



Specific Risk Assessments – Camp Redwood **The Mill Adventure Base**

NB: These Specific Risk Assessments must be read in conjunction with the Nottinghamshire County Council Local Authority, Children, Families and Cultural Services – Generic Risk Assessments For Visits and Activities (September 2017)

These generic risk assessments are intended for use on all applicable events for a range of activities delivered on behalf of the Children, Families and Cultural Services. They should be consulted as the foundation for all the specific risk assessments within this document.



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Release Date: 22.01.2019
Review Date: 22.01.2020
File Path:

THE MILL\Bookings\Camp Redwood\Camp Redwood Specific Risk Assessment , Jan 2019.doc

Nottinghamshire County Council Local Authority
Children, Families and Cultural Services
Specific Risk Assessments – Camp Redwood



(January 2019)

Part 1; Main Camp Redwood Site and Surrounding Area:

1. **Site-Specific Risks**
2. **Overnight camping/camp cooking**
3. **Potential First-Aid Requirements**

Part 2; Activities Offered at Camp Redwood

4. **Archery***
5. **Axe Throwing***
6. **Bushcraft***
7. **Minibeasting**
8. **Orienteering**
9. **Scavenger Hunt**
10. **Shelter Building**
11. **Team Games**
12. **Tree-Climbing***

Items 4 through 12 are specific to stated activity, but should each be considered in conjunction with items 1 through 3

Items marked with an * require a 1-to12 OEE instructor to participant ratio, in line with our codes of practice.

Nottinghamshire County Council Specific Risk Assessment Children, Families and Cultural Services – Camp Redwood



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NUMBER 1 Site-Specific Risks

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Trips / falls	Participants and Staff, Injury	<ul style="list-style-type: none"> Sites have removed significant trip hazards (tree stumps) Site check of area for any other hazards daily before activity commences Ensure that group are supervised adequately throughout the activity and re enforce ground rules Appropriate clothing and footwear worn 	Group supervision and briefing Codes of Practice/briefing sheet	Yes	Low
Log stacks	Participants and Staff, Injury/Death	<ul style="list-style-type: none"> Group briefing and supervision Log stacks to be cordoned off if present Zero-tolerance policy on misbehaviour near/on stacks 	Codes of Practice/briefing sheet		
Extreme weather	Participants and Staff, Illness/Injury	<ul style="list-style-type: none"> Advice from forecast daily/use of appropriate clothing/equipment Sheltered areas available 	Codes of Practice/briefing sheet	Yes	Low
Deadfall from mature trees	Participants and Staff, Injury/Death	<ul style="list-style-type: none"> General area to be inspected prior to event for dead fall risk and cleared if necessary. Event leader to brief clients prior to commencement of activity. Event leader to continually monitor potential risk 	Codes of Practice/briefing sheet	Yes	Low
Insect bites (esp. Ticks)	Participants and Staff, Injury/Illness	<ul style="list-style-type: none"> Insect repellent included on all participant kit lists Tick removal kit present on site Tick awareness leaflets provided for parents on departure 	Codes of Practice/briefing sheet	Yes	Med
Security/Intruders	Participants and Staff, Injury	<ul style="list-style-type: none"> Appropriate supervision in place Code-locked vehicle gate at site entrance 	Codes of Practice/briefing sheet	Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: **Drew Cartwright**

Date: 22.01.19

These are Specific risk assessment identifying key hazards and control measures associated with visits or activities.


**Nottinghamshire County Council Specific Risk Assessment
Children, Families and Cultural Services – Camp Redwood**



NUMBER 2 Overnight Camping/Camp Cooking

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Camp cooking	Participants and Staff, Burns/Injury	<ul style="list-style-type: none"> Brief and training on use of stoves from OEE to participants and supervising adult/correct equipment/storage of fuel/supervised use/first aider on site 	Codes of Practice/briefing sheet	Yes	Low
Campfire		<ul style="list-style-type: none"> Good briefing and safety talk Safety perimeter established (no standing within the log circle) 		Yes	Low
Extreme weather	Participants and Staff, Illness/Injury	<ul style="list-style-type: none"> Advice from forecast daily/use of appropriate clothing/equipment 	Codes of Practice/briefing sheet	Yes	Low
Co-habiting tents	Participants and Staff, Injury	<ul style="list-style-type: none"> Appropriate supervision in place 	Codes of Practice/briefing sheet	Yes	Low
Illness/Injury Overnight	Participants and Staff, Illness/Injury	<ul style="list-style-type: none"> Appropriate supervision in place Information sheet supplied to group leader on contacts and call-outs 	Codes of Practice/briefing sheet	Yes	Low
Security/ Intruders	Participants and Staff, Injury	<ul style="list-style-type: none"> Appropriate supervision in place Code-locked vehicle gate at site entrance 	Codes of Practice/briefing sheet	Yes	Low
Sleeping in Constructed Shelters	Participants and Staff, Illness/Injury	<ul style="list-style-type: none"> Stability checks on all shelters Full supervision of all participants Time limited to maximum of 1 hour 	Codes of Practice/briefing sheet	Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

Assessment carried out by: Drew Cartwright 	Date: 22.01.19
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NUMBER 3 Potential First-Aid Requirements

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Trips/fall leading to bleeding, unconsciousness, sprains/minor fractures	Participants and staff, Injury/Death	<ul style="list-style-type: none"> Knowledge to deal with ICT for those incidents/carry first aid and emergency kit/communications with Centre staff (phones/radios)/venues not high risk (safe water crossings, open land or pathways, no cliff edges etc)/good supervision and correct ratios. 	With all hazards, adult with group should have current first aid qualification to ensure knowledge is available to deal with emergencies. However if leaders feel able to deal with emergency incidents, training can be provided which covers ITC for bleeding, choking, unconsciousness and pain from sessions to be led from Adventure Base immediately after training. The content of this training session to be agreed by a HSE approved first aid trainer.	Yes	Low
Choking by eating	Participants and staff, Death	<ul style="list-style-type: none"> Knowledge to deal with a choking scenario. 		Yes	Low
Prior illness leading to a seizure	Participants and staff, Injury/Death	<ul style="list-style-type: none"> Knowledge of pupil medical history/knowledge to deal with safe control of seizure eg epileptic fit. 		Yes	Low
Hot or cold injury	Participants and staff, Injury/Death	<ul style="list-style-type: none"> Weather forecast/adequate drink supply/advice from Centre staff daily on venues/appropriate outdoor equipment. 		Yes	Low
Contact with moving vehicle	Participants and staff, Injury/Death	<ul style="list-style-type: none"> Activity area to be kept away from roads, bike trails, paths and bridleways 		Yes	Low

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NUMBER 4 Archery

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Other people entering the activity area	Participants, staff and members of the public, Injury/ Death	<ul style="list-style-type: none"> Activity area sited away from other activities and people Clear boundaries in place including use of roped-off area No entry sign prominently displayed at entrance to activity area 	Brief participants. Control measures	Yes	Low
Equipment breaking, accident	Participants and staff, Injury/ Death	<ul style="list-style-type: none"> All equipment to be checked by the instructor prior to the session. Any faulty equipment to be put aside and reported to the appropriate person 	Regular checks of all equipment	Yes	Low
Falling onto equipment	Participants and staff, Injury/ Death	<ul style="list-style-type: none"> No pushing to be allowed during the session No running to be allowed for static shooting activities Only people who are shooting allowed into the shooting area 	Brief participants.	Yes	Low
Flying arrows, falling on arrows and bows, arrows overshooting target area	Participants and staff, Injury/ Death	<ul style="list-style-type: none"> No participants to be allowed past the shooting line unless specifically authorised by the instructor Adequate briefing at start of session Proper supervision of participants Have obvious shooting and waiting area Use of clear commands by instructor Archery nets used to stop arrows Activity curtailed in strong wind conditions 	Site specific training for anyone running archery sessions	Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

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NUMBER 5 Axe Throwing

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Other people entering the activity area	Participants, staff and members of the public, Injury/ Death	<ul style="list-style-type: none"> • Activity area sited away from other activities and people • Clear boundaries in place including use of roped-off area • No entry sign prominently displayed at entrance to activity area 	Brief participants. Control measures	Yes	Low
Equipment breaking, accident	Participants and staff, Injury/ Death	<ul style="list-style-type: none"> • All equipment to be checked by the instructor prior to the session. Any faulty equipment to be put aside and reported to the appropriate person 	Regular checks of all equipment	Yes	Low
Falling onto equipment	Participants and staff, Injury/ Death	<ul style="list-style-type: none"> • No pushing to be allowed during the session • No running to be allowed for static throwing activities • Only people who are throwing allowed into the throwing area 	Brief participants.	Yes	Low
Axes in flight	Participants and staff, Injury/ Death	<ul style="list-style-type: none"> • Suitable barriers and trained instructors • No movement until throwing has stopped • Full instruction delivered by instructor at start • Safety drop off space behind/ side of targets • Minimum throwing distance defined • Axes only to be thrown at targets • Tools to be kept in sharp working condition • Netting behind targets 	Site specific training for anyone running axe throwing sessions	Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

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NUMBER 6 Bushcraft

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Used of tools, including training knives, natural materials	Participants and staff, Injury/Death	<ul style="list-style-type: none"> • Supervision by trained staff • Appropriate protective clothing and equipment, as judged necessary by staff • Supervision in appropriate ratios • Axes will not be used by participants • All tools inspected, any damage to be reported • All tools to be kept in sharp and serviceable condition 	See operating procedures and Codes of Practice	Yes	Low
Smoke Inhalation	Participants and staff, Injury/Death	<ul style="list-style-type: none"> • All Participants to be briefed on hazard • Use an open air location • Only use natural suitable material 		Yes	Low
Burns during fire lighting activities	Participants and staff, Injury/Death	<ul style="list-style-type: none"> • Specific brief on fire-lighting hazards • All fires to be lit in prepared area with bare soil floor • Sufficient water on site for immediate use if required. • All participants to be advised to wear low melt-hazard clothing i.e. wool and cotton • All fire to be kept to minimum size • Appropriate monitoring and supervision 		Yes	Medium
Burns while using fire flash igniter tool	Participants and staff, Injury/Death	<ul style="list-style-type: none"> • All participants to be trained and tested on safe and effective use of tool before solo use. • Event leader to monitor and assist where necessary 		Yes	Medium

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

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NUMBER 7 Minibeasting

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Animals, insects, poisonous plants, etc.	Participants and staff, Injury/Death	<ul style="list-style-type: none"> • Avoid known high risk situations • Take necessary avoidance action if encountered • Ensure those with known allergies carry medication • Brief participants about potential contact with animals. 	See operating procedures and Codes of Practice	Yes	Low
Remote locations	Participants and staff, Injury/Death	<ul style="list-style-type: none"> • Supervision • Communications carried 		Yes	Low
Working with woodland materials on rough ground	Participants and staff, Injury	<ul style="list-style-type: none"> • Appropriate footwear with sturdy grip • Gloves provided if deemed necessary by instructor 		Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

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NUMBER 8 Orienteering

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Water hazards	Participants and staff, Injury/Drowning	<ul style="list-style-type: none"> Supervision by appropriate adults in correct ratios 	Mention in briefing	Yes	Low
Remote locations	Participants and staff, Injury/Death	<ul style="list-style-type: none"> Supervision Communications carried 		Yes	Low
Participant lost or separated from group, inadequate supervision	Participants, Injury/death	<ul style="list-style-type: none"> Ensure supervising staff are competent and understand their roles Ratios in line with local authority policy Discuss boundaries and timings with participants and staff Briefing to all on what to do if separated from group Head counts by group leaders when separating and forming groups Whistle provided to each group leader 		Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

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NUMBER 9 Scavenger Hunt

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Animals, insects, poisonous plants, etc.	Participants and staff, Injury/Death	<ul style="list-style-type: none"> • Avoid known high risk situations • Take necessary avoidance action if encountered • Ensure those with known allergies carry medication • Brief participants about potential contact with animals. 	See operating procedures and Codes of Practice	Yes	Low
Remote locations	Participants and staff, Injury/Death	<ul style="list-style-type: none"> • Supervision • Communications carried 		Yes	Low
Working with woodland materials on rough ground	Participants and staff, Injury	<ul style="list-style-type: none"> • Appropriate footwear with sturdy grip • Gloves provided if deemed necessary by instructor 		Yes	Low
Participant lost or separated from group, inadequate supervision	Participants, Injury/death	<ul style="list-style-type: none"> • Ensure supervising staff are competent and understand their roles • Ratios in line with local authority policy • Discuss boundaries and timings with participants and staff • Briefing to all on what to do if separated from group • Head counts by group leaders when separating and forming groups • Whistle provided to each group leader 		Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

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NUMBER 10 Shelter Building

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
General Manual handling	Participants and staff, Injury	<ul style="list-style-type: none"> Plan lifting of any heavy or awkward items well in advance and ensure safe lifting; all heavy items carried as team lifts, minimum of two person lift. Event leader to monitor and control personnel and work area. Information and safety brief prior to activity 		Yes	Low
Building shelters with natural materials	Participants and staff, Injury/Death	<ul style="list-style-type: none"> Build on level ground Use suitably sized materials for age of participants Operating procedures are planned and agreed including size and type of materials that can be used and means of carrying and lifting Participants and staff to continually assess suitability of materials for soundness, and stability of structure built Participants may not enter shelter until it is assessed for stability by staff Do not pick or use living material, litter or waste After activity ends dismantle shelters with care (main supports last) and leave the area as undisturbed as possible 	Gloves to be provided if deemed necessary by instructor	Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

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NUMBER 11 Team Games

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Avoidable objective dangers/ unusual location	Participants and Staff, Injury	<ul style="list-style-type: none"> Location is suitable with no objectives dangers (e.g. steep slopes are avoided) Communications considered, along with first aid etc. 		Yes	Low
Equipment failure, use of equipment	Participants and Staff, Injury	<ul style="list-style-type: none"> Any equipment used is tested and found suitable for the task. Lifting of heavy equipment is avoided or properly managed with clear briefings (safe manual handling taught and carried out) 		Yes	Low
Illness or injury if away from basecamp	Participants and Staff, Injury/Illness	<ul style="list-style-type: none"> Group leader first aid trained Information about existing medical conditions know by staff Accident/emergency procedures known by leaders First Aid equipment carried by party 	Codes of Practice and First Aid at Centre	Yes	Low
Juggling /throwing activities: Impact	Participants and staff, Injury	<ul style="list-style-type: none"> Good briefing and spotting used throughout by appropriate staff 		Yes	Low
Blindfolded activities: collision	Participants and staff, Injury/Death	<ul style="list-style-type: none"> Base activity on level, cleared ground Good briefing and spotting used throughout by appropriate staff Participants are not to run 		Yes	Low
Building challenges: Falls or collapses	Participants and staff, Injury/Death	<ul style="list-style-type: none"> Good briefing and spotting used throughout by appropriate staff No participant to be elevated more than one foot without support of other team participants Correct lifting and handling techniques 		Yes	Low

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NUMBER 11 Team Games

Rope activities: Friction burns	Participants and staff, Injury	<ul style="list-style-type: none"> • Good briefing and spotting used throughout by appropriate staff • Correct use of equipment 		Yes	Low
Search and rescue activities: Getting lost, exposure, lifting and handling	Participants and staff, Injury/Death	<ul style="list-style-type: none"> • Good briefing and clear boundaries for participants • Correct lifting and handling techniques • Appropriate PPE • Whistle for 'casualty' 		Yes	Low
Suspended rope traversal: Falls, lifting and handling	Participants and staff, Injury/Death	<ul style="list-style-type: none"> • Good briefing and spotting used throughout by appropriate staff • No participant to be elevated more than one foot without support of other team participants • Correct lifting and handling techniques 		Yes	Low
Save the egg: Falling objects	Participants and staff, Injury	<ul style="list-style-type: none"> • Good briefing and spotting used throughout by appropriate staff • Safety perimeter to be established 		Yes	Low
Trebuchet / Catapult construction: Impact, lifting and handling	Participants and staff, Injury/Death	<ul style="list-style-type: none"> • Good briefing and spotting used throughout by appropriate staff • Correct lifting and handling techniques • No staff or participants to be downrange during/after priming • Trigger to be pulled by rope from a safe distance 		Yes	Low

Plus have regard for nature of the group, any pre-existing medical conditions, and continually risk assess throughout activity.

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NUMBER 12 Tree Climbing

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Further action - <i>Step 3</i> <i>Consider group supervision requirements, individual needs, travel and hazards in the environment used.</i>	Generic controls are being applied? <i>If not detail in further actions</i>	Risk when all generic controls are applied
Fall from height	Participants Injury/Death	<ul style="list-style-type: none"> • Good briefing for participants • Constant vigilance from trained and inducted staff • Use of helmets 		Yes	Low
Rope burns	Participants Injury	<ul style="list-style-type: none"> • Good briefing and correct used of equipment 		Yes	Low
Equipment failure	Participants Injury/Death	<ul style="list-style-type: none"> • Regular equipment checks and logs, in line with manufacture recommendations • Vigilance from staff • Any malfunctioning or worn equipment taken out of use until concerns rectified • Trained and inducted staff to set up and dismantle on day of activity 		Yes	Low
Entrapment	Participants and staff, Finger / hair injury	<ul style="list-style-type: none"> • Pupils briefed to maintain safe distance from pulleys 		Yes	Low

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