

Bonaly Scout Centre –Activity Risk Assessment & SOP

Team Building/Problem Solving (Leader Supervised)

No	Hazard	Who it effects	Unmanaged risk	Control measures	Managed risk
1	Insufficient Instruction/Supervision	Participants/ other site users	Medium	Supervisors will be given copies of the risk assessment, standard operating procedure and instructions for use of the activity. Maximum of 12 participants per supervisor. Adequate group control to be maintained at all times or session should be stopped.	Low
2	Faulty equipment	Participants	Medium	All equipment to be checked prior to each use.	Low
3	Injuries from: Falls, Slips, Ropes, Equipment and lifting.	Participants	Medium	Clear instructions given before undertaking each task. Safe lifting techniques demonstrated if appropriate. Supervisor to assess conditions and not use activities that are too slippery. Appropriate activities matched to groups abilities.	Low
4	Hypo/Hyperthermia and exposure	Participants	Medium	Supervisor 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	Supervisor to check with group if there are any medical conditions/Injuries which may affect their participation.	Low
6	Slippery/uneven surfaces and trip hazards	Supervisors & participants	Medium	Supervisor to make participants aware of conditions underfoot. Extra care to be taken in wet weather.	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 the Standard Operating Procedure, Risk Assessment and Instructions 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

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 – Team Building & Problem Solving

Maximum group size per supervisor of 12

The supervisor must:

Check equipment prior to use.

Give clear instructions for the task.

Ensure all participants are wearing a correctly fitted helmet if necessary.

Maintain adequate group control at all times.

Choose appropriate challenges for the age/ability of the participants.

Ensure safe lifting techniques are used.

Suspend activity if weather is unsuitable i.e slippery surfaces.