

# Bonaly Scout Centre –Activity Risk Assessment, SOP & Instructions

## Teddy Hide & Seek Instructions

The leader supervising the activity must read and comply with the Standard Operating Procedure, Risk Assessment and these instructions and must have completed the sign out sheet before using the activity; they must supervise the activity for its entire duration and not hand over responsibility to any other person at any time. There must be a minimum of two adults for this activity

**Please meet at the Blair Barn for all self-led activities;** a member of the Bonaly team is available to offer guidance and answer any questions at this time.

**Description:** A game of “Hide and Seek” where the teddys hide and the children do the seeking! Teddys need a bit of help to hide so the children lend a hand.

**Location:** We recommend an area near the Roman Bath and the duty warden will show you where this is, but this activity can be run anywhere there are good hiding places

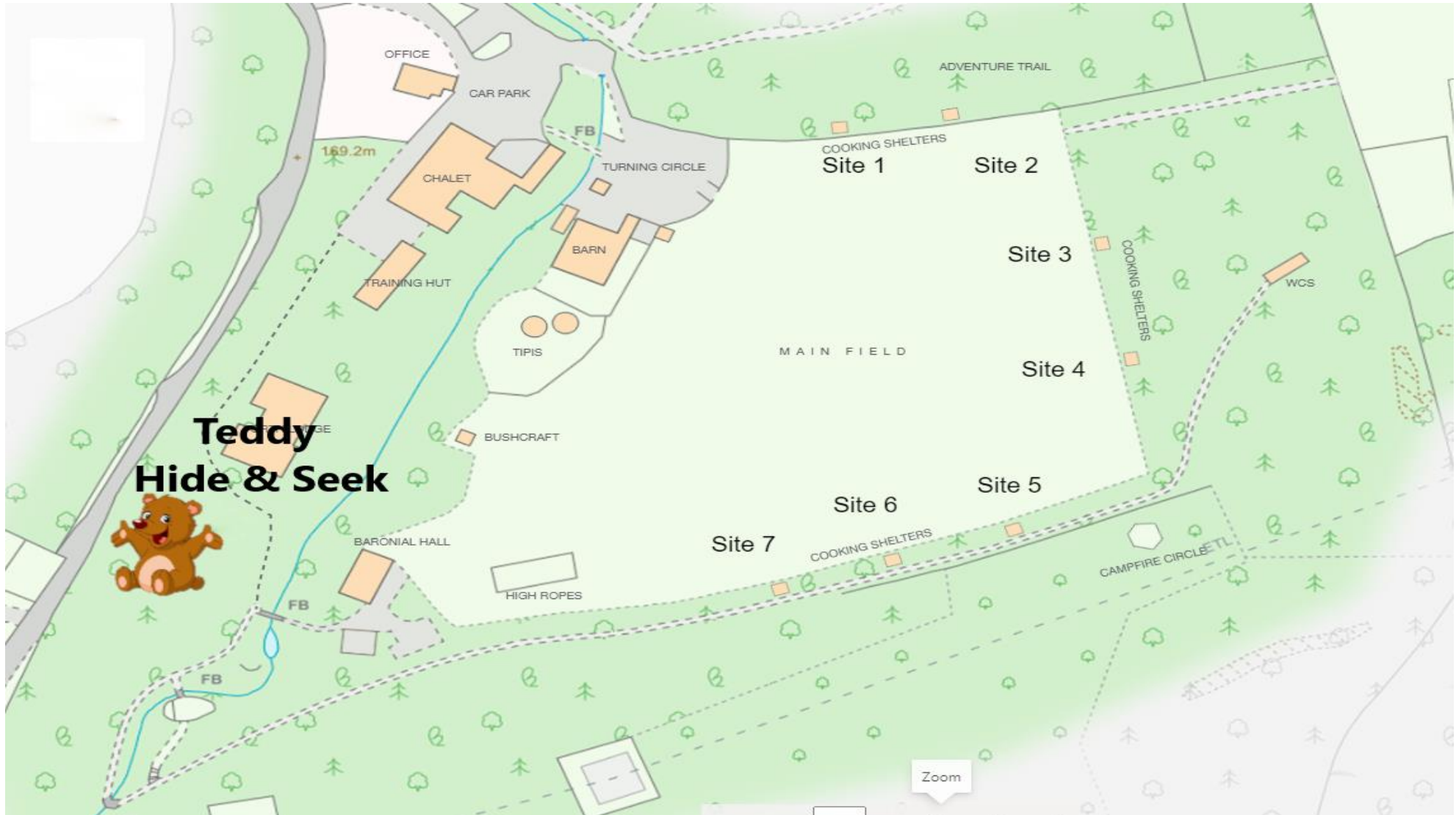
**Set up:** Collect teddys from the Duty Warden at the Blair Barn.

**Equipment provided:** Large Teddy x 2, Small Teddy x 10, T-Rex x 2, Black Panther x 2, rabbit x 2, 1 bag to carry them in and a whistle

### Running the session:

- 1) The children are all sat on the seating log in the “Hide and Seek” area and given an introduction. “Working in two teams the children have to hide all their animals in the area allocated and then return to the seating log. They then hunt for the other teams hidden animals and return again to the seating log when time is up”.
- 2) The group is split into two teams and each team is given a set of animals, shown their hiding area and boundaries are set. We recommend 15 min hiding time.
- 3) When time is up, blow the whistle and everyone returns to the seating log. We recommend a head count!
- 4) The teams now hunt for the other teams hidden animals. 25 min recommended.
- 5) When time is up, blow the whistle and everyone returns to the seating log. We recommend a head count!
- 6) If there are any unfound animals, the whole group goes to each area in turn and the children who hid the animals revealed their hiding place.
- 7) Return to seating log for a review. Suggested questions: What made a good hiding place? Which animals were easiest to find? Did size and colour make a difference?
- 8) This should take around one hour, so there is time for a second go in the other hiding area.

### Activity Area Map



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### Teddy Hide & Seek – Risk Assessment

No	Hazard	Who it effects	Unmanaged risk	Control measures	Managed risk
1	Insufficient Instruction/Supervision	Participants & Leaders	Medium	Teddy Hide & Seek sessions to be run by suitably qualified /experienced leader who has read and understood risk assessment, instructions and SOP. Boundaries of area used should be set and all participants made aware. Regular head counts are required. Maximum instructor ratio of 1 to 12.	Low
2	Low Branches (Eyes)	Participants & Leaders	Medium	Instructor to brief participants to take care when moving through wooded areas. No running through woodland	Low
3	Stings (bees, wasps and other insects)	Participants & Leaders	Medium	Instructor to be aware of any participants who have specific insect allergies and know how to deal with such emergencies.	Low
4	Plants	Participants & Leaders	Medium	Instructor to be aware of any participants with specific plant allergies or hay fever and carry the necessary medication. Participants must be warned of prickly and stinging plants in woods. Participants must wash their hands before eating. Participants must not pick plants.	Low
6	Lifting logs and stones	Participants & Leaders	Medium	Care to be taken of fingers and toes when lifting stones or logs. If participants can't lift object easily on their own then instructed to leave it.	Low
7	Hypo/Hyperthermia and exposure	Participants & Leaders	Medium	Instructor to ensure participants have appropriate clothing for the prevailing conditions and to monitor participants during the session.	Low
8	Medical conditions that could affect the activity	Participants & Leaders	Medium	Instructor to check with group if there are any medical conditions/Injuries which may affect their participation.	Low
9	Slippery/uneven surfaces and trip hazards	Participants & Leaders	Medium	Instructor to make participants aware of conditions underfoot. No running through woodland.	Low
<b>Assessor</b>		<b>Date</b>	<b>Review Date</b>		
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 – Teddy “Hide & Seek”

Maximum group size per supervisor of 12

The Supervisor must:

Warn participants of prickly/stinging plants and animals.

Ensure care is taken if participants lift logs or stones.

Brief participants boundaries of the activity area, particularly out of bounds areas/danger areas such as archery range, car park and roads.

Brief participants on the dangers of running through and around wooded areas.

Be aware of any specific insect or plant allergies of participants.

Ensure participants wash hands after activity.