults and instructor to have contact number or take handheld radios from office	L
Slips, trips & falls	Serious/minor injury, cuts & bruises	M	Ensure adequate footwear Brief on areas out of bounds and any dangers (stream, sloped areas, foliage) Ensure each group knows what to do in the event of injury Instructor to have first aid bag near main base or with them. Adults and instructor to have contact numbers or take handheld radios from office Instructors to regularly check the areas around flags to ensure the safety of access.	L
Traffic	Serious/minor injury	M	Brief everyone to take care around carpark and main drive way. Monitor with appropriate adults.	L
Weather conditions	Hypothermia, hyperthermia & exposure	M	Instructors should ensure that the group is appropriately clothed for the weather Instructors should ensure the group is appropriately hydrated and monitor the state of individuals in the group Instructors should be prepared to stop or have a break during the session	L
Animal faeces	Illness	M	If participants come into contact with animal faeces instruct them to wash it off immediately with hot water and soap/hand wash.	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession	Signed:	L Harrison	Manager	Lynne Harrison
Date:	07/05/2023			Date:	15/05/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0022	Activity:	Pedal Karts	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S:	N/A	Area:	Whole of site	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	Samantha Butler-Hession	Date:	07/05/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Serious/minor injury	H	All instructors must have in-house training and be signed off with records held in the Activity office Additional training sessions to be run as needed.	L
Unauthorised use of equipment	Serious/minor injury, cuts & bruises	M	The pedal karts are either supervised by a competent adult or kept locked away when not in use.	L
Using feet on the floor to slow down the cart	Serious/minor injury, breakages, cuts & bruises	H	Participants instructed how to brake using hand break during introduction Instructor to observe test lap including the correct breaking method and remind participant if necessary.	M
Collisions with other karts/obstacles	Personal injury & damage to equipment.	H	When setting up activity area the instructor should ensure adequate space for karts to overtake without collision. Instructor to observe test lap and correct any reckless driving. Safety brief given to identify risk to all participants by instructor from briefing notes held in Activity Office. Instructor to ensure cart is suitable fit for driver to ensure maximum control of kart. Drivers must follow direction of travel as indicated by instructor Helmets must be worn whilst on the karts. All equipment not in use should be removed from the track.	M-L
Impact from karts on spectators and waiting participants	Serious/minor injury, cuts & bruises	H	Perimeter of kart track area is clearly defined and explained during safety brief. No kart zone clearly marked Activity supervised by responsible adult Spectators advised to stay in designated 'no kart zone'	L
Entrapment	Serious/minor injury, cuts & bruises	M	Care to be taken when taking out and returning karts to storage area. Assistance should be sought when storing karts. Loose clothing such as hoods and tassels should be removed or tucked away when on karts.	L
			Karts must be checked by instructor prior to and after session.	

Kart failure	Serious/minor injury, cuts & bruises	M	All equipment and tools are maintained and checked regularly by a competent person. These logs are kept using Papertrail app. Any tools or equipment found not in safe condition for use should be quarantined and reported to the activities manager.	L
Freewheeling pedal kick when engaged.	Cuts bruises and jolts	H	Inform participants to continually pedal forwards Inform users not to reverse pedal until kart is stationary Warn all participants of kick back risk when engaging pedals.	M

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession
Date:	07/05/2023		
Signed:	L Harrison	Manager	Lynne Harrison
Date:	15/05/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0024	Activity:	Pioneering - large	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	N/A	Area used:	Whole of the Site	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	Samantha Butler-Hession	Date:	07/05/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Serious/minor injury, crushing, cuts & bruises	H	Activity instructors will be in-house trained and signed off.	L
Slips, trips & falls	Serious/minor injury, cuts & bruises	M	Ensure adequate footwear Activity Leader to have first aid bag with them. Group given safety briefing on each of activities by instructor from briefing notes held in Activity Office	L
Lifting weighted objects when lifting and carrying poles to and from store	Muscle strain	M	Largest and heaviest poles are stored closest to the floor Colour coding used to identify different size and weights Staff trained with correct technique for lifting	L
Moving parts - trapping fingers in knots and or running blocks and tackle	Bruising, cuts, abrasions	M	Activity Leader to warn group of dangers of metal fixtures and weighted knots Do not put fingers inside running or pulley blocks Choose appropriate skill level builds for group based on experience.	L
Pioneering equipment, using tools, natural materials, ropes	Personal injuries, rope burns, cuts, bruises, abrasions, puncture wounds, eye damage.	M	Activity Leader will have an appropriate level of training, in-house. Give all participants appropriate training. Give everyone participating in the activity a safety briefing. Supervise young people at all times. Consider participants' personal circumstances and any reasonable adjustments you may need to make. Assess and advise young people carrying, lifting and storing pioneering equipment. Make sure that young people know how to carry, lift and store pioneering equipment Check equipment before and after use. Report any damaged or faulty equipment to the Activity Manager. Make PPE available if the activity leader thinks it's necessary. Using thick gloves while handling poles is good practice.	L
			Closely supervise structures while they're being constructed and dismantled. Group will be working from building instructions which will guide them to building a safe structure.	

Structures collapsing, Impact with pioneering equipment	Crush injuries, lacerations, fractures.	H	Check how the weather affects structures, for example, wet ropes causing stretching or tightening and the effects of strong winds Supervise young people and check they're using the correct knots and lashings. Limit the load you put on the structure. Undo the main supports last when you're dismantling a structure. Make sure a qualified first aider is on-site throughout the activity. Make sure a first aid kit is on site during the activity.	L
Fall from height	Personal injuries, lacerations, fractures.	M	Fully brief all participants who will be above one meter off the ground. Use spotters when participants are off the ground. Undo the main supports last when you're dismantling a structure.	L
Equipment failure	Serious/minor injury, splinters, cuts & bruises	M	Activity Leader to check equipment prior to use for suitability Participants briefed on rules and equipment prior to activity If equipment too heavy or not appropriate size for group do not continue activity.	L
Weather conditions	Hypothermia, hyperthermia & exposure	M	Activity Leader must ensure that the group is appropriately clothed for the weather Activity Leader must ensure the group is appropriately hydrated and monitor the state of individuals in the group Activity Leader must be prepared to stop or have a break during the session	L
Animal faeces	Illness	M	If participants come into contact with animal faeces instruct them to wash it off immediately with hot water and soap/hand wash or sanitiser.	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession	Signed:	L Harrison	Manager	Lynne Harrison
Date:	07/05/2023			Date:	15/05/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0023	Activity:	Mini Pioneering	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout FS:	N/A	Area used:	Whole of the Site	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	Samantha Butler-Hession	Date:	07/05/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Slips, trips & falls	Serious/minor injury, cuts & bruises	M	Ensure adequate footwear Activity leader to have first aid bag with them. Group given safety briefing on each of the activities by instructor from briefing notes held in Activity Office.	L
Moving parts - trapping fingers in knots and/or running blocks & tackle	Bruising, cuts, abrasions	M	Activity Leader to warn group of dangers of metal fixtures and weighted knots Do not put fingers inside running or pulley blocks Choose appropriate skill level builds for group based on experience.	L
Pioneering equipment, using tools, natural materials, ropes	Personal injuries, rope burns, cuts, bruises, abrasions, eye damage.	M	Activity Leader should have an appropriate level of training Give all participants appropriate training. Give everyone participating in the activity a safety briefing. Supervised young people at all times. Consider participants personal circumstances and any reasonable adjustments you may need to make. Check equipment before and after use. Report any damaged or faulty equipment to the activity manager.	L
Structures collapsing, impact with pioneering equipment	Bumps, scrapes	H	Closely supervise structures while they're being constructed and dismantled. Groups will be working from building instructions which will guide them to building a safe structure. Check how the weather affects structures, for example, wet ropes causing stretching or tightening or the affect that wind will have on the activity Supervise young people and check they're using the correct knots and lashings. Limit the load you put on the structure Make sure a qualified first aider is on-site throughout the activity. Make sure a first aid kit is with the instructor during the activity. Undo the main supports last when you're dismantling a structure.	M
Fall from height	Personal injuries, lacerations & fractures.	M	No one should be more than 1m above the ground for mini-pioneering projects	L
Equipment failure	Cuts, bruises, splinters	M	Activity Leader to check equipment prior to use for suitability Participants briefed on rules and equipment prior to activity All equipment and tools are maintained and checked regularly by a competent person. These logs are kept using Papertrail app. Any tools or equipment found not in safe condition for use should be quarantined and reported to the activities manager.	L

			If equipment is too heavy or not appropriate size for group do not continue activity.	
Weather conditions	Hypothermia, hyperthermia & exposure	M	Activity Leader must ensure that the group is appropriately clothed for the weather Activity Leader must ensure the group is appropriately hydrated and monitor the state of individuals in the group Activity Leader must be prepared to stop or have a break during the session	L
Animal faeces	Illness	M	If participants come into contact with animal faeces instruct them to wash it off immediately with hot water and soap/hand wash or sanitiser.	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession	Signed:	L Harrison	Manager	Lynne Harrison
Date:	07/05/2023			Date:	15/05/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Site Ref:		Task/Function:	Power Risers	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	N/A	Aera used:	Barn, Climbing Wall, Field	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	Samantha Butler-Hession	Date:	22/03/2023
<p>Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)</p>					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Serious/minor injury, breakages, cuts & bruises	H	All activity staff will have in-house training and be signed off with records held in the Activity Office Extra training to be done when needed.	L
Falling off	Serious/minor injury, breakages, cuts & bruises	H	All riders are instructed to wear safety helmets, elbow, knee and wrist guards, these are all provided to all users and must be worn at all times. Instructors will brief the riders on the rules and how to stay safe by instructor from briefing notes held in Activity Office. All participants must follow all instructions given by staff throughout the session. Instructors to advise on safe falling technique Inspections are carried out prior to and after use and recorded. The activity staff must be first aid trained and have a first aid kit with them at all times. Allow for participants to have sufficient space to move and to rest. Participants and spectators should be warned to not catch a falling user. Participants will be instructed not to attempt anything the instructor has not taught/trained them to do i.e. stunts or other tricks while on the stilts as this increases the risks of injury.	M
Collisions with others or obstacles	Personal injury and damage to equipment.	H	When setting up activity area the instructor must ensure adequate space for the users to move without collision. Safety brief given to identify risk to all participants. Participants must follow direction of travel as indicated by instructor Safety equipment must be worn at all times whilst on the Power risers. All equipment not in use should be removed from the area. The activity staff must be first aid trained and have a first aid kit with them at all times. Loose clothing should be removed or tucked away when on Power Risers.	M-L
Unauthorised use of equipment	Serious/minor injury, cuts & bruises	M	The Power Risers are either supervised by a competent adult or kept locked away when not in use.	L
Dangerous behaviour	Serious/minor injury,	H	Participants should be told that any abuse of the power risers or horseplay while people are using the equipment will not be tolerated and result in the ending of the session.	

Dangerous behaviour	Cuts & bruises	"	Any participant that cannot follow the instructions or rules for the safe use of the equipment must be removed from the activity space and passed over to the group leader.	
Spectators getting hurt	Serious/minor injury, cuts & bruises	M	Ensure anyone not participating in the activity is kept away from the area being used by enough buffer that they cannot be harmed by extended limbs.	
Equipment failure	Serious/minor injury, cuts & bruises	M	Power Risers must be checked by the instructor prior to and after use, this must be recorded. All equipment and tools are maintained and checked regularly by a competent person. These logs are kept using Papertrail app. Any tools or equipment found not in safe condition for use should be quarantined and reported to the activities manager. Care to be taken when taking out and returning Power Risers to storage area.	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession
Date:	22/03/2023		
Signed:	<i>Lynne Harrison</i>	Manager	Lynne Harrison
Date:	22/03/2023	Review Date:	22/03/2024

Falls - Keep your wrist, elbows and knees bent. Don't try to break your fall. Tuck your chin in and throw your arms up to protect your head. Most accidents caused by slips, trips or falls can be prevented.

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0026	Activity:	Quad bikes/Go Karts	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	Quad Biking	Area used:	Whole of site	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	Samantha Butler-Hession	Date:	16/11/2022
<p>Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)</p>					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Fatal/serious/minor injury	H	All instructors must have received in-house training prior to the activity and signed off with records held in the Activity Office Additional training sessions to be run as required.	L
Using feet on the floor to slow down the bikes/karts	Serious/minor injury, breakages, cuts & bruises	H	Participants instructed how to brake using hand break/foot break during introduction. Instructor to observe test laps at each speed, including the correct breaking method and remind participant if necessary.	M
Collisions with other bikes, karts or obstacles	Personal injury and damage to equipment.	H	When setting up activity area instructor must ensure adequate space for quad bikes/karts to overtake without collision – OR – disallow overtaking Safety brief given to identify risk to all participants – Including rolling the bikes if corners are taken at speed. Instructor to ensure quad bikes/karts are set at a suitable speed for the rider to ensure maximum control. For most activities this will be Medium Speed at the most. Instructor to observe test laps to be able to set a safe speed setting and correct any reckless riding. Riders must follow direction of travel as indicated by instructor Helmets must be worn whilst on the quad bikes/karts. Additional cones/barriers to be placed in areas identified as risks of collision. Area to be checked prior to use for risks. Bushes/trees and brambles to be managed in quad/kart areas.	M

			Safety Goggles must be provided.	
Impact from bikes/spectators/bystanders and waiting participants	Serious/minor injury, cuts & bruises	M	Perimeter of test area is clearly defined and explained during safety brief. Activity supervised and run by a trained member of activity staff. Spectators advised to be vigilant and to stand in the Spector zones.	L
Impact from cornering the quads to fast	Serious/minor injury, cuts & bruises and damage to quads	H	Speed set to the group's ability. Participants briefed about slowing down on corners. Additional barriers and cones to be placed in areas identified as riskier turns to encourage slower turns. Test laps observed. Helmet to be worn. Instructor must be first aid trained and carry a first aid kit.	M
Unauthorised use of equipment	Serious/minor injury, cuts & bruises	M	The quad bikes/karts are supervised at all times by an instructor. Keys locked away when not in use and isolate the battery - only a trained instructor can access the key.	L
Entrapment	Serious/minor injury, cuts & bruises	M	Care to be taken when taking out and returning quad bikes/karts to storage area - there must be two members of staff. Loose clothing should be removed or tucked away when on the quad bikes/karts.	L
Quad bike/kart failure	Serious/minor injury, cuts & bruises	M	Quad bikes/karts must be visually checked by the instructor prior to and after use and recorded to ensure it is in a safe condition. All equipment and tools are maintained and checked regularly by a competent person. These logs are kept using Papertrail app. Any tools or equipment found not in safe condition for use should be quarantened and reported to the activities manager.	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession
Date:	16/11/2022		
Signed:	L Harrison	Manager	Lynne Harrison
Date:	19/11/2022	Review Date:	16/11/2023

Health and Safety Risk Assessment Form

Ref No:		Task/Function:	Rope Making	Location:	Lower Grange Farm, Maidstone
Risk Assessor:	Sammy Butler-Hession	Date:	15/11/2022	Persons at Risk:	Instructors, participants, staff and public, Volunteers
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Becoming ill whilst at Lower Grange Farm	Infection may be passed to another participant/volunteer etc	H	Should someone become ill whilst participating in a badge session they must inform someone. They will be isolated and asked to leave LGF immediately and go home, and to follow government guidelines. The Lower Grange Farm team will communicate with the Group Leader if someone has Covid 19 symptoms or a positive test as per track and trace regulations.	M
Use of Scissors	Minor/ Serious Injury	M	Scissors must be kept near the leader and tidied away when not in use Children should be supervised while using scissors. If the participants are younger then the instructor or supervising adults should be given the scissors to use.	L
Caught Fingers	Minor injury or pinching a finger in the gears of the	M	Use of the machines should be supervised by an adult Young participants should be warned to not place their fingers in the machines	L
Falling machine	Machine landing on someone	M	Machines should be correctly secured to the tables using a clamp	L
Fire	Risk of major harm to those on site.	H	Volunteer team briefed on location and use of the firefighting equipment. Planned led emergency service notification and evacuation procedure. Good housekeeping to ensure that flammable material are kept to a minimum. All temporary electrical equipment to be installed in line with the current IEE regulations. All refuse to be collected regularly to prevent the build-up of flammable materials. Maintain a strict building no smoking/vaping policy in accordance with the law. Designated smoking/vaping area as decreed by the Site Manager.	M
			All cables to be kept clear of walking routes, where they cross fire exits they will be raised over the top.	

Slips, trips and falls	Risk of broken limbs, bumps, bruising and serious injury.	H	All work at height to be carried out using appropriate correctly set up and use access equipment. Any spilt liquid will be cordoned then cleared. Routine review of area to ensure no trip hazards have been introduced. It is the responsibility of all individuals to report unsafe areas and if a risk is found for an appropriate person to be appointed to make the area safe.	M
Manual handling	Risk of injury to volunteers lifting equipment.	H	Ensure access route for equipment are free from obstruction and trip hazards. Ensure instructors use correct manual handling techniques. Eliminate manual handling where ever possible by using mechanical methods. Only trained volunteers to lift heavy items.	L
Threatening behaviour/assault	Risk of injury to volunteers, participants, members of the public using the site.	H	Ensure that a group leader has been identified. Behaviour is the responsibility of the leader in charge. In the event of anyone exhibiting aggressive behaviour instructors to secure any dangerous items and alert the leader in charge of the behaviour If the instructor feels that they have lost safe control of the group then the activity will be stopped.	L
Overcrowding	Risk of injury to volunteers, participants, members of the public using the site.	M	Attendees are limited to pre-booked sessions and participants only.	L
Activities	Risk of injury to volunteers, participants, members of the public using the site.	M	All activities are undertaken in accordance with scouting POR and site training. All instructors are briefed/trained in the safe use of equipment. Equipment is checked prior to the session commencing and repairs done/or put out of commission if not repairable.	L
General	Risk of injury to volunteers, participants, members of the public using the site.	H	Ensure that safety briefings are held for the badge team and the group leader leader at check in. Maintain good housekeeping and safe methods by all instructors throughout the event to eliminate risk of accident. Ensure there are trained first aiders present throughout the event including the build up process,that are access and correctly equipped. Ensure that accident reporting procedure in line with that required by the Scout Association and Kent Scouts. Ensure all activities are carried out in accordance with Policy, organisation and Rules of the Scout Association.	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession
Date:	15/11/2022		
Signed:	L Harrison	Manager	Lynne Harrison
Date:	16/11/2022	Review Date:	15/11/2023

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0029	Task/Function:	Swegway	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	N/A	Aera used:	Barn, Climbing Wall, Field	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	Samantha Butler-Hession	Date:	07/05/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Serious/minor injury, breakages, cuts & bruises	H	All activity staff will have in-house training and be signed off with records held in the Activity Office Extra training to be done when needed.	L
Falling off	Serious/minor injury, breakages, cuts & bruises	H	All riders are instructed to wear safety helmets, elbow, knee and wrist guards, these are all provided to all users and must be worn at all times. Instructors will brief the riders on the rules and how to stay safe by instructor from briefing notes held in Activity Office. All participants must follow all instructions given by staff throughout the session. Swegway will give an audible warning if it is ridden unsafely Inspections are carried out prior to and after use and recorded. The activity staff must be first aid trained and have a first aid kit with them at all times.	M
Collisions with other swegways or obstacles	Personal injury and damage to equipment.	H	When setting up activity area the instructor must ensure adequate space for swegway to overtake without collision. Instructor to observe test lap and correct any reckless riding. Safety brief given to identify risk to all participants. Drivers must follow direction of travel as indicated by instructor Safety equipment must be worn at all times whilst on the swegway. All equipment not in use should be removed from the area. The activity staff must be first aid trained and have a first aid kit with them at all times.	M-L
Unauthorised use of equipment	Serious/minor injury, cuts & bruises	M	The swegways are either supervised by a competent adult or kept locked away when not in use.	L
Entrapment	Serious/minor injury, cuts & bruises	M	Care to be taken when taking out and returning swegways to storage area. Loose clothing should be removed or tucked away when on swegways.	L
			Swegways must be checked by the instructor prior to and after use, this must be recorded.	

Equipment failure	Serious/minor injury, cuts & bruises	M	All equipment and tools are maintained and checked regularly by a competent person. These logs are kept using Papertrail app. Any tools or equipment found not in safe condition for use should be quarantened and reported to the activities manager.	L
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Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession	Signed:	L Harrison	Manager	Lynne Harrison
Date:	07/05/2023			Date:	15/05/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Ref No:	LGFA:0031	Activity:	Team Games	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	N/A	Area used:	Whole of Site	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	Samantha Butler-Hession	Date:	07/05/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Serious/minor injury, cuts & bruises	H	All instructors to be in-house trained and signed off with records held in the Activity Office Extra training as and when needed.	L
Slips, trips and falls	Serious/minor injury, cuts & bruises	M	Ensure adequate footwear Activity leader to be first aid trained and have a first aid bag with them at all times. Group given safety briefing on each of activities by instructor from briefing notes held in Activity Office	L
Equipment failure	Serious/minor injury, splinters, cuts & bruises	M	Activity leader to check equipment prior to use for suitability Participants briefed on rules and equipment prior to activity If equipment too heavy or not appropriate size for group do not continue activity.	L
Weather conditions	Hypothermia, hyperthermia and exposure	M	Activity leader must ensure that the group is appropriately clothed for the weather Activity leader must ensure the group is appropriately hydrated and monitor the state of individuals in the group Activity leader must be prepared to stop or have a break during the session	L
Animal faeces	Illness	M	If participants come into contact with animal faeces instruct them to wash it off immediately with hot water and soap/hand wash or Sanitiser.	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession	Signed:	L Harrison	Manager	Lynne Harrison
Date:	07/05/2023			Date:	15/05/2023	Review Date:	May-24

Team games include - Rounders, cricket, Bat & ball, Football, Hockey, horse shoe, gutter ball, mini golf, tarp folding, baton pass, human ladder, human knots, catch/don't catch, head it/catch it, cross the river, corners, steal the bacon, prisoner and guard, duck duck goose, keys, staff pass plus more

Health and Safety Risk Assessment Form

Site Ref:	LGFA:0033	Activity:	Tomahawks	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	FS120011	Area used:	Outside Range/Field	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	Samantha Butler-Hession	Date:	14/03/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Fatal/serious injury	H	All activity instructors to be in-house trained and signed off with records held in the Activity Office. Further training given as required.	L
Misuse of the equipment	Fatal/serious injury	H	Instruction given and understood by participants before the activity takes place, Activity supervised at all times by trained instructors. Ensure that the rules are complied with. Axes stored in secure box when not in use and only instructors have access.	M
Impact from axe	Personal serious injury	M	Activity supervised at all times by a trained instructor to ensure that the rules are complied with. Targets checked before each use Boundary checked to ensure axes stay within the range and no unauthorised access can be gained.	L
Unauthorised use	Serious/minor injury, cuts & bruises	M	Range is always supervised when in use, All equipment is locked away when range unsupervised.	L
Equipment failure	Serious/minor injury, cuts & bruises	M	Equipment inspected before and after use. Any problems are reported to the activity manager. Faulty equipment removed from service and reported to the Activity Manager.	L
Slips and trips	Serious/minor injury, cuts & bruises	M	Range checked before use. Participants encouraged to walk on range	L
Inappropriate clothing	Serious/minor injury, cuts & bruises	M	Participants will be instructed to wear closed in shoes and remove all loose clothing before starting.	L
			In the event of lightning the activity will be stopped and cover taken	

Adverse weather conditions	Serious/minor injury	M	If it is too wet the activity will be stopped Make sure that the instructors and participants are well hydrated Make sure the instructors have adequate sun protection
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Signed:	J Wilkinson	Risk Assessor	J Wilkinson
Date:	14/03/2023		
Signed:	S butler-hession	Manager	Samantha Butler-Hession
Date:	20/03/2023	Review Date:	May-24

Health and Safety Risk Assessment Form

Site Ref:	LGFA:	Activity:	V.R Headsets	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout FS:	N/A	Area used:	Indoors	Persons at Risk:	Participants
NGB:	N/A	Risk Assessor:	James Wilkinson	Date:	07/03/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Prolonged screen use	Eye-strain	M	Sessions per group are kept to maximum 60mins Group rotates the person close to the screen	L
Electrical failure – faulty equipment, faulty electrics, water exposure	Electrical shock, electrical burns	M	Equipment and electric ports are submitted for PAT testing annually Any damage must be reported to the Activity Manager and the equipment must be isolated so it is not used If a failure becomes apparent during a session the session should be paused or stopped. Activity must take place indoors Group must not have liquids near equipment	L
Weather conditions	Hypothermia/hyperthermia and exposure	M	Activity should be conducted indoors Activity leader must ensure that the group is appropriately clothed for the weather Activity leader should ensure the group is appropriately hydrated and monitor the state of individuals in the group Use heaters in cold weather or open windows, doors for warm weather. Activity leader should be prepared to stop or have a break during the session	L
Slips, trips and falls	Serious/minor injury, cuts & bruises	M	<ul style="list-style-type: none"> • Ensure adequate footwear • Brief on areas out of bounds Check area for hazards before session. If area is unsuitable do not run activity Participants warned not to run in area. Instruction to be given to all at beginning of session by instructor from briefing notes held in Activity Office Any boundary set to be set using cones or taped floor area	L
Participants colliding	Minor injury, bruises, cuts, abrasions	M	<ul style="list-style-type: none"> • Ensure clear boundaries for both participants and spectators • Responsible adult (not Activity Leader) can be asked to supervise spectators participants during activity 	L
Medical episode	Dizziness, motion sickness, seizure	M	<ul style="list-style-type: none"> • Participants asked about medical needs prior to session commencing • Participants advised to remove headset if they feel uncomfortable • Instructor to advise appropriate application 	L

Signed:	James Wilkinson	Risk Assessor	James Wilkinson
Date:	07/03/2023		
Signed:	S Butler-Hession	Manager	Samantha Butler-Hession
Date:	20/03/2023	Review Date:	Mar-24

Health and Safety Risk Assessment Form

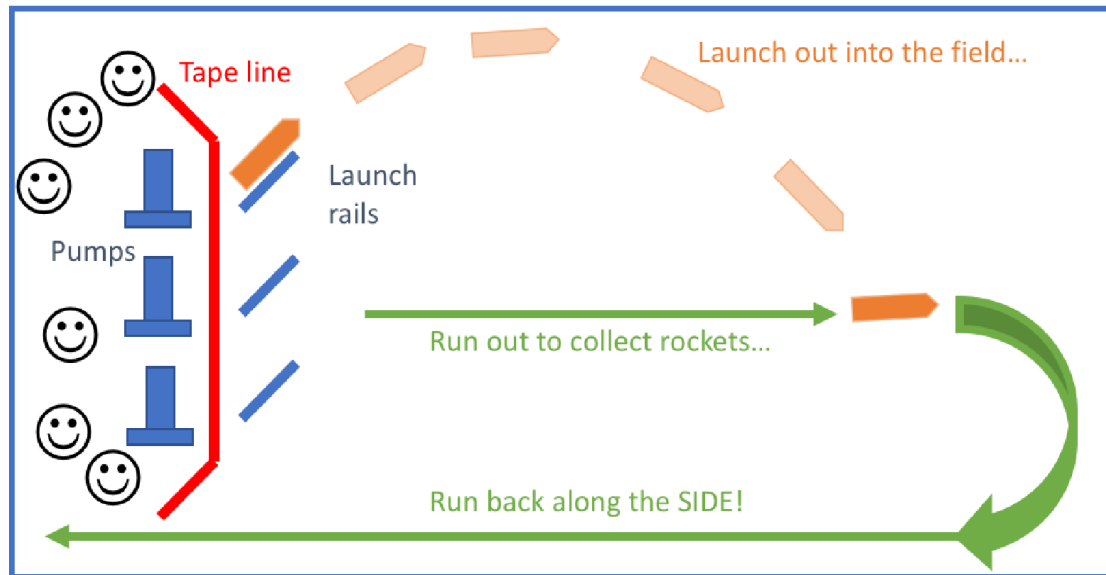
Ref No:	LGFA:0031	Activity:	Water Rockets	Location:	Kent Scouts Activity Centre, Lower Grange Farm, Maidstone.
Scout F/S No:	N/A	Area used:	Whole of Site	Persons at Risk:	Everyone
NGB:	N/A	Risk Assessor:	Samantha Butler-Hession	Date:	14/03/2023
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Untrained staff	Serious/minor injury, cuts & bruises	H	All instructors to be in-house trained and signed off with records held in the Activity Office Extra training as and when needed.	L
Slips, trips and falls	Serious/minor injury, cuts & bruises	M	Ensure adequate footwear Activity leader to be first aid trained and have a first aid bag with them at all times. Group given safety briefing on each of activities by instructor from briefing notes held in Activity Office	L
Equipment failure	Serious/minor injury, splinters, cuts & bruises	M	Activity leader to check equipment prior to use for suitability Participants briefed on rules and equipment prior to activity If equipment too heavy or not appropriate size for group do not continue activity.	L
Rocket hits person or property during ascent	Serious/minor injury, cuts & bruises	H	Set up a range in accordance with Fig 1. Angle the rocket at a MINIMUM 45 degree angle from the vertical, AWAY from the participants and spectators. No launching near-vertically, lest the rocket veer towards the participants. Brief all participants on the RANGE OPEN / RANGE CLOSED procedure, such that no participants are in the range whilst it is CLOSED, and no participants are pumping whilst it is OPEN.	L
Rocket hits person or property during descent	Serious/minor injury, cuts & bruises	M	Fly in an area of suitable size for the rockets to be flown, such that a normal flight and descent should land within that area. Ensure that control of that area is owned by the RSO. Ensure no active roads are within normal flight range. On all flights, all spectators should keep an eye on the rockets and be prepared to move if necessary. No sitting down	L
Participant trips over, or runs into launch rail	Serious/minor injury, cuts & bruises	H	Instruct participants to WALK, not run Instruct participants to return to their launch pad from the back / side. Do not allow participants to return by running straight back towards the launch rails. Range Safety Officer should stand in from of launch rails whilst participants are recovering their rockets to issue friendly reminders, See also Fig 1.	L
Participant injures himself whilst pumping or preparing	Serious/minor injury, cuts & bruises	M	Encourage care and a calm approach throughout activity. Provide water containers of suitably low capacity that participants can easily lift them.	L
Rocket hits aircraft	Disruption to aircraft	L	RSO to encourage everyone present to shout "HALT" if an aircraft is spotted during launching. If flying rockets at the same event as organised aviation (e.g. microlight), RSO to liaise with chief pilot to ensure separation of airspace.	L
Weather conditions	Hypothermia, hyperthermia and exposure	M	Activity leader must ensure that the group is appropriately clothed for the weather Activity leader must ensure the group is appropriately hydrated and monitor the state of individuals in the group	L

	exposure		Activity leader must be prepared to stop or have a break during the session	
Animal faeces	Illness	M	If participants come into contact with animal faeces instruct them to wash it off immediately with hot water and soap/hand wash or Sanitiser.	L

Signed:	J Wilkinson	Risk Assessor	J Wilkinson
Date:	14/03/2023		
Signed:	S butler-hession	Manager	S Butler-Hession
Date:	20/03/2023	Review Date:	May-24

Fig 1 – The Range layout



Health and Safety Risk Assessment Form

Ref No:		Task/Function:	Use of the Woodland and wooded area	Location:	Lower Grange Farm, Maidstone
Risk Assessor:	Sammy Butler-Hession	Date:	15/11/2022	Persons at Risk:	Instructors, participants, staff and public, Volunteers
Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary) (NB: Risk Levels in last column indicate anticipated scores after Action is taken)					

Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk Level Before Action L/M/H	Current Control Measures and/or Action to Reduce/Eliminate Risk (Including action by whom and by when)	Risk Level After Action L/M/H
Becoming ill whilst at Lower Grange Farm	Infection may be passed to another participant/volunteer etc	H	Should someone become ill whilst participating in a badge session they must inform someone. They will be isolated and asked to leave LGF immediately and go home, and to follow government guidelines. The Lower Grange Farm team will communicate with the Group Leader if someone has Covid 19 symptoms or a positive test as per track and trace regulations.	M
Fire	Risk of major harm to those on site.	H	Volunteer team briefed on location and use of the firefighting equipment. Planned led emergency service notification and evacuation procedure. Good housekeeping to ensure that flammable material are kept to a minimum. All temporary electrical equipment to be installed in line with the current IEE regulations. All refuse to be collected regularly to prevent the build-up of flammable materials. Maintain a strict building no smoking/vaping policy in accordance with the law. Designated smoking/vaping area as decreed by the Site Manager.	M
Extreme Weather	Risk of harm to those on site and those trying to access the site.	M	Study weather forecast and cancel session if extreme weather is predicted. Monitor weather whilst on site and cancel session if extreme weather makes the site unsafe.	L
			All cables to be kept clear of walking routes, where they cross fire exits they will be raised over the top.	

Slips, trips and falls	Risk of broken limbs, bumps, bruising and serious injury.	H	All work at height to be carried out using appropriate correctly set up and use access equipment. Any spilt liquid will be cordoned then cleared. Routine review of area to ensure no trip hazards have been introduced. It is the responsibility of all individuals to report unsafe areas and if a risk is found for an appropriate person to be appointed to make the area safe.	M
Children near water	Risk of drowning	M	Sessions should take place with a suitable number of adults to the age and ability of the participants. If going near or in the water, the Instructors will define the area of the water that is in use for the activity and warn the group to not travel beyond that space. The group should ALWAYS be in the eye line of an adult. Participants to be warned of the dangers of water and submersion. Water activities will take place where the water is slow moving and shallow.	L
Children near water	Ill was contamination in dirty water	M	Participants taking part in water activities to be warned to not consume the water Participants should wash their hands when they return from the woods/ before they eat.	L
Manual handling	Risk of injury to volunteers lifting equipment.	H	Ensure access route for equipment are free from obstruction and trip hazards. Ensure instructors use correct manual handling techniques. Eliminate manual handling where ever possible by using mechanical methods. Only trained volunteers to lift heavy items.	L
Threatening behaviour/assault	Risk of injury to volunteers, participants, members of the public using the site.	H	Ensure that a group leader has been identified. Behaviour is the responsibility of the leader in charge. In the event of anyone exhibiting aggressive behaviour instructors to secure any dangerous items and alert the leader in charge of the behaviour If the instructor feels that they have lost safe control of the group then the activity will be stopped.	L
Overcrowding	Risk of injury to volunteers, participants, members of the public using the site.	M	Attendees are limited to pre-booked sessions and participants only.	L
Activities	Risk of injury to volunteers, participants,	M	All activities are undertaken in accordance with scouting POR and site training. All instructors are briefed/trained in the safe use of equipment.	L

	members of the public using the site.		Equipment is checked prior to the session commencing and repairs done/or put out of commission if not repairable.	
Gas emergencies	Risk of injury to volunteers, participants, members of the public using the site.	H	Gas powered appliances will only be used as a last resort. When used appropriate ventilation will be available. Only use gas tube and fittings that meets and are marked with British Standard (in date). All tubes to be secured to bottles and appliance fitted with the appropriate clips. All gas bottles will be securely fixed in an upright position. Bottle changing to be carried out with all sources of ignition removed and with the area well ventilated.	M
Burns and scalds	Risk of injury to volunteers, participants, members of the public using the site.	H	Ensure that any hot surfaces are out of reach of visitors. Ensure that the movement of hot liquids is kept to a minimum.	M
General	Risk of injury to volunteers, participants, members of the public using the site.	H	Ensure that safety briefings are held for the badge team and the group leader at check in. Maintain good housekeeping and safe methods by all instructors throughout the event to eliminate risk of accident. Ensure there are trained first aiders present throughout the event including the build-up process that are access and correctly equipped. Ensure that accident reporting procedure in line with that required by the Scout Association and Kent Scouts. Ensure all activities are carried out in accordance with Policy, organisation and Rules of the Scout Association.	L

Signed:	S Butler-Hession	Risk Assessor	Samantha Butler-Hession	Signed:	L Harrison	Manager	Lynne Harrison
Date:	15/11/2022			Date:	16/11/2022	Review Date:	15/11/2023