

Bonaly Scout Centre – Activity Risk Assessment & SOP

Nightline

No	Hazard	Who it effects	Unmanaged risk	Control measures	Managed risk
1	Insufficient Instruction/Supervision	Participants	Medium	Sessions to be run by suitably qualified/experienced instructors. Maximum instructor ratio of 1 to 12 Instructor to start activity with a blindfold game e.g. animal noise partners, to assess participants for blindfold anxiety. At end of nightline participants told to stand still for a few seconds after taking goggles off, to allow eyes to adjust; especially important in strong light.	Low
2	Faulty equipment	Participants	Medium	All equipment to be checked on each use and inspected on a monthly basis.	Low
3	Tripping, falling and Slipping on trees and obstacles.	Participants	Medium	All Participants to wear helmets. Instructor to control flow of group around course, assisting if necessary. Instructor must ensure adequate group control or session must be stopped.	Low
4	Hypo/Hyperthermia and exposure	Participants	Medium	Instructors to ensure participants have appropriate clothing for the prevailing conditions and to monitor participants during the session.	Low
5	Medical conditions that could affect the activity	Participants	Medium	Instructors to check with group if there are any medical conditions/Injuries which may affect their participation.	Low
6	Slippery/uneven surfaces and trip hazards	Instructors & participants	Medium	Instructors to make participants aware of conditions underfoot.	Low
Assessor		Date	Review Date		
Mark Campbell		24/02/24	24/02/25		

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Standard Operating Procedure – All Activities

Supervisors will be given copies of Standard Operating Procedures and Risk Assessments for the activity.

The safety of participants is at all times the responsibility of the supervisor.

The supervisor must:

Read and comply with the Standard operating procedure, Risk Assessment and activity instructions.

Complete the sign out sheet before using the activity – Self led.

Must supervise the activity for its entire duration and not hand over responsibility to any other person at any time.

Ensure there is adequate first aid provision.

Maintain adequate group control at all times.

Ensure participants are suitably attired for the prevailing weather conditions and activity.

Be aware of any participant medical conditions that may affect the activity.

Make participants aware of conditions underfoot.

Fully brief participants on the activity, paying particular attention to risks highlighted in the Risk Assessments and Standard Operating Procedures.

Report any loss or damage to the equipment/activity.

Standard Operating Procedure – Nightline

Instructor: Bonaly in house Trained and Assessed.

Ratio: The Instructor participant ratio will not exceed 1:12

Risk Assessment: The Instructor is required to be familiar with the site-specific risk assessment and run the activity to these standards.

Site Induction: Site-specific training and assessment.

Instructors will gain instructing experience and familiarisation with the site-specific risk assessment by working with other instructors until assessed as competent.