



RISK ASSESSMENTS

V2025-1

Printed copies of risk assessments may have older dates. See <https://www.bentleycopse.org.uk/booking/downloads/> for latest versions

Abseiling
Adventure Course
Aeroball
Air Rifles and Pistol Shooting
Archery
Bushcraft
Cave Maze
Circus Skills
Challenge Bucket
Climbing
Crate Stacking

Crossbows
Den Building
Escape Room
Fencing
Frisbee Golf
Ghillie Hide n Seek
Giant Inflatable Table Football
Gladiator Challenge
Head Of Doom
Impossible Ladder
Jacobs Ladder

Leap Of Faith
Knot Orienteering
Mechanical Bull
Mini Beasts
Mini Crossbows
Nerf Wars
Orienteering
Pedal Karts
Pirate Climb
Photo Quiz
Pioneering

Slack Line
Soft Archery
Soft Tomahawks
Surrey Hills Hike
Team Building
Tomahawks
What Tree Words
Zip Line

- 1 -

Abseiling Risk Assessment



Instructor / Participant Ratio:	1 instructor / 12 participants
Instructor Qualifications:	RCI, CWI, Scout Climbing Permit, Guiding Level 1 Permit
Assessor Competence:	Nick Cann, RCI, County Scout Climbing Assessor
Assessment Date:	09/07/2020
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	01/2023, 01/2024
Document Last Reviewed by:	N.Cann
Next Review Date	March 2026

Hazards Identified:	Who may be affected?
Slips, Trips & Falls Seating area Unauthorised use Vandalism Equipment Failure Human error Items falling from height Rope burns Manual handling	Staff Participants Other Centre users Visitors

- 2 -

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Slipping or tripping on floor	Area to be checked during set up for any tip or slip hazards. Abseiling associated equipment to be kept tidy before, during and after the session. Ground anchors marked with cones when not in use.
Injury resulting from unauthorised use	Climbing compound and tower door kept locked shut when not in use. Activity equipment is taken down and stored at the end of each day or if there are no further climbing sessions taking place. Instructor to check equipment at the start of each session. Instructor to be vigilant during the session and brief participants not to enter the tower until instructed to do so.
Injury due to vandalism	Compound kept locked when not in use. Instructor to visually check over the walls and general area when setting up. Any problems to be reported to Duty Manager
Equipment failure	Tower inspected annually by a suitably qualified contractor. Equipment inspected every two months by suitably qualified member of staff. Instructor visually checks the equipment and area prior to the activity taking place. Appropriate equipment used in accordance with manufacturer's guidelines.
Injury due to incorrect use of equipment	Equipment set up information and pictures displayed in the climbing store. Instructors hold a minimum of Scout Association Climbing Permit (with abseil). Bentley Copse staff are 'signed off' by Centre Manager prior to running the activity.
Injury resulting from tampering with equipment	Safety brief. (see SOP for details) Instructor checks all participants prior to them abseiling.
Injury due to human error	Instructors hold a minimum of Scout Association Climbing (with abseil) Permit. Bentley Copse staff are 'signed off' by Centre Manager prior to running the activity. Equipment set up information and pictures displayed in the climbing store. Instructor checks all participants prior to them abseiling.

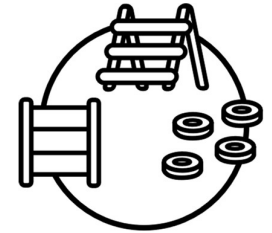
Injury due to a fall from height	Participants only allowed to abseil once attached to the safety rope belayed by the instructor. Instructor must be attached to the tower at all times when operating the abseil. This must be using a suitable fall restraint device such as a petzl connect. Connected to the anchor eyes at the top of the tower. Nobody may abseil without the provision of a backup safety system being in place. When accessing the wall to carry out maintenance BCAC staff must follow the Centre Working at Height policy.
Injury from equipment dropping from height	Everyone inside the shingle pit must wear a helmet at all times. If there is a reason why this cannot happen the instructor uses their discretion with agreement from the Centre Manager. When dropping ropes, the instructor must look before dropping to ensure no one is in the area.
Rope burns	Instructor maintains control of the participant's descent and can slow the participant down if they descend too quickly.
Entanglement with abseiling equipment	Participants instructed to tie long hair back, tuck in tags from clothing etc. Participants instructed not to put fingers into the figure 8 abseil device. Rescue procedure in place to lower a stuck abseiler.

Risk Level

Risk level posed by the activity prior to control measures	High	Risk level posed by the activity following control measures	Low
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End of Abseiling Risk Assessment

Adventure Course Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. SOP given to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	26 January 2022
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	01/2023, 05/2023 01/2024 (meerkat element added)
Document Last Reviewed by:	L.Daniels
Next Review Date	01/2026

Hazards Identified:	Who may be affected?
Slips and falls Uneven ground Elements Equipment Trees	Participants Other Centre users Visitors

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Falling / slipping over	Participants are warned when surface are slippery due to weather conditions. Adventure course is wood chipped, particularly in fall zones to help prevent injury. Helmets are worn by participants and leaders taking part. The Activity involves stepping over obstacles which may create uneven surfaces, this is part of the activity.
Falling from an element	Areas around elements kept clear of debris such as sticks, rocks etc. Spotting may be required on larger elements but the adult in charge should make this call on their group's ability.
Injury from spider's web elastic	Spider's web has been deliberately strung with the elastic loose enough that any elastic hitting a participant should be low impact. Only one person should go through the spider's web at a time.
Injury from 'car wash' element	Tyres checked for bare wires as part of the inspection.
Impact with elements	Helmets are to be worn by all participants (young people and adults). The helmets provided are not expected to take significant impact, therefore they may be helmets decommissioned from higher risk off ground activities. These helmets will still provide abrasion and bump protection and will still function and fit correctly but are no longer deemed suitable for off ground activities. Nuts on elements are covered with plastic caps to prevent injury.
Element Equipment failure	Logged inspection carried out. Damaged elements removed or repaired as necessary. Adult in charge must check over the course for obvious damage before allowing their group to use the course, any damage must be reported to the Duty Activities Manager and not allow their group to use that element.

Getting stuck in an element.	Tunnels tend to be self-selecting i.e. a person who may get stuck won't go into it. But easy egress is achieved either by pulling or pushing the stuck participant. Elements where the participant must go through are short. Meerkat Alley has a section which is only accessible through the element. This section is small but the participant will have already achieved the same process by entering. If participant gets stuck, leader can assist from above. If necessary that section can be accessed by removing the wood across the tunnel / trench.
Wet Disease from water collecting in tunnels, tyres etc.	Participants instructed to wash hands after their activity. Drainage holes in elements where possible.
Injury from falling branches	Area checked after adverse weather. Regular check of the area.
Mud entering eyes, nose, or mouth	Participants should wash their hands after the activity. First aid kits including eye wash are available from the Centre Office Excess mud should be washed off after the activity,

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Adventure Course Risk Assessment

Aeroball



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. SOP given to group leader.
Assessor Competence:	Operational Experience, Based on Aeroball UK's RA
Assessment Date:	03/04/2024
Assessment Completed by:	Jen Yates
Assessor Signature:	<i>Jen Yates</i>
Document Last Reviewed:	23/04/2024
Document Last Reviewed by:	N Cann
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips and falls Uneven ground Equipment Injuries from use	Participants

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Equipment Injuries due to faulty equipment	Equipment to be checked prior to use in accordance with activity operating procedures. Equipment checked by a competent person every month following Manufacturer instructions.
Collisions with other participants causing injuries	Activity Leader to ensure there is good participant control during the session. Activity Leader to ensure participants that are not in the Aeroball are occupied with something else. Activity Leader to ensure only 1 participant enters each section of the Aeroball.
Hard, uneven or slippery surfaces Slips, trips and falls	Area around Aeroball checked for hazards before session. Participants checked to ensure they are wearing suitable footwear for the surface.
Incorrect landing causing muscle sprain or strain	Activity Leader to ensure that all participants know how to bounce and stop effectively. Safety talk to include brief that no somersaults to be attempted.
Aeroball springs Pinched or cut fingers	Participants must be warned to keep their hands away from the springs. Protective mats should be in place around the edge of the Aeroball. Activity Leader to remain vigilant at all times.
Mounting / dismounting of Aeroball Incorrectly done causing injuries	Activity Leader must demonstrate a safe, stable method of mounting and dismounting. Activity Leader to monitor mount/ dismount of all participants.
Setting up Aeroball bed. Cut and bruises from springs Aeroball	Only trained Staff Members should set up the Aeroball. Aeroball must be set up in accordance with training and instructions.
Sprained ankle, trips/falls leading to injuries/sprains	Participants are to remove shoes prior to entering the Aeroball. Ensure that any removed shoes are stored in an appropriate area and out of risk
Aeroball netting friction burns Participants	Activity Leader to brief participants on hazard and participants should bounce in the middle of the bed. Activity Leader to warn participants not to hang from the nets.
Jewellery/Objects in Pockets Injuries due to being hit with objects	Participants checked to ensure they have removed jewellery and objects from pockets
Over-exertion Muscle strains Participants	Activity Leader to ensure a thorough warm-up is carried out prior to the activity starting

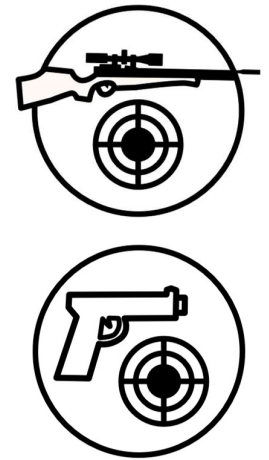
Weather Risk of sunburn, heat exhaustion and dehydration; or hyperthermia during activity	Ensure regular water breaks are taken. If it is hot, ensure participants wear sun cream and hats and there is a shaded area available. If it is cold, ensure participants are wearing suitable clothing to keep warm when not involved in activity.
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Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Aeroball Risk Assessment

Air Rifle & Pistol Shooting Risk Assessment



Instructor / Participant Ratio:	1 instructor / 12 participants
Instructor Qualifications:	NSRA YPS Tutor Diploma or above
Assessor Competence:	NSRA YPS Tutor Diploma (Rifle & Pistol)
Assessment Date:	30/06/20
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcan</i>
Document Last Reviewed:	01/2024
Document Last Reviewed by:	L.Daniels
Next Review Date	01/2026

Hazards Identified:	Who may be affected?
Unauthorised access Slips and trips Equipment Lead Ricochet Noise	Staff Participants Other Centre users Visitors Members of the Public

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Slipping or tripping on spent pellets	Safety briefing Area checked prior to sessions for slip and trip hazards.
Unauthorised access	Rifles not left unattended. Rifles locked in a secure gun cabinet when not in use.
Being shot	Instructor to manage group Maximum 4 shooting at a time from designated shooting line. NSRA Qualified instructors. Rifle not left unattended. Pellets removed from the rifle when changing targets.
Injury from pellet ricochet	Minimum 6 metre shooting distance. Pellet absorbing backstop. No obstructions on the range.
Lead poisoning	Instructor to inform participants about the importance of washing hands after the session.
Eye injuries	Goggles are to be worn by everyone shooting. Spare goggles to be available should people want to wear them in the safety area
Medical issues	Carers present at all times. Instructor close by and in control of the session.
Equipment Failure	Logged safety checks performed every three months. Instructor visually checks equipment during the session. Spare rifle available to limit disruption to session.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Air Rifle & Pistol Shooting Risk Assessment

Archery Risk Assessment



Instructor / Participant Ratio:	1 instructor / 12 Participants
Instructor Qualifications:	Archery GB Instructor / Scout Leadership Permit
Assessor Competence:	Archery GB Instructor / Scout County Assessor
Assessment Date:	23/06/20
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	01/2026
Document Last Reviewed by:	L.Daniels
Next Review Date	01/2025

Hazards Identified:	Who may be affected?
Slips and falls Arrows Bows Boss / Target Overshooting Seating / waiting area Barriers Net	Staff Participants Other Centre users Visitors Members of the Public

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Falling Over	Ensure area is suitable for the activity to take place. Safety briefing Care is taken when moving around the range.
Removing arrows from the quiver	Care to be taken not to get impaled by either the knock or pile.
Loosing arrow	Care to be taken not to over draw, Instructor to supervise. Ensure other participants are behind the waiting line whilst shooting is taking place. Nobody to be forward of the shooting line unless instructed by the instructor. Arm bracer to be worn on the 'bow' arm to prevent injury from the string.
Arrow retrieval	Care is taken when moving around the range. Participants instructed to approach the target and remove arrows from the side. Care to be taken when retrieving arrows to ensure there is nobody behind the participant who might be injured by the arrow. Appropriate method of arrow retrieval is used. Participants are instructed to carry arrows appropriately. Arrows may be sticking out of the ground, care to be taken when collecting arrows.
Returning arrows to the quiver	Care to be taken when placing arrows into the quiver. Instructor to supervise.
Unattended equipment.	Equipment to be stored appropriately when not in use.
Equipment failure	Logged inspection every three months. Equipment and range checked prior to use by the instructor. Defective equipment removed and reported to Duty Activities Manager for repair or replacement.

Injury from bow string	Arm bracers worn by all participants Proper technique taught.
Boss toppling	Correct arrow removal technique to be used. Instructor to check the range at the beginning of the session. Boss' anchored to the ground to prevent toppling
Arrow rebounds	Instructor to be aware that this can happen. Minimum shooting distance to be observed. Instructor supervision Range to be cleared of obstructions prior to use.
Injuries or fatalities due to overshooting	Ensure boss enclosure is suitable for stopping arrows. Instructor to be extra vigilant with regards to people on the outside perimeter of the range. Area immediately behind, and to either side of the range is not accessed whilst shooting is taking place.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Archery Activity Risk Assessment

Bushcraft Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	In House Training
Assessor Competence:	Operational Experience
Assessment Date:	15 May 2023
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	04/2024
Document Last Reviewed by:	Jen Yates
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips and falls Uneven ground Fire Food Foliage Lifting and moving	Staff Participants Other Centre users Visitors

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Falling / slipping over	Bushcraft activities take place in a forest environment where the ground may be uneven, may have trip hazards etc. Group informed during the initial safety brief of any particular hazards in the area. Participants must wear appropriate clothing and closed toed footwear.
Stings, abrasions etc from foliage	Areas of foliage likely to cause injury or discomfort avoided when selecting the location for the activity session. Appropriate clothing worn by the participants.
Fire wood collecting	Group briefed regarding the size and quantity of fire wood required. A small selection of preprepared kindling may be available depending on the aims of the session.
Fire lighting – causing burns, abrasions, smoke inhalation or wider fire spread	Accelerants such as petrol, methylated spirits or paraffin must NOT be used Make sure all participants have long hair tied back and secure or remove loose clothing items Tell participants to blow gently on their ember and place it in their fire pit as soon as they see a flame. Don't hold on to it for too long! Tell participants not to get too close to their fire if there is lots of smoke Avoid feeding fires with green/fresh materials; this will increase the amount of smoke Keep the areas around fire pits clear of flammable materials to avoid fires spreading Do not allow fires to become too large Have water or a fire extinguisher to hand should the need arise. Secure all fire lighting equipment at the end of the activity Any burning wood must be left in the fire.
Injury Shelter building – cuts, splinters, scratches and handling injuries arising from moving and assembling wooden structures	Supervise shelter building and intervene if designs/standards are inadequate Explain safe handling rules when moving logs. "If it's bigger than you, it takes two. More than three, leave it be" Tell participants to be careful of who is around them when moving logs, and give each other space Do not allow anyone inside shelters you consider unsafe.

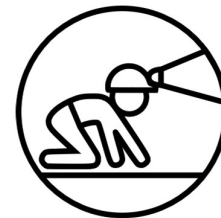
Injury from falling from a hammock	Where hammocks are used, the ground must be clear of debris, rocks, sticks etc. The trees must be suitably stable. The knots must either be tied by the instructor or checked by the instructor, depending on the aims of the activity session. Instruction or demonstration of how to get in and out safely, provided by the instructor.
Cooking – Burns and scalds from fires, hot water, cooking pots and hot food	Follow food hygiene rules at all times. Hands must be clean, food must be cooked thoroughly and contamination during cooking must be avoided Only allow participants to cook if you are sure their behaviour is safe Only allow cooking once the fire has stabilized. Cook over embers rather than flames Position participants so you can see them all while they are cooking When serving hot liquids bring the cups to the kettle, not the other way round. Pour into cups placed on the ground, not held by participants! Any sticks used for cooking must be clean and disposed of at the end of the session. Heat resistant gloves available for the instructor to handle hot pans, kettles etc. First aid kit with burn pack available. Water available.
Fire left burning after session - Burn, fire spread	Fully extinguish fire with water before leaving the area unattended.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Bushcraft Risk Assessment

Cave Maze Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Instruction sheet issued to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	06/07/20
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>ukcann</i>
Document Last Reviewed:	01/2024
Document Last Reviewed by:	L.Daniels
Next Review Date	01/2026

Hazards Identified:	Who may be affected?
Slips, Trips & Falls Entrapment Disorientation Fear or dark / confined spaces Electric shock Head injury	Staff Participants

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Slipping or tipping on floor	Area to be around the entrance and emergency exit to be checked upon arrival for debris restricting access.
Injury resulting from unauthorised use	Entrance and emergency exit doors are locked when the cave maze isn't in use.
Entrapment	The Cave Maze has been designed so that the tunnels are large enough for easy egress should someone get stuck. There is an emergency exit at one end. CCTV cameras at 4 locations within the maze to help group leaders find participants easily.
Disorientation	CCTV cameras at 4 locations within the maze to help group leaders find participants easily. Map for each level displayed in the cave maze entrance to enable group leaders to guide someone to an exit if they get lost.
Fear of the dark	Lighting is installed within some areas of the cave maze to help participants who might be scared of the dark. Torches could be used if the group leader wished to, these would be provided by the individual.
Fear of confined spaces	In general people who are afraid of confined spaces won't enter the cave system however the cave maze is easily accessed so presents an opportunity to begin to overcome this fear.
Electric shock	Electrical equipment installed within the cave maze is subject to portable appliance testing annually.
Head injury due to small space	Helmets are provided and must be worn by all participants entering the cave maze. These are not expected to take significant impact and are just in place to protect from bumps and scrapes to the head. The helmets provided may be decommissioned from higher risk off ground activities but still function correctly. The lifespan of maximum of 10 years will not be exceeded.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Cave Maze Risk Assessment

Challenge Bucket Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Operating Procedures sheet issued to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	22 February 2023
Assessment Completed by:	J.Yates
Assessor Signature:	<i>Jen Yates</i>
Document Last Reviewed:	04/2024
Document Last Reviewed by:	J.Yates
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips and falls Getting disorientated Leaving the site Injury while engaging in physical challenges	Staff Participants

Risks and Control Measures

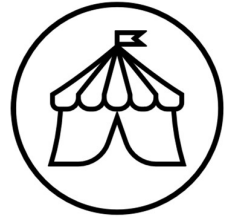
What are the risks?	Safety Measures / Controls
Falling Over	Group leader to select a suitable area for the activity. Participants should be briefed before starting the activity to avoid walking through peoples campsites, staff only areas etc. Participants to be reminded to take care when walking around the site. Participants to be briefed on safety precautions to take while engaging in activities.
Getting disorientated	Participants given clear instructions on the area the activity can take place, especially when engaging in challenges that require them to move away from the primary activity area.
Leaving the site	If a group or individual does not return, the duty manager should be notified and a search of the immediate area. If the group / individual has not been located the Duty Manager will implement the missing persons action plan.
Injury while engaging in physical activity	The group leader should supervise the participants while engaging in physical challenges, and where necessary adapt the challenges based on the capabilities of the group.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Challenge Bucket Risk Assessment

Circus Skills Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Operating Procedures sheet issued to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	22 February 2023
Assessment Completed by:	J.Yates
Assessor Signature:	<i>Jen Yates</i>
Document Last Reviewed:	05/2025
Document Last Reviewed by:	J.Yates
Next Review Date	05/2027

Hazards Identified:	Who may be affected?
Slips and falls Impacts with thrown/balanced items Impalement from plate balancing sticks Entanglements Strains / Sprains	Staff Participants

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Falling Over	Group leader to select a suitable area for the activity. Participants should be briefed before starting the activity to avoid walking through peoples campsites, staff only areas etc. Participants to be reminded to take care when walking around the site. Participants to be briefed on safety precautions to take while engaging in activities.
Injury while engaging in physical activity. Strains/Sprains	The group leader should supervise the participants while engaging in physical skills. Care should be taken in cold/hot conditions for increases to risks.
Impacts with thrown/balanced items	Each participant should participate in a clear area away from others. Group leader should advise participants on suitable activities. Juggling between two people should only be permitted where the group leader feels they can control the risks.
Impalement from plate balancing sticks	Each participant should participate in a clear area away from others. Sticks should be carried pointy end down. Sticks should only be used for plate spinning.
Entanglements	Each participant should participate in a clear area away from others. Care should be taken when using elements with cordage/ribbons. They should only be used as intended and not wrapped around body parts.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Circus Skills Risk Assessment

Climbing Risk Assessment



Instructor / Participant Ratio:	1 instructor / 12 Participants (2 people at height per instructor)
Instructor Qualifications:	RCI, CWI, ERCA High Ropes Instructor, Scout Climbing Permit, Guiding Level 1 Permit
Assessor Competence:	Nick Cann, Rock Climbing Instructor, ERCA High Ropes Instructor /Scout County Climbing Assessor
Assessment Date:	06/07/20
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	01/2022, 01/2023, 04/2023, 01/2024
Document Last Reviewed by:	N.Cann
Next Review Date	01/2026

Hazards Identified:	Who may be affected?
Slips, Trips & Falls, Seating area Unauthorised use, Vandalism Equipment Failure, Human error Items falling from height Falls from height, Rope burns Manual handling	Staff Participants Other Centre users Visitors

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Slipping or tipping on floor	Area to be checked during set up for any tip or slip hazards Climbing associated equipment to be kept tidy before, during and after the session. Ground anchors marked with cones when not in use.
Injury resulting from unauthorised use	Climbing compound and tower door kept locked shut when not in use. Activity equipment is taken down and stored at the end of each day or if there are no further climbing sessions taking place. Instructor to check equipment at the start of each session. Instructor to be vigilant during the session to stop anyone from climbing etc. without permission.
Injury due to vandalism	Compound kept locked when not in use. Instructor to visually check over the walls and general area when setting up. Any problems to be reported to Duty Manager
Equipment failure	Tower inspected annually by a suitably qualified contractor. Climbing Equipment checked by a competent person every two months. Instructor visually checks the equipment and area prior to the activity taking place. Appropriate equipment used in accordance with manufacturer's guidelines.
Injury due to incorrect use of equipment	Equipment set up information and pictures displayed in the climbing store. Instructors hold a minimum of Scout Association Climbing Permit. Bentley Copse staff are 'signed off' by Centre Manager prior to running the activity.
Injury resulting from tampering with equipment	Safety brief. (see SOP for details) Instructor checks all participants prior to them leaving the ground.
Injury due to human error	Instructors hold a minimum of Scout Association Climbing Permit. Bentley Copse staff are 'signed off' by Centre Manager prior to running the activity. Equipment set up in accordance with SOPs Instructor checks all participants prior to them leaving the ground.

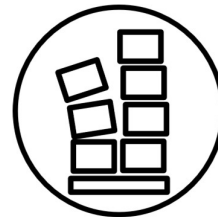
Injury due to a fall from height	Participants only allowed to leave the ground once attached to the safety rope with appropriate belaying in place. Should a member of staff need to leave the ground, they must ensure they do so in a safe manner. If bouldering this must be at a low level with spotters in place for those participating. When accessing the wall to carry out maintenance BCAC staff must follow the Centre Working at Height policy. Lowering from a climb must be carried out by the instructor, or under close supervision of the instructor. Unless appropriate, the instructor must remain in control of the lower.
Injury from equipment dropping from height	Everyone inside the shingle pit must wear a helmet at all times. If there is a reason why this cannot happen the instructor use their discretion with agreement from the Centre Manager. When dropping ropes, the instructor must look before dropping to ensure no one is in the area.
Rope burns	Instructor to remain in control of the lower. Instructor to increase friction on belay device should they require it.

Risk Level

Risk level posed by the activity prior to control measures	High	Risk level posed by the activity following control measures	Low
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End of Climbing Risk Assessment

Crate Stacking Risk Assessment



Instructor / Participant Ratio:	1 instructor / 12 Participants (2 persons at height per instructor)
Instructor Qualifications:	RCI, CWI, ERCA Traditional High Ropes Instructor, Scout Climbing Permit, Guiding Level 1 Permit + In house training and assessment by Centre Manager
Assessor Competence:	Nick Cann, ERCA High Ropes Instructor / Scout County Climbing Assessor / Operational Experience.
Assessment Date:	06 July 2020
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkann</i>
Document Last Reviewed:	01/2024
Document Last Reviewed by:	Luke Daniels
Next Review Date	01/2026

Hazards Identified:	Who may be affected?
Slips, Trips & Falls, Equipment Failure Failure of the anchor system / tree. Poorly fitting equipment. Entanglement, Falling objects Weather	Staff Participants Other Centre users Visitors

- 28 -

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Slipping or tipping on floor	Area to be checked during set up for any tip or slip hazards Climbing associated equipment to be kept tidy before, during and after the session.
Injury resulting from unauthorised use	Crate stack compound to be kept locked when not in use. Activity equipment is taken down and stored at the end of each day or if there are no further sessions Instructor to check equipment at the start of each session. Instructor to be vigilant during the session to stop anyone from climbing etc. without permission.
Injury due to vandalism	Compound kept locked when not in use. Instructor to visually check over general area when setting up. Any problems to be reported to duty Manager
Equipment failure	Trees and anchor systems annually by a suitably qualified contractor. Inspection every two months of all climbing equipment carried by Bentley Cospe. Instructor visually checks the equipment and area prior to the activity taking place. Appropriate equipment used in accordance with manufacturer's guidelines. Anchor system is visually inspected every 3 months.
Injury due to incorrect use of equipment	Equipment set up information and pictures displayed in the climbing store. Instructors hold a minimum of Scout Association Climbing Permit. Bentley Copse staff are 'signed off' by Centre Manager prior to running the activity.
Injury resulting from tampering with equipment	Safety brief. Instructor checks all participants prior to them leaving the ground.
Injury due to human error	Instructors hold a minimum of Scout Association Climbing Permit. Bentley Copse staff are 'signed off' by Centre Manager prior to running the activity. Equipment set up information and pictures displayed in the climbing store. Instructor checks all participants prior to them leaving the ground.

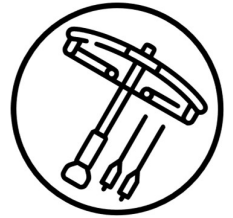
Injury due to a fall from height	Participants only allowed to leave the ground once attached to the safety rope with appropriate belaying in place.
Injury from equipment or crates falling from height	Everyone inside the crate stack compound must always wear a helmet. If there is a reason why this cannot happen the instructor may use their discretion with agreement from the Duty Activities Manager. Group briefed to not stand too close to the crate tower and to step clear when the crate tower begins to fall.
Entanglement with equipment	Suitable clothing to be worn. Long hair tied back, and jewellery removed. Participants are advised to not cross over ropes
Weather	Suitable clothing for the weather to be worn. The activity will not take place in high winds, electrical storms, or heavy rain. It is possible to run the activity in darkness if suitable lighting is available.
Rope burns	Instructor to carry out belaying Instructor to increase friction on belay device should they require it.

Risk Level

Risk level posed by the activity prior to control measures	High	Risk level posed by the activity following control measures	Low
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End of Crate Stacking Risk Assessment

Crossbow Risk Assessment



Instructor / Participant Ratio:	1 instructor / 12 Participants
Instructor Qualifications:	NSRA YPS Tutor Diploma (Crossbows)
Assessor Competence:	NSRA YPS Tutor Diploma (Crossbows)
Assessment Date:	19/03/2025
Assessment Completed by:	Jen Yates
Assessor Signature:	<i>Jen Yates</i>
Document Last Reviewed:	
Document Last Reviewed by:	L.Daniels
Next Review Date	03/2027

Hazards Identified:	Who may be affected?
Slips and falls Bolts Crossbows Boss / Target Overshooting Seating / waiting area Barriers Net	Staff Participants Other Centre users Visitors Members of the Public

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Falling Over	Ensure area is suitable for the activity to take place. Safety briefing Care is taken when moving around the range.
Removing bolts from the quiver	Care to be taken not to get impaled by either the knock or pile.
Loosing bolt	Care to be taken not to over draw, Instructor to supervise. Ensure other participants are behind the waiting line whilst shooting is taking place. Nobody to be forward of the shooting line unless instructed by the instructor.
Bolt retrieval	Care is taken when moving around the range. Participants instructed to approach the target and remove bolts from the side. Care to be taken when retrieving bolts to ensure there is nobody behind the participant who might be injured by the arrow. Appropriate method of bolt retrieval is used. Participants are instructed to carry arrows appropriately. Arrows may be sticking out of the ground, care to be taken when collecting arrows.
Returning bolts to the quiver	Care to be taken when placing bolts into the quiver. Instructor to supervise.
Unattended equipment.	Equipment to be stored appropriately when not in use.
Equipment failure	Logged inspection every three months. Equipment and range checked prior to use by the instructor. Defective equipment removed and reported to Duty Activities Manager for repair or replacement. Proper technique is used if de-cocking of crossbow is required. Only instructors may de-cock crossbows.
Injury from bow string	Proper technique taught.

Boss toppling	Correct bolt removal technique to be used. Instructor to check the range at the beginning of the session. Boss' anchored to the ground to prevent toppling
Bolt rebounds	Instructor to be aware that this can happen. Minimum shooting distance to be observed. Instructor supervision Range to be cleared of obstructions prior to use.
Injuries or fatalities due to overshooting	Ensure boss enclosure is suitable for stopping bolts. Instructor to be extra vigilant with regards to people on the outside perimeter of the range. Area immediately behind, and to either side of the range is not accessed whilst shooting is taking place.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Crossbows Activity Risk Assessment

Den Building Risk Assessment



Instructor / Participant Ratio:	1 instructor / 12 Participants
Instructor Qualifications:	In House Training
Assessor Competence:	Operational Experience
Assessment Date:	19/03/2025
Assessment Completed by:	Jen Yates
Assessor Signature:	<i>Jen Yates</i>
Document Last Reviewed:	
Document Last Reviewed by:	
Next Review Date	03/2027

Hazards Identified:	Who may be affected?
Slips and falls, Uneven ground, Foliage, Cuts, Splinters, stings Lifting and moving, Crush injuries, Entrapment injuries, Cold from water	Staff Participants

Risks and Control Measures

What are the risks?	Safety Measures / Controls
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Falling Over	Bushcraft activities take place in a forest environment where the ground may be uneven, may have trip hazards etc. Group informed during the initial safety brief of any particular hazards in the area. Participants must wear appropriate clothing and closed toed footwear.
Stings, abrasions etc from foliage	Areas of foliage likely to cause injury or discomfort avoided when selecting the location for the activity session. Appropriate clothing worn by the participants.
Material collecting	Group briefed regarding the types of materials that may be collected.
Injury Shelter building – cuts, splinters, scratches and handling injuries arising from moving and assembling wooden structures	Supervise shelter building and intervene if designs/standards are inadequate Explain safe handling rules when moving logs. “If it’s bigger than you, it takes two. More than three, leave it be” Tell participants to be careful of who is around them when moving logs, and give each other space Do not allow anyone inside shelters you consider unsafe.
Trip hazards	Tell participants to be careful. Do not walk on logs. Take care around supports / guy ropes.
Entrapment, Crush injuries	Participants are assisted during construction. Advised to avoid fingers between wooden elements. Avoid entrapment of fingers when using cordage / elastics. Use logs / sticks of an appropriate size for the participants.
Getting cold from getting wet	All participants to wear suitable waterproof clothing when conditions demand it for any ‘rain test’ of the shelter. Use minimal amount of water for the aims of the session.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Den Building Activity Risk Assessment

Escape Room Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Instruction sheet issued to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	8 th December 2023
Assessment Completed by:	Jen Yates
Assessor Signature:	<i>Jen Yates</i>
Document Last Reviewed:	03/04/2024
Document Last Reviewed by:	J.Yates
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips and falls Equipment Failure Operator Error Adverse weather Injury from moving or lifting equipment Claustrophobia Participants stuck inside tents Participants getting wet / cold	Staff Participants Other Centre users Visitors Members of the Public

- 36 -

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Falling Over	Ensure area used for the activity is clear.
Equipment failure	Equipment provided for Escape Room is checked by BCAC at regular intervals during the year. Any damage should be reported to the Duty Manager
Operator Error	A briefing pack is provided to give the adult in charge clear instructions on the procedures to follow and the codes required to unlock the locks
Poor weather	The escape room activity can be run inside during wet weather.
Injury from moving or lifting equipment	Some of the elements of the activities, such as the wooden map grid are heavy and should be moved with care.
Claustrophobia	An element of the escape room involves the participants being locked inside pop-up tents. Checks should be made they are happy with this. The tents can be unlocked by the adult in charge at any time : Code is 2160 The tents are optional, the activity can still run fine without them.
Stuck inside tent	If the tent cannot be unlocked using code 2160 the cord on the zips can be untied or cut.
Cold Wet Participants	Participants should be briefed on the correct use of the water float puzzle when they reach this stage.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Escape Room Risk Assessment

Fencing Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	British Fencing Instructor
Assessor Competence:	British Fencing Instructor
Assessment Date:	19/03/2025
Assessment Completed by:	Luke Daniels
Assessor Signature:	
Document Last Reviewed:	
Document Last Reviewed by:	
Next Review Date	03/2027

Hazards Identified:	Who may be affected?
Environmental Conditions, Number of participants, Inexperience, Physical exertion, Injury from fencing equipment, Sword hits	Staff Participants

Risks and Control Measures

What are the risks?	Safety Measures / Controls
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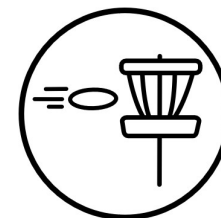
Injury from Environmental conditions	Ensure participants are wearing appropriate clothing. If outside, assess weather conditions (temperature, precipitation) before and during activity. Check and assess surroundings for obstructions, loose items, slippery surfaces, and other hazards. Activity area to be separated from non-participants by a minimum of 2 metres' distance or a solid wall.
Injury from Numbers of participants	A maximum of 12 participants per Core Coach or 36 participants for a registered British Fencing Coach will be allowed into the activity area at any time. There must be no more participants than there are sets of equipment. At least one qualified instructor must be present at all times. Activity to cease if participants become unmanageable.
Injury from/to Inexperienced fencers	Before anyone picks up a weapon, the qualified instructor will give a safety briefing and demonstrate how to safely handle a sword.
Exhaustion / sprain from physical exertion	Ensure the suitability and competency of participants. Monitor participants for fatigue and strain.
Injury from fencing equipment	Qualified instructor to inspect all safety equipment (clean and serviceable) before the session begins. Swords may not be handled unless a qualified instructor is present. Swords must never be pointed at any person that is not wearing an FIE-approved protective mask. Swords must never be used on any person that is not wearing FIE-approved protective clothing. Ensure participants know safe areas to move through and which areas must be avoided. All participants must immediately cease all activity if the instructor calls, "Halt!"
Bruising from normal sword hits	Participants to be made aware of risk of normal injuries before handling weapons. Any person to be hit by a weapon must be wearing FIE-approved protective clothing including a mask. First-aid kit to be on hand.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Fencing Risk Assessment

Frisbee Golf Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Instruction sheet issued to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	10/2021
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcan</i>
Document Last Reviewed:	03/2024
Document Last Reviewed by:	N.Cann
Next Review Date	03/2026

Hazards Identified:	Who may be affected?
Slips, trips and falls. Impact with others or obstacles Impact from Frisbee Injury from over enthusiastic throwing.	Staff Participants Spectators Other site users

Risks and Control Measures

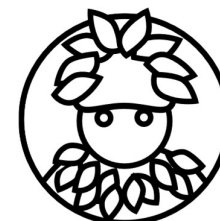
What are the risks?	Safety Measures / Controls
Injury from tripping or slipping on forest floor	Participants warned of the hazards on the forest floor such as tree roots, slippery mud etc. First aiders on site when activities are taking place.
Injury from running into other players, trees or other people.	Participants briefed not to run, during the activity and to pay attention to people and things around them.
Injury from contact with frisbee	Participants instructed not to throw frisbees at other group members, and aim only at the designated basket. Frisbees are rubber and unlikely to caused injury.
Over enthusiastic throwing resulting in muscle strain	Participants instructed that the frisbee doesn't need to be thrown forcefully.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Frisbee Golf Risk Assessment

Ghillie Suit Stalk Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Instruction sheet issued to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	23/02/2024
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	4/2024
Document Last Reviewed by:	J.Yates
Next Review Date	4/2026

Hazards Identified:	Who may be affected?
Slips, trips and falls. Impact with others or obstacles Grazes from branches Cyclists, Members of the public, Dogs Participants getting lost	Staff Participants Spectators Other site users

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Injury from tripping on tree roots, tent guys or other low level obstacles. Injury from collision with other participants or obstacles or bushes / twigs	Ghillie Suite Stalk set up in an area that has been checked as suitable for the participants. The group leader will check the area before participants use it. Participants are instructed to stay within the designated area Participants are instructed to move slowly and checking the space they are entering for obstacles and trip hazards. When hiding, participants may choose to crouch or lay down, advise them to check the area for hazards. Participants briefed prior to the activity taking place and warned to be vigilant. Participants ability to move safely is observed at the start of the session. First aid qualified staff available on site and First aid kits available at various locations.
Participants cannot locate their leader, or get lost	Instructor to ensure they are visible, wearing a high-vis or using a light if visibility is compromised. Participants are monitored to ensure they stay within the designated area.
Impact with cyclists or horses	Avoid horses and cyclists if setup outside of Bentley Copse. Call a pause to the activity if horses or cyclists are passing
Interaction with members of the public and dogs	If setup outside of Bentley Copse, be aware that the public may also be accessing the area. Use additional leaders to setup a perimeter as needed. Advise participants to be considerate to other within Bentley Copse, or the public if outside Bentley Copse Advise participants to stand still and not interact with dogs, if loose dogs are about.

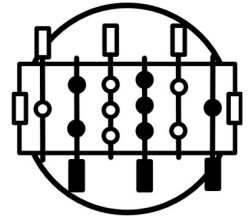
Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Activity Risk Assessment

- 43 -

Giant Inflatable Table Football Risk Assessment



Instructor / Participant Ratio:	5 a side, max 10 on the pitch. At least 1 supervising adult
Instructor Qualifications:	NA
Assessor Competence:	Operational Experience
Assessment Date:	27/08/2022
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	04/2024
Document Last Reviewed by:	N.Cann
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips, trips and falls, Injury due to unauthorised access Injury as a result of vandalism, Collision with another participant Falling over the unit. Being hit with the ball Inclement weather Ends of poles protruding from the inflatable Tripping over anchor points or electrical supply Choking Equipment failure Manual handling	Staff Participants Other Centre users Visitors

- 44 -

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Slipping or tipping on floor	Area to be checked during set up for any tip or slip hazards. Area used should be flat with no holes. Participants must wear closed toes shoes at all times during game play.
Injury resulting from unauthorised use	During events, area to be fenced off with temporary barrier. Unit to be deflated when not in use.
Injury due to vandalism	Unit to be checked during set up and pack down. Any issues must be reported to the Duty Manager
Collision with another participant	Responsible person supervising the activity at all times. Groups given a briefing on game play and rules before the activity begins.
Injury caused by falling over the unit	Participants to enter and exit the playing area via the door at the back of each goal. Participants and spectators not to jump on or over the outer barrier.
Being hit by the ball	Foam ball to be used. Ball to be played below waist height.
Inclement weather	Game play to be stopped in wet or very windy weather. Unit to be anchored at each anchor point.
Impact with the ends of the poles	Poles to be marked with hazard markings. Area around the playing area, fenced off with temporary fencing.
Tripping on anchors or electrical supply	Electric supply kept clear of walk ways. Brightly coloured cables used. Fencing around the play area will prevent access to anchor points.
Choking	No food, drink or gum to be consumed in the playing area.

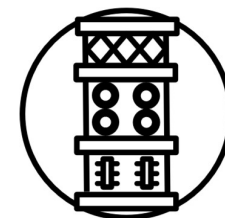
Equipment failure	Equipment to be checked at set up and pack down, any problems reported to duty manager. Blower unit inspected by competent person annually.
Manual handling	The unit is heavy, option to move using the fork lift on the tractor. Multiple persons to help set up. Minimum of 2.

Risk Level

Risk level posed by the activity prior to control measures	High	Risk level posed by the activity following control measures	Low
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End of Activity Risk Assessment

Gladiator Challenge Risk Assessment



Instructor / Participant Ratio:	1 instructor / 12 Participants (2 persons at height per instructor)
Instructor Qualifications:	(ERCA High Rope Instructor, RCI, CWI, Scout Climbing Permit, Guiding Level 1 Permit) + In house training and assessment by Centre Manager or approved delegate.
Assessor Competence:	Nick Cann, ERCA High Ropes Instructor, Rock Climbing Instructor /Scout County Climbing Assessor / Operational Experience.
Assessment Date:	15 April 2024
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nk cann</i>
Document Last Reviewed:	
Document Last Reviewed by:	
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips, Trips & Falls, Equipment Failure Failure of the anchor system / tree. Poorly fitting equipment, Entanglement Falling objects Weather	Staff Participants Other Centre users Visitors

- 47 -

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Slipping or tipping on floor	Area to be checked during set up for any trip or slip hazards Climbing associated equipment to be kept tidy before, during and after the session.
Injury resulting from unauthorised use	Activity compound to be kept locked when not in use. Activity equipment is taken down and stored at the end of each day or if there are no further sessions taking place. Instructor to check equipment at the start of each session. Instructor to be vigilant during the session to stop anyone from climbing etc. without permission.
Injury due to vandalism	Compound kept locked when not in use. Instructor to visually check over general area when setting up. Any problems to be reported to duty Manager
Equipment failure	Trees and anchor systems inspected annually by a suitably qualified contractor. Logged inspection of equipment carried out every two months by suitably qualified member of staff. Instructor visually checks the equipment and area prior to the activity taking place. Appropriate equipment used in accordance with manufacturer's guidelines. An aerial inspection of the anchor systems is carried out every 3 months by a suitably competent member of staff.
Injury due to incorrect use of equipment	Equipment set up information and pictures displayed in the climbing store. Instructors hold a minimum of Scout Association Climbing Permit. Bentley Copse staff are 'signed off' by Centre Manager prior to running the activity.
Injury resulting from tampering with equipment	Safety brief. (see SOP for details) Instructor checks all participants prior to them leaving the ground.
Injury due to human error	Instructors hold a minimum of Scout Association Climbing Permit. Bentley Copse staff are 'signed off' by Centre Manager prior to running the activity. Equipment set up information and pictures displayed in the climbing store. Instructor checks all participants prior to them leaving the ground.
Injury due to a fall from height	Participants only allowed to leave the ground once attached to the safety rope with appropriate belaying in place.

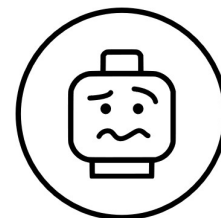
Entrapment of fingers etc in the activity elements or safety system	Participants are instructed to climb without using the vertical wires for assistance. Participants instructed not to put their fingers into any metalwork. Participants instructed to not climb through elements, or climb the reverse side.
Entanglement with equipment	Suitable clothing to be worn. Long hair tied back, and jewellery removed. Participants instructed to climb up one side of the Gladiator challenge to ensure the safety rope doesn't get tangled in the apparatus. Participants not allowed to swap sides of the element crossing safety ropes.
Weather	Suitable clothing for the weather to be worn. The activity will not take place in high winds, electrical storms, or heavy rain. It is possible to run the activity in darkness if suitable lighting is available.
Rope burns	Instructor to remain in control of the lower Instructor to increase friction on belay device should they require it.

Risk Level

Risk level posed by the activity prior to control measures	High	Risk level posed by the activity following control measures	Low
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End of Gladiator Challenge Risk Assessment

Head Of Doom Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Operating Procedures sheet issued to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	02 April 2024
Assessment Completed by:	J.Yates
Assessor Signature:	<i>Jon Yates</i>
Document Last Reviewed:	04/2024
Document Last Reviewed by:	N.Cann
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Paper Cuts from cards	- Participants - Group Leader

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Paper cuts from game cards	First aid kit available.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Head Of Doom Risk Assessment

- 50 -

Impossible Ladder Risk Assessment



Instructor / Participant Ratio:	1 Instructor / 2 Participants
Instructor Qualifications:	In house training
Assessor Competence:	Operational Experience
Assessment Date:	September 2022
Assessment Completed by:	Phil Dennis
Assessor Signature:	
Document Last Reviewed:	
Document Last Reviewed by:	
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Injury from manual handling of heavy element, Trips from electrical cable, Shock from electricity, Injury and trip hazards from ground anchors, injuries during activity, anchor points becoming untethered	Participants Group Leader

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Inflatable is very heavy to lift and manoeuvre.	Only trained staff will manoeuvre, setup and pack down the inflatable. Advice will be given on correct lifting procedures to prevent injury
Long electric power cable.	Unroll the electric cable, and check the full length of the cable, plus any plugs or sockets. Ensure that the power cable is plugged into power supply that has a trip switch OR use the power breaker supplied

- 51 -

Heavy duty stakes to be driven in using mallet, and removed at the end of the day.	Hold the stakes halfway down when banging them in. Knock the stakes sideways using the mallet before trying to pull them out. Make sure the area is clear of other people
The inflatable is wet when it's put away.	If possible, the inflatable will be dried out before it is packed away. Only trained staff will pack away the inflatable as per manufacture guidelines.
Users jumping off or falling off the front of the inflatable.	Crash mats will be put down in front of the Inflatable. At least one adult supervisor will be at the front of the inflatable at all times. They will ask users to move back if they come too close to the front of the inflatable.
Sharp objects that could puncture the inflatable.	The Inflatable will not be set up on concrete or gravel and will be checked thoroughly before it is used. Users will be asked to remove their shoes and any other sharp objects before they go on the inflatable.
Anchor points becoming untethered.	The inflatable will not be put up if the wind exceeds 24mph. The inflatable will be tethered securely to the anchor points
Anchor points and other equipment around the outside of the inflatable (e.g. inflation fan).	Those setting up the Inflatable will mark off the inflation fan area with fencing, hazard tape or cones.
Inflation fan on ground near the Inflatable	Those setting up the inflatable will mark off the blower area with fencing, hazard tape or cones.
Inflatable gets wet.	The inflatable will not be used if it rains, and will be dried completely before being used. Food and drink will not be allowed on or near the inflatable.
People going on the inflatable after the event has finished and it is no longer being supervised.	The inflatable will be supervised all the time that it is inflated, and will be taken down as soon as possible after the event has finished.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Impossible Ladder Risk Assessment

Jacobs Ladder Risk Assessment



Instructor / Participant Ratio:	1 instructor / 12 Participants (2 persons at height per instructor)
Instructor Qualifications:	(ERCA High Rope Instructor, RCI, CWI, Scout Climbing Permit, Guiding Level 1 Permit) + In house training and assessment by Centre Manager or approved delegate.
Assessor Competence:	Nick Cann, ERCA High Ropes Instructor, Rock Climbing Instructor /Scout County Climbing Assessor / Operational Experience.
Assessment Date:	06 July 2020
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkann</i>
Document Last Reviewed:	01/2023, 01/2024
Document Last Reviewed by:	N.Cann
Next Review Date	01/2026

Hazards Identified:	Who may be affected?
Slips, Trips & Falls, Equipment Failure Failure of the anchor system / tree. Poorly fitting equipment, Entanglement Falling objects Weather	Staff Participants Other Centre users Visitors

- 53 -

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Slipping or tipping on floor	Area to be checked during set up for any trip or slip hazards Climbing associated equipment to be kept tidy before, during and after the session.
Injury resulting from unauthorised use	Jacobs Ladder compound to be kept locked when not in use. Activity equipment is taken down and stored at the end of each day or if there are no further sessions taking place. Instructor to check equipment at the start of each session. Instructor to be vigilant during the session to stop anyone from climbing etc. without permission.
Injury due to vandalism	Compound kept locked when not in use. Instructor to visually check over general area when setting up. Any problems to be reported to duty Manager
Equipment failure	Trees and anchor systems inspected annually by a suitably qualified contractor. Logged inspection of equipment carried out every two months by suitably qualified member of staff. Instructor visually checks the equipment and area prior to the activity taking place. Appropriate equipment used in accordance with manufacturer's guidelines. An aerial inspection of the anchor systems is carried out every 3 months by a suitably competent member of staff.
Injury due to incorrect use of equipment	Equipment set up information and pictures displayed in the climbing store. Instructors hold a minimum of Scout Association Climbing Permit. Bentley Copse staff are 'signed off' by Centre Manager prior to running the activity.
Injury resulting from tampering with equipment	Safety brief. (see SOP for details) Instructor checks all participants prior to them leaving the ground.
Injury due to human error	Instructors hold a minimum of Scout Association Climbing Permit. Bentley Copse staff are 'signed off' by Centre Manager prior to running the activity. Equipment set up information and pictures displayed in the climbing store. Instructor checks all participants prior to them leaving the ground.

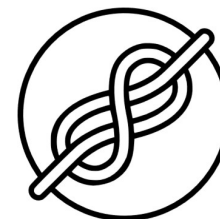
Injury due to a fall from height	Participants only allowed to leave the ground once attached to the safety rope with appropriate belaying in place.
Entrapment of fingers etc in the Jacobs ladder or safety system	Participants are instructed to climb the horizontal poles without using the vertical wires for assistance. Participants instructed not to put their fingers into any metalwork.
Entanglement with equipment	Suitable clothing to be worn. Long hair tied back, and jewellery removed. Participants instructed to climb up one side of the Jacobs Ladder to ensure the safety rope doesn't get tangled in the apparatus. Participants advised to not cross ropes.
Weather	Suitable clothing for the weather to be worn. The activity will not take place in high winds, electrical storms, or heavy rain. It is possible to run the activity in darkness if suitable lighting is available.
Rope burns	Instructor to remain in control of the lower Instructor to increase friction on belay device should they require it.

Risk Level

Risk level posed by the activity prior to control measures	High	Risk level posed by the activity following control measures	Low
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End of Jacobs Ladder Risk Assessment

Knot Orienteering Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Instruction sheet issued to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	04/07/2024
Assessment Completed by:	Jen Yates
Assessor Signature:	<i>Jen Yates</i>
Document Last Reviewed:	
Document Last Reviewed by:	
Next Review Date	03/2026

Hazards Identified:	Who may be affected?
Slips and falls Getting disorientated Leaving the site	Staff Participants

Risks and Control Measures

- 56 -

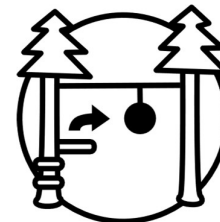
What are the risks?	Safety Measures / Controls
Falling Over	Participants should be briefed before starting the activity to avoid walking through peoples campsites, staff only areas etc. Participants to be reminded to take care when walking around the site.
Getting disorientated	Participants instructed on how to use the map to find their way. If participants do get lost on site, they will be instructed to find an adult to point them in the right direction.
Leaving the site	The group leader should ensure they arrange the activity so that participants are regularly checking in with their leader. If a group or individual does not return, the duty manager should be notified and a search of the immediate area. If the group / individual has not been located the Duty Manager will implement the missing persons action plan.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Knot Orienteering Risk Assessment

Leap Of Faith Risk Assessment



Instructor / Participant Ratio:	1 instructor / 12 Participants. (1 person at height)
Instructor Qualifications:	ERCA High Ropes Instructor
Assessor Competence:	Rock Climbing Instructor, ERCA High Ropes Instructor, Scout County Climbing Assessor
Assessment Date:	19/03/2024
Assessment Completed by:	Jen Yates
Assessor Signature:	
Document Last Reviewed:	
Document Last Reviewed by:	
Next Review Date	03/2027

Hazards Identified:	Who may be affected?
Slips, Trips & Falls, Seating area Unauthorised use, Vandalism Equipment Failure, Human error Items falling from height Falls from height, Rope burns Manual handling	Staff Participants Other Centre users Visitors

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Slipping or tipping on floor	Area to be checked during set up for any tip or slip hazards Climbing associated equipment to be kept tidy before, during and after the session. Ground anchors marked with cones when not in use.
Injury resulting from unauthorised use	Compound gate kept locked shut when not in use. Activity equipment is taken down and stored at the end of each day or if there are no further sessions taking place. Instructor to check equipment at the start of each session. Instructor to be vigilant during the session to stop anyone from climbing etc. without permission.
Injury due to vandalism	Compound kept locked when not in use. Instructor to visually check over the fencing and general area when setting up. Any problems to be reported to Duty Manager
Equipment failure	Trees and anchor systems inspected annually by a suitably qualified contractor. Climbing Equipment checked by a competent person every three months. Instructor visually checks the equipment and area prior to the activity taking place. Appropriate equipment used in accordance with manufacturer's guidelines. An aerial inspection of the anchor systems is carried out every 3 months by a suitably competent member of staff.
Injury due to incorrect use of equipment	Equipment set up information and pictures displayed in the climbing store. Instructors hold a minimum of ERCA High Ropes Instructor. Bentley Copse staff are 'signed off' by Centre Manager prior to running the activity.
Injury resulting from tampering with equipment	Safety brief. (see SOP for details) Instructor checks all participants prior to them leaving the ground.
Injury due to human error	Instructors hold a minimum of ERCA High Ropes Instructor. Bentley Copse staff are 'signed off' by Centre Manager prior to running the activity. Equipment set up in accordance with SOPs Instructor checks all participants prior to them leaving the ground.

Injury due to a fall from height	Participants only allowed to leave the ground once attached to the safety rope with appropriate belaying in place. Should a member of staff need to leave the ground, they must ensure they do so in a safe manner. When accessing the element to carry out maintenance BCAC staff must follow the Centre Working at Height policy. Lowering from a leap must be carried out by the instructor, or under close supervision of the instructor. Unless appropriate, the instructor must remain in control of the lower. Buoy is tie-off by instructor in a secure manor
Injury during leap, impact with ground or activity element	An appropriate platform should be selected for each participant. Tall (1.8m+) participants must only use the high platform. Participant not allowed to 'leap' unless from one of the two platforms. Participant not allowed to 'swing' from the ladder. Participant anchor SRB positioned at appropriate location with appropriate tension on the safety rope. Target buoy positioned at an appropriate height and distance for each participant. Safety knot consisting of an appropriately orientated slip knot with a backup overhand to be tied close behind (within 50cm) of the belay device. Participant is closely monitored during their ascent to ensure the safety rope is maintained at an appropriate tension and not caught on activity elements. Safety rope is tensioned to an appropriate level before each leap. Instructor ensures the safety rope is taken-in during the leap. Participant is instructed to not grab the target buoy, only to hit / touch it.
Injury from equipment dropping from height	Everyone inside the activity zone must wear a helmet at all times. If there is a reason why this cannot happen the instructor use their discretion with agreement from the Centre Manager. When dropping ropes, the instructor must look before dropping to ensure no one is in the area.
Entrapment of fingers etc in the activity elements or safety system	Participants are instructed to climb the activity ladder without using the support connections for assistance. Participants instructed not to put their fingers into any activity structure

Entanglement with equipment	Suitable clothing to be worn. Long hair tied back, and jewellery removed. Participants instructed to climb up one side of the net to ensure the safety rope doesn't get tangled in the apparatus.
Weather	Suitable clothing for the weather to be worn. The activity will not take place in high winds, electrical storms, or heavy rain (See inclement weather action plan) It is possible to run the activity in darkness if suitable lighting is available.
Rope burns	Instructor to remain in control of the lower. Instructor to increase friction on belay device should they require it.

Risk Level

Risk level posed by the activity prior to control measures	High	Risk level posed by the activity following control measures	Low
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End of Leap Of Faith Risk Assessment

Mechanical Bull Risk Assessment



Instructor / Participant Ratio:	1 Instructor / 1 Participant
Instructor Qualifications:	In house training
Assessor Competence:	Operational Experience
Assessment Date:	16 th May 2024
Assessment Completed by:	Phil Dennis
Assessor Signature:	
Document Last Reviewed:	
Document Last Reviewed by:	
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
	Participants Group Leader

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Electric shock	Annual PAT test. Keep users away from electrical cables
User behaviour, over enthusiastic participants	Operators' guidance to be followed at all times. If guidance isn't followed the operator may refuse your ride and ask you to vacate the activity
Adverse weather conditions	Item to be switched off in heavy rain and/or high winds and not to be used

Danger of unnecessary injury	No one with a history of neck, back, heart or other medical conditions, pregnant women or anyone under the effects of alcohol or drugs should be using the equipment
Danger of falling from height	The ride must only be mounted when inflatable bed is fully inflated. Constant supervision
Choking	No food or drink taken onto the inflatable
Danger from falling from inflatable bed	Adult supervision at all times – no climbing, hanging or sitting on the walls of the inflatable bed Ensure users sit down before dismounting the inflatable
Danger of fire	No smoking, bbq's, fireworks or candles allowed near the inflatable
Emergency	In the event that someone is seriously injured, do not move the individual, leave the inflatable switched on and dial 999
Injury from 3rd party items	All shoes, glasses, jewellery, badges etc to be removed before using the equipment Constant supervision
Injury from or to spectators	Ensure surrounding area is not overcrowded. Constant supervision
Injury from being struck by the ride attachment	Spectators are NOT permitted to lean over the inflatable Ben at any time. Constant supervision
Overloading or tipping over	No user weighing more than 90kg or 14 stone is permitted to ride the attachment at any time
Injury through falling from the bull	Falling from the bull is unavoidable as it is the nature of the ride. All operator instructions must be followed to ensure safe use Constant supervision
Injury from collision after falling	Ensure that after falling you remain on the inflatable bed until the attachment has come to a complete stop Constant supervision
Injury from mechanisms	Hands and feet must be kept away from moving parts. Constant supervision
Rope burns or wrist strain	You must hold onto the rope during use. Users must not wrap this around their wrist. Constant supervision
Trip hazard from anchor points or electrical cable	All anchor points used as per manufacturer's instructions and electrical cable to be run behind the inflatable away from participant

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Mechanical Bull Risk Assessment

Mini Beasts Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Instruction sheet issued to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	3 rd April 2024
Assessment Completed by:	Jen Yates
Assessor Signature:	<i>Jen Yates</i>
Document Last Reviewed:	04/2024
Document Last Reviewed by:	Jen Yates
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips trips and falls Dirt / Mud Insect bites Burns from magnifying glass, fires Entanglement with cords, injuries from elastic cords	Participants Instructor Leaders Other site users

Risks and Control Measures

- 64 -

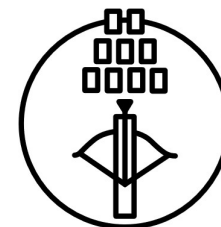
What are the risks?	Safety Measures / Controls
Entanglement with cords, injuries from elastic cords	Sheet should be hung in a suitable location. Activity leader should supervise it's placement and use. Elastic cords should not be used at minimal stretch required.
Stings, abrasions etc from foliage	Areas of foliage likely to cause injury or discomfort avoided when selecting the location for the activity session. Appropriate clothing worn by the participants.
Dirt / Mud on hands, personal hygiene	Participants instructed to not eat and drink during session. Participants instructed to wash hands immediately after session.
Insect bites	Activity leader to check allergy details of participants to ensure they are not allergic to invertebrates. Participants instructed to not handle invertebrates with bare hands.
Magnifying glass burns / fires starting	Participants instructed on the correct use of magnifying glasses. Participants closely monitored while using magnifying glasses. Magnifying glasses to be counted out and back in again by activity leader. Activity leader should select a suitable location for use of magnifying glasses; out of direct sunlight and away from combustible or dry materials.
Slips trips and falls.	Groups leader to make group aware of slip hazards, such as wet grass etc while participating in the activity. Group leader to ensure area is clear of debris etc prior to starting the session.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Mini Beasts Risk Assessment

Mini Crossbows Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Instruction sheet issued to group leader.
Assessor Competence:	Archery GB Instructor NSRA Rfile and Pistol Instructor.
Assessment Date:	10th August 2023
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	04/2024
Document Last Reviewed by:	Jen Yates
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips trips and falls Equipment failure Injury from equipment Impact from arrows Falling off benches etc	Participants Instructor Leaders Spectators Other site users Members of the public

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Slips trips and falls.	Groups leader to make group aware of slip hazards, such as wet grass etc while participating in the activity. Group leader to ensure area is clear of debris etc prior to starting the session.
Equipment failure	Equipment checked by Bentley Copse prior to session and every 3 months. Equipment must be checked by the group leader prior to starting their session. Any damaged equipment must be tagged with red tag and passed to the duty manager.
Injury from equipment	Briefing given by Bentley Copse staff to group leader. Briefing to include set up and how to shoot safely Briefing maybe given verbally or in written form.
Impact from Arrows	Suitable distance between targets and shooting line to prevent rebounds. Group control to prevent shooting whilst there are people on the range. Activity to be run either inside a building or marquee, or in an area where there is enough overshoot to prevent people walking into the range. All arrows must be accounted for following the activity.
Falling off benches etc	Group leader responsible for group control. Where provided, benches should only be used for sitting on.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Mini Crossbows Risk Assessment

Nerf Wars Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required SOP given to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	13th November 2023
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	04/2024
Document Last Reviewed by:	N. Cann
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips and falls Foam Darts Collision with other players Choking Hazard Obstacles Venue	Staff Participants Visitors

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Falling / slipping over	Some games involve running, or moving quickly. Players to wear appropriate footwear.
Foam Darts	Goggles to be worn by everyone in the room. No spectators etc in the game area, unless wearing suitable eye protection. Players not allowed to aim for the head or to shoot other players at point blank range. Adult Supervision at all times.
Collision with other players	Players to be aware of their surroundings. Player to be reminded during safety brief, this is a non contact sport. Adult supervision at all times.
Choking hazard	Participants to be reminded during safety brief, foam darts are not food. Adult supervision at all times.
Obstacles	Base building equipment is lightweight, inflatable so is unlikely to cause harm if it topples.
Venue	Room to be cleared of all unnecessary equipment such as tables, chairs etc. – Furniture can be used outside of the battle area to layout the guns and darts. Care to be taken in Parker to avoid the fixed seating, fire place and heaters. Care to be taken in Palmer to avoid fixed cupboards and radiators.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Nerf Wars Risk Assessment

Night Line Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Instruction sheet issued to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	01/06/2023
Assessment Completed by:	Jen Yates
Assessor Signature:	<i>Jen Yates</i>
Document Last Reviewed:	04/2024
Document Last Reviewed by:	N.Cann
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips, trips and falls. Impact with others or obstacles	Staff Participants Spectators Other site users

Risks and Control Measures

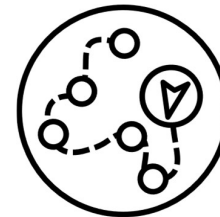
What are the risks?	Safety Measures / Controls
Injury from tripping on tree roots, tent guys or other low level obstacles. Injury from collision with other participants or obstacles.	Night line set up in an area that has been checked as suitable for the participants. Night line is set up with an easy to navigate start to aid in assessing participants to avoid obstacles. The group leader will check the course before participants use it. Participants are instructed to follow the line, keeping one hand on the rope at all times. Participants are instructed to move slowly and checking the space they are entering for obstacles Participants briefed prior to the activity taking place and warned to be vigilant whilst blindfolded. Participants ability to move safely along the line is observed at the start of the session, with participants being guided by those not participating, pairing with another participant to guide them, unless the group leader assesses them as suitable to progress independently. First aid qualified staff available on site and First aid kits available at various locations.
Rope burn from holding the guide rope	Participants move slowly along the route.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Night Line Risk Assessment

Orienteering Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Instruction sheet issued to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	06 August 2020
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	03/2024
Document Last Reviewed by:	N.Cann
Next Review Date	03/2026

Hazards Identified:	Who may be affected?
Slips and falls Getting disorientated Leaving the site	Staff Participants

Risks and Control Measures

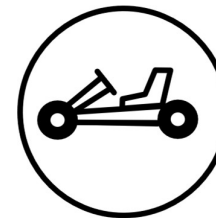
What are the risks?	Safety Measures / Controls
Falling Over	Participants should be briefed before starting the activity to avoid walking through peoples campsites, staff only areas etc. Participants to be reminded to take care when walking around the site.
Getting disorientated	Participants instructed on how to use the map to find their way. If participants do get lost on site, they will be instructed to find an adult to point them in the right direction.
Leaving the site	The group leader should ensure they arrange the activity so that participants are regularly checking in with their leader. If a group or individual does not return, the duty manager should be notified and a search of the immediate area. If the group / individual has not been located the Duty Manager will implement the missing persons action plan.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Orienteering Risk Assessment

Pedal Karts Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Instruction sheet issued to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	06 August 2020
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	04/2024
Document Last Reviewed by:	J. Yates
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips and falls Falling off the kart Crashing into another kart, spectator, or participant, Equipment Failure Unauthorised use Unauthorised people on the track.	Staff Participants Other Centre users Visitors Members of the Public

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Slips and trips	Track area will be checked monthly by Bentley Copse. Track is to be checked by the group leader for any debris, missing tyres etc.
Falling from the kart	Size of the kart should be appropriate for the user. Suitable clothing should be worn to prevent entanglement with the chain etc. Helmets are always to be worn when riding the kart.
Injury due to crashing	Only three karts to be on the track at a time. Participants briefed not to crash into others. Spectators to remain outside the tyre wall at all times. Participants to remain outside the tyre wall until they are instructed to get onto the kart Everyone involved in the activity should be vigilant to help prevent people from being on the track when they shouldn't be.
Equipment failure	Karts will be checked every two months by Bentley Copse staff If an issue develops during a session this is to be reported to the duty manager, and the piece of equipment taken out of use.
Unauthorised use	Keys to access the karts will be issued to the group leader, these should be returned at the end of the session. Karts are not to be left unattended and are to be put away at the end of each session unless directly handing over to another group or locked with the cable provided.
Unauthorised people on the track.	In the unlikely event there is a person entering the track, the leader in charge should stop the karts and ask the person to stand behind the tyre wall before restarting the session.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Pedal Karts Risk Assessment

- 75 -

Pirate Climb Risk Assessment



Instructor / Participant Ratio:	1 instructor / 12 Participants. (1 person at height)
Instructor Qualifications:	RCI, CWI, ERCA High Ropes Instructor, Scout Climbing Permit, Guiding Level 1 Permit
Assessor Competence:	Rock Climbing Instructor, ERCA High Ropes Instructor, Scout County Climbing Assessor
Assessment Date:	19/03/2024
Assessment Completed by:	Jen Yates
Assessor Signature:	
Document Last Reviewed:	
Document Last Reviewed by:	
Next Review Date	03/2027

Hazards Identified:	Who may be affected?
Slips, Trips & Falls, Seating area Unauthorised use, Vandalism Equipment Failure, Human error Items falling from height Falls from height, Rope burns Manual handling	Staff Participants Other Centre users Visitors

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Slipping or tipping on floor	Area to be checked during set up for any tip or slip hazards Climbing associated equipment to be kept tidy before, during and after the session. Ground anchors marked with cones when not in use.
Injury resulting from unauthorised use	Compound gate kept locked shut when not in use. Activity equipment is taken down and stored at the end of each day or if there are no further sessions taking place. Instructor to check equipment at the start of each session. Instructor to be vigilant during the session to stop anyone from climbing etc. without permission.
Injury due to vandalism	Compound kept locked when not in use. Instructor to visually check over the fencing and general area when setting up. Any problems to be reported to Duty Manager
Equipment failure	Trees and anchor systems inspected annually by a suitably qualified contractor. Climbing Equipment checked by a competent person every three months. Instructor visually checks the equipment and area prior to the activity taking place. Appropriate equipment used in accordance with manufacturer's guidelines. An aerial inspection of the anchor systems is carried out every 3 months by a suitably competent member of staff.
Injury due to incorrect use of equipment	Equipment set up information and pictures displayed in the climbing store. Instructors hold a minimum of Scout Association Climbing Permit. Bentley Copse staff are 'signed off' by Centre Manager prior to running the activity.
Injury resulting from tampering with equipment	Safety brief. (see SOP for details) Instructor checks all participants prior to them leaving the ground.
Injury due to human error	Instructors hold a minimum of Scout Association Climbing Permit. Bentley Copse staff are 'signed off' by Centre Manager prior to running the activity. Equipment set up in accordance with SOPs Instructor checks all participants prior to them leaving the ground.

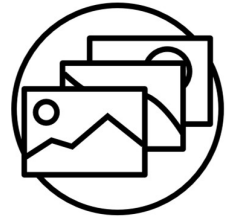
Injury due to a fall from height	Participants only allowed to leave the ground once attached to the safety rope with appropriate belaying in place. Should a member of staff need to leave the ground, they must ensure they do so in a safe manner. When accessing the element to carry out maintenance BCAC staff must follow the Centre Working at Height policy. Lowering from a climb must be carried out by the instructor, or under close supervision of the instructor. Unless appropriate, the instructor must remain in control of the lower.
Injury from equipment dropping from height	Everyone inside the activity zone must wear a helmet at all times. If there is a reason why this cannot happen the instructor use their discretion with agreement from the Centre Manager. When dropping ropes, the instructor must look before dropping to ensure no one is in the area.
Entrapment of fingers etc in the activity elements or safety system	Participants are instructed to climb the net without using the support connections for assistance. Participants instructed not to put their fingers into any metalwork.
Entanglement with equipment	Suitable clothing to be worn. Long hair tied back, and jewellery removed. Participants instructed to climb up one side of the net to ensure the safety rope doesn't get tangled in the apparatus.
Weather	Suitable clothing for the weather to be worn. The activity will not take place in high winds, electrical storms, or heavy rain (See inclement weather action plan) It is possible to run the activity in darkness if suitable lighting is available.
Rope burns	Instructor to remain in control of the lower. Instructor to increase friction on belay device should they require it.

Risk Level

Risk level posed by the activity prior to control measures	High	Risk level posed by the activity following control measures	Low
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End of Pirate Climb Risk Assessment

Photo Quiz Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required Instruction sheet issued to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	06 August 2020
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	04/2024
Document Last Reviewed by:	J.Yates
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips and falls Getting disorientated Leaving the site	Staff Participants

Risks and Control Measures

- 79 -

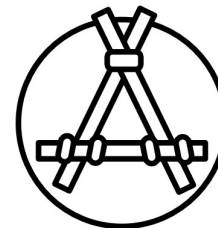
What are the risks?	Safety Measures / Controls
Falling Over	Participants should be briefed before starting the activity to avoid walking through peoples campsites, staff only areas etc. Participants to be reminded to take care when walking around the site.
Getting disorientated	Participants instructed on how to use the map to find their way. If participants do get lost on site, they will be instructed to find an adult to point them in the right direction.
Leaving the site	The group leader should ensure they arrange the activity so that participants are regularly checking in with their leader. If a group or individual does not return, the duty manager should be notified and a search of the immediate area. If the group / individual has not been located the Duty Manager will implement the missing persons action plan.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Photo Quiz Risk Assessment

Pioneering Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Projects ideas issued to group leader
Assessor Competence:	Operational Experience
Assessment Date:	06 August 2020
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	04/2024
Document Last Reviewed by:	J.Yates
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips and falls Collapse of Structure Equipment Failure Rope Burns Inclement Weather Unauthorised use Aerial Runways	Staff Participants Other Centre users Visitors Members of the Public

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Falling Over	Selected build area should be cleared of large trip hazards The build area should be kept tidy whilst building is taking place.
Equipment failure	Equipment checked bi-annually by Bentley Copse Group leaders to check equipment before undertaking a project. Faulty equipment to be taken out of use and reported to the duty manager.
Collapse of structure	Activity must be supervised by a responsible adult. Adults must have knowledge of pioneering, ropework and equipment. Equipment checked before use. Structure checked by activity leaders before it is used and during the build.
Rope Burns	Instruction given by activity leaders to prevent rope burns.
Inclement weather	The activity will not be run in the following weather conditions: Very Heavy Rain Electrical storms Winds above 28mph Darkness where lighting cannot be provided to ensure safety. Participants warned that the poles will become slippery when wet.
Unauthorised use	Projects must be disabled when not in use, or an adult to be present at all times.
Aerial Runways	Scout Factsheet 'FS120006 Aerial Runway Code' must be followed for the construction of any aerial runways.

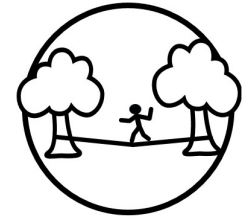
Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Pioneering Risk Assessment

- 82 -

Slack Line Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Instruction sheet issued to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	21 December 2021
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	04/2024
Document Last Reviewed by:	J.Yates
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips and falls Equipment Failure Operator Error Adverse weather Impact with the ground	Staff Participants Other Centre users Visitors Members of the Public

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Falling Over	Ensure area around the activity is clear. Safety briefing.
Equipment failure	Equipment to be set up in accordance with Activity Safety Policy. Equipment checked prior to use by adult in charge looking for any damage to the Slack line and ratchet adjuster. Suitably sturdy trees to be selected by the adult in charge. (20cm minimum diameter) Only one person may balance on the line at a time. User weight must not exceed 150kg.
Operator Error	Slack line not to be set too far from the floor, max of 18 inches. (45cm) from the ground. Spotting should be used where appropriate.
Poor weather	The slack line, can be used in poor weather, but it should be considered that the slack line will be wet making it harder to walk along.
Participant or adult in charge falling to the ground	Area around the slack line to be cleared of hazards. Slack line should be set up avoiding tree roots, stumps etc. Slack line is low level so participant can step off rather than fall. Bouncing / Tricks should Spotting should be used where appropriate. A crash-mat is available on request.

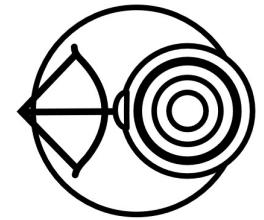
Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Slack Line Risk Assessment

- 84 -

Soft Archery Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Instruction sheet issued to group leader.
Assessor Competence:	Archery GB Instructor
Assessment Date:	15 May 2021
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	04/2024
Document Last Reviewed by:	J.Yates
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips trips and falls Equipment failure Injury from equipment Impact from arrows Falling off benches etc	Participants Instructor Leaders Spectators Other site users Members of the public

Risks and Control Measures

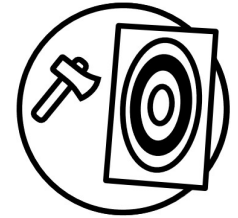
What are the risks?	Safety Measures / Controls
Slips trips and falls.	Groups leader to make group aware of slip hazards, such as wet grass etc while participating in the activity. Group leader to ensure area is clear of debris etc prior to starting the session.
Equipment failure	Equipment must be checked by the group leader prior to starting their session. Any damaged equipment must be passed to the duty manager, and not use.
Injury from equipment	Briefing given by Bentley Copse staff to group leader. Briefing to include set up and how to shoot safely Briefing maybe given verbally or in written form. Low poundage bows used and sized appropriately for the groups
Impact from Arrows	Suitable distance between targets and shooting line to prevent rebounds. Group control to prevent shooting whilst there are people on the range. Activity to be run either inside a building or marquee, or in an area where there is enough overshoot to prevent people walking into the range.
Falling off benches etc	Group leader responsible for group control. Where provided, benches should only be used for sitting on.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Soft Archery Risk Assessment

Soft Tomahawks Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Instruction sheet issued to group leader.
Assessor Competence:	Operational experience
Assessment Date:	9 th August 2023
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	04/2024
Document Last Reviewed by:	J.Yates
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips trips and falls Equipment failure Injury from equipment Impact from tomahawks	Participants Instructor Leaders Spectators Other site users Members of the public

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Slips trips and falls.	Groups leader to make group aware of slip hazards, such as wet grass etc while participating in the activity. Group leader to ensure area is clear of debris etc prior to starting the session.
Equipment failure	Equipment checked by Bentley Copse on prior to the session. Equipment must be checked by the group leader prior to starting their session. Any damaged equipment must be tagged with a red tag and passed to the duty manager.
Injury from equipment	Briefing given by Bentley Copse staff to group leader. Briefing to include set up and how to throw safely. Briefing maybe given verbally or in written form. Group leader to select a suitable area of flat ground with a suitable area behind for missed 'hawks' to land in.
Impact from Tomahawks	Suitable distance between targets and shooting line to prevent rebounds minimum of 6ft / 2meter. Group control to prevent throwing while people are on the range. Activity to be run either inside a building or marquee, or in an area where there is enough space behind to prevent people walking into the range.
Falling off benches etc	Group leader responsible for group control. Where provided, benches should only be used for sitting on.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Soft Tomahawks Risk Assessment

Surrey Hills Hike Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Instruction sheet issued to group leader.
Assessor Competence:	Operational experience
Assessment Date:	03 April 2024
Assessment Completed by:	Jen Yates
Assessor Signature:	<i>Jen Yates</i>
Document Last Reviewed:	03 April 2024
Document Last Reviewed by:	J.Yates
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips trips and falls Getting lost / disoriented Weather conditions Road crossing / Moving vehicles Over exertion Blisters Cyclists, Members of the public, Dogs	Participants Instructor

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Mistakes when navigating – leading to increased risk of all other hazards. Additional consequences of being lost and exhausted, especially if late or after dark.	Route is led by a Bentley Copse instructor familiar with the area and the route chosen. Group leader has phone with sat nav, map, compass and route instructions. Make sure every group has adequate means of emergency communication.
Roads and traffic – injuries from collisions between vehicles and people.	Brief young people on safety around roads / car parks and expected behaviour. Adults directly supervise road crossings (one on each side of the crossing point) and through car parks.
Weather – rain before and during the hike, hot weather causing heat exhaustion or sun stroke. Hypothermia from cold weather.	Monitor weather forecast in advance, if heavy rain forecast then plan alternative activity. Check weather before the activity starts. Advise participants on suitable clothing to wear and carry (including sun protection and waterproofs). Tell everyone to bring a filled water bottle (not necessary on troop nights unless especially hot). If it's very hot, plan water stops and refilling if needed. Check everyone's suitably equipped at the start of the hike and have some spare equipment available. Review route before and during the hike considering weather conditions, for example, if it's too hot or wet to continue. Make sure routes have escape routes or alternatives. Instructor carries emergency group shelter.
Uneven ground, branches, nettles, animals, livestock, and so on.	Advise participants on suitable footwear and check it before the hike. Brief young people on safely navigating the terrain, including avoiding brambles, nettles, and so on. Hike leader carry first aid kits and have appropriate training. Group is briefed on who is carrying first aid kit. Encourage everyone to wear long trousers if concerns over foliage or ticks. Leaders monitor livestock and find alternative routes to avoid crossing fields with livestock in.

Group splitting up, persons getting lost, leader/first aider not nearby	Brief group to stay together. Register / head count at start of session and as group stop / starts. Slower walkers are kept at front half of hiking group and are used to set the pace. Adult is used as a 'back marker'. Hikes keep to path and don't go off on 'short cuts' or detours to explorer or play. Group pauses for anyone needing adjust shoes/pack or who stops for a toilet break.
Instructor determines hiker is unable to continue and should be taken to camp, additional supplies (water) is needed	'On call' support vehicle is available and contact details are known to all leaders. Vehicle carries water.
Walk is too challenging	Appropriate route chosen for the group and hike goals. Suitable backpacks are used, that fit. Weight carried is appropriate for the individual. Continuous monitoring of the hikers is undertaken by others within the group.
Impact with cyclists or horses	Avoid horses and cyclists. Stand aside to let them past.
Interaction with members of the public and dogs	Advise hikers to be considerate to the public. Advise hikers to stand still and not interact with any dogs.
Sore Feet / Blisters	Participants checked for suitable footwear before setting off. First aid kit contains blister blasters or tape to use on hot spots / blisters.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Surrey Hills Hike Risk Assessment

Team Building Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Instruction sheet issued to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	21 December 2021
Assessment Completed by:	Nick Cann
Assessor Signature:	<i>nkcanu</i>
Document Last Reviewed:	04/2024
Document Last Reviewed by:	J.Yates
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips and falls Equipment Failure Operator Error Adverse weather Injury from moving or lifting equipment	Staff Participants Other Centre users Visitors Members of the Public

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Falling Over	Ensure area used for the activity is clear.
Equipment failure	Equipment provided for Team building is checked by BCAC at regular intervals during the year. Any damage should be reported to the Duty Manager
Operator Error	A briefing pack is provided to give the adult in charge ideas and instructions for the various activities.
Poor weather	Most team building activities can be moved inside in inclement weather.
Injury from moving or lifting equipment	Some of the elements of the activities, such as Tyres or Puzzle pieces may be heavy for some individuals. Care should be taken to help prevent injuries from dropping equipment, or lifting equipment that is too heavy.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of Team Building Risk Assessment

Tomahawks Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Instructor must have suitable training and experience, in accordance with POR.
Assessor Competence:	Operational experience
Assessment Date:	9th January 2024
Assessment Completed by:	Luke Daniels
Assessor Signature:	<i>Luke Daniels</i>
Document Last Reviewed:	04/2024
Document Last Reviewed by:	J.Yates
Next Review Date	04/2026

Hazards Identified:	Who may be affected?
Slips trips and falls Equipment failure Injury from equipment Impact from tomahawks	Participants Instructor Leaders Spectators Other site users Members of the public

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Slips trips and falls.	Groups leader to make group aware of slip hazards, such as wet grass etc while participating in the activity. Group leader to ensure area is clear of debris etc prior to starting the session.
Equipment failure	Equipment checked by Bentley Copse on prior to the session and every 3 months. Equipment must be checked by the leader prior to starting their session. Any damaged equipment must be tagged with a red tag and passed to the duty manager.
Injury from equipment	Instructor demonstrates how to correctly throw tomahawks. Keep all non throwers behind waiting line.
Collecting tomahawks	Briefing given by Bentley Copse Staff to group on safe collection of tomahawks Participants observer by range officer
Tomahawk bounce back	Range constructed of materials to designed to minimise bounce backs Instructor to let participants know this can happen. Minimum shooting distance to be observed. Instructor supervision Range to be cleared of obstructions prior to use.
Unattended equipment	Equipment to be stored appropriately when not in use.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Tomahawks Risk Assessment

What Tree Words Risk Assessment



Instructor / Participant Ratio:	1 Adult / 12 Participants
Instructor Qualifications:	Qualification not required. Instruction sheet issued to group leader.
Assessor Competence:	Operational Experience
Assessment Date:	07/05/2025
Assessment Completed by:	Jen Yates
Assessor Signature:	<i>Jen Yates</i>
Document Last Reviewed:	
Document Last Reviewed by:	
Next Review Date	07/05/2027

Hazards Identified:	Who may be affected?
Slips and falls, Getting disorientated, Leaving the site	Staff, Participants

Risks and Control Measures

What are the risks?	Safety Measures / Controls
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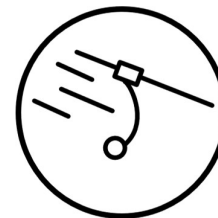
Falling Over	Participants should be briefed before starting the activity to avoid walking through peoples campsites, staff only areas etc. Participants to be reminded to take care when walking around the site. Participants should be instructed to not walk while looking at phone / device.
Getting disorientated	Participants instructed on how to use the What3Words app to find their way. If participants do get lost on site, they will be instructed to find an adult to point them in the right direction.
Leaving the site	The group leader should ensure they arrange the activity so that participants are regularly checking in with their leader. If a group or individual does not return, the duty manager should be notified and a search of the immediate area. If the group / individual has not been located the Duty Manager will implement the missing persons action plan.

Risk Level

Risk level posed by the activity prior to control measures	Low	Risk level posed by the activity following control measures	Low
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End of What Tree Words Risk Assessment

Zip Line Risk Assessment



Instructor / Participant Ratio:	1 instructor / 12 Participants
Instructor Qualifications:	In house training and assessment by Centre Manager or approved delegate
Assessor Competence:	Operational Experience
Assessment Date:	07/06/2023
Assessment Completed by:	Jen Yates
Assessor Signature:	<i>Jen Yates</i>
Document Last Reviewed:	06/2023, 01/2024.
Document Last Reviewed by:	N. Cann
Next Review Date	01/2026

Hazards Identified:	Who may be affected?
Slips and falls Equipment Failure Poorly fitted equipment Operator Error Adverse weather Impact with the ground Impact with participants / spectators	Staff Participants Other Centre users Visitors Members of the Public

Risks and Control Measures

What are the risks?	Safety Measures / Controls
Falling Over	Ensure area around the activity is clear. Safety briefing Care is taken when ascending the stairs and moving around the platform.
Equipment failure	Zip line equipment is checked every 2 months by a competent member of staff. The zip line cable is visually inspected every 3 months for damage. The zip line, trees and anchors are inspected annually by a suitable external contractor. Instructors to check over the equipment prior to running the activity as part of their pre activity checks.
Poorly fitting equipment	Instructors are trained by a senior member of staff and assessed by Centre Manager to ensure they are aware of how to properly fit equipment. Equipment is available for a wide range of body shapes and sizes Instructor checks all equipment prior to participant leaving the zipwire platform.
Operator Error / Mis clipping	Instructors are trained by a senior member of staff and assessed by the Centre Manager. Regular monitoring of staff is carried out to ensure operator error is less likely. Instructor fatigue is considered when programming sessions to prevent tiredness causing accidents. Instructors trained to check all equipment before allowing the participant to leave the platform.
Poor weather	The activity will not be run in the following weather conditions: Electrical storms (within 30 minutes of audible thunder or visible lightening) Very high winds (over 30mph according to Met office data) In poor visibility, low light, the activity may still run with additional safeguards in place. A suitable adult supervising the landing zone, communicating with the instructor when it is safe to send the next participant.
Contact with the cable, or entanglement with equipment	Participants are instructed on the correct technique and where to hold. Attire is checked during harness fitment and before each ride.

- 99 -

Impact with the launch platform and stair railing	Attachment tether is adjusted to the correct length. Participants are instructed to sit down to start their ride, or to step off cleanly. A 'running start' or a 'jumping start' are not permitted. Stepping off, sitting down are permitted.
Participant or instructor falling to the ground.	Instructor to clip into the safety system as soon as they reach the platform. Instructor to connect participants to the safety system as they reach the platform. Participants connections and harness checked prior to them leaving the platform. Chain to be secured when instructor leaves the platform to ensure there is a barrier for the next instructor.
Impact with debris while zipping, or on the landing zone	Ride path and landing zone checked for debris & litter. Landing zone shingle is raked into the correct shape / depth.
Impact with the ground whilst zipping	Attachment tether is adjusted to the correct length. Suitable footwear (closed toes) attire is worn. Participants are advised on where they may expect to start dragging their feet to manage their landing.
Hard or twisted landing	Attachment tether is adjusted to the correct length. Participants are instructed on the correct technique, using their feet to drag along the landing zone to bring them to a stop facing backwards. Landing zone is raked into the correct shape / depth.
Impact with participants or spectators	Instructor to ensure the ride path is clear before allowing the participant to leave the platform. The instructor at the top should also keep an eye on the ground immediately below the cable for participants, spectators, or passers-by. During the safety brief the group should be told to keep away from the area immediately below the cable.

Risk Level

Risk level posed by the activity prior to control measures	Medium	Risk level posed by the activity following control measures	Low
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End of Zip Line Risk Assessment