Risk Assessment (RA) The Edventure Project: Dated 25th October 2022 - To Be Reviewed by: 26th November 2026

Risk (R) is the product of the Probability (P) of an event happening and the Likely Consequence (C) of that event happening. Note that it is not the intent or required to eliminate all risks but to manage them down to an acceptable or tolerable level. As a result, P is the likely consequence, not the worst case. For example, a passenger involved in a road traffic collision might escape uninjured or be killed but the likely result is lies somewhere between these extremes.

P lies in the range 1-5, with 1 being very unlikely to happen and 5 being highly likely to happen.

C lies in the range 1-5, with 1 being negligible harm and 5 being very serious harm or death.

R lies in the range 1-25, with values of 3 or under being tolerable.

Unless identified as being at risk in the table below, adults can be relied upon to manage the risks to themselves e.g. sustaining injuries due to slips, trips and falls on woodland walks, suffering reactions to allergens in food or insect bites, sustaining burns while lighting fires. They manage such risks routinely in their everyday lives and so these risks are, by definition, tolerable to them.

CYP = Children and/or Young People

Attendees = attendees of The Edventure Project

Links to referred guidance: https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children

https://www.ltl.org.uk/

http://sites.southglos.gov.uk/safeguarding/children/i-am-a-professional/safeguarding-guidance-policies-and-plans/

Risk Assessment of Mafeking Hall and Tullet Field										
Activity	Hazard	Those at Risk	Likely Impact	Pre-mitigation			Mitigation Measures	Post Mitigation		
				P	C	R		P	C	R
Normal operation of site	Staff and Adult Volunteers	1. Children and Young People – Project attendees	1. Significant physical harm or mental harm	2	3	6	1. All staff are Enhanced DBS checked 2. All Volunteers are DBS checked and supervised 3. Staff behaviour monitored by Directors 4. Robust procedure for reporting and investigating allegations in line with our Safeguarding policy 5. Safeguarding Training to be undertaken by staff at regular intervals. 6. No staff will be 1:1 with CYP unless a outburst – communication all time via walkie talkie – open doors.	1	2	2
	Uninvited visitors i.e. trespassers	1. Staff/ legitimate visitors 2. CYP - attendees	1. Significant physical harm or verbal abuse or mental harm	3	3	9	1. Visitors log to be completed 2. All staff and tribe briefed and made aware of expected visitors 3. Secure entry points to site 4. CYP attendees are encouraged to report unaccompanied strangers to staff 5. Staff to challenge unaccompanied strangers if safe to do so 6. Emergency Procedure e.g. lockdown the site if necessary. 7. Call police if necessary	1	2	2

	Invited visitor e.g. staff/parent meeting	1. Staff/ other visitors 2. CYP - attendees	1. Significant physical harm or verbal abuse or mental harm	2	3	6	1. Visitors log to be completed 2. All staff briefed and made aware of expected visitors 3. Robust meeting planning and preparation; Including appointments, venue, informing Kimberley, Tony or Kara when there are to be visitors on site and DBS check carried out i.e. workshop session leader 4. Visitors to be supervised by a member of the team 5. At least one member of staff trained in conflict management techniques (Kimberley) 6. Call police if necessary	1	2	2
	CYP - attendee missing	1. CYP - attendee	1. Significant physical harm or mental harm e.g. RTC, abduction, having wandered off-site	4	3	12	1. Adherence to recommended Staff/CYP ratio in line with NSPCC guidance as per policies. 2. Robust procedure for recording and monitoring CYP- Attendee presence at all times. 3. Robust **"Lost Child procedure"**	1	2	2
Consumption of food/ drink	Allergens	1. CYP - attendee	1. Significant allergic reaction not requiring professional medical intervention	2	3	6	1. CYP -Attendees' allergies routinely ascertained and included on **Booking and Registration Form.** 2. Group leaders advised of CYP - Attendees' and necessary remedies and provided with necessary kit e.g. epi-pens	1	1	1

	Unhygienic eating practices	1. CYP - Attendees'	1. Mild stomach upset	3	2	6	1. Children are only permitted to eat and drink only in the designated areas. Staff will direct CYP - Attendees' to the correct area and monitor 2. Children are warned and safety briefed not eat anything they find in the woodland, field or whilst on walks locally, without checking with staff. 3. Staff ensure everyone washes their hands before consuming any food or drink. 4. Children are warned to avoid putting their hands near or in their mouths without washing them. 5. First Aid training of staff and kit carried by designated staff member	1	2	2
Welfare	Toilet facilities	1. CYP - Attendees' 2. Staff	1.				1. Should more than one child need to use the toilet whilst outside of the hall, to ensure that recommended Staff/CYP ratios are kept – and a toilet train with others can use the toilets 2. Members of team and children to use facilities before going outside. 3. Children and adults reassured that toilet breaks are natural and to listen to bodies.			

Normal activities	General activities	1. CYP - Attendees'	2. Minor physical trauma or distress not requiring professional medical intervention	2	2	4	1. Children are reminded to take care during periods of play 2. Children are supported using safe and effective methods of bushcraft as part of their Outdoor Learning by a trained Forest School Mentor and Leader (Kimberley) 3. Site specific risk assessment completed for site by Cotwold Edge Scout District and kept in main office if/when at Mafeking Hall to be acknowledged and followed – including **Fire Procedures.** 4. Exploration of outdoor site with all children and helpers to identify any hazardous areas and highlighted to all, before use (dynamic risk assessment each morning). 5. Participants have clearly identified boundaries which will be adhered to for the duration of the session 6. Any relevant allergies, including to natural materials, to be declared on consent/registration form and Staff are advised of CYP -Attendees' they are overseeing allergies and remedial action required. 7. Equipment is made in a bright colour (e.g. blue) so it stands out in the outdoor environment, or hazard tape attached to guy ropes to ensure they are visible.	2	1	2

							8. Participants, practitioners and helpers are required to wear practical clothing and footwear at all times during woodland learning sessions 9. Bodies of water are clearly marked with fencing and appropriate enhanced level of supervision are required for all activities taking place near water. 10. When children are playing games with blindfolds, they are paired up with a sighted partner to avoid slips, trips and collisions 11. First Aid training and kit carried by designated staff member 12. Dynamic RA to be carried out by staff where needed.			
	Bullying	1. CYP - Attendees'	1. Significant physical harm or verbal abuse or mental harm	3	3	9	1. Respect and caring for others is central to Edventure's ethos and all of its activities 2. Staff are trained to recognise signs of bullying through continuous Safeguarding Training 3. CYP -Attendees' encouraged to report bully of themselves or others 4. Staff to keep updated records of any incidents. 5. Liasion with The Dragonfly Project CiC and Bullywatch Lead – Julie Oakley	1	2	2

	Slips, trips and falls	1. CYP - Attendees'	2. Significant physical trauma not requiring professional medical intervention	4	3	12	1. First aid trained staff immediately available, with appropriate first aid equipment 2. Staff oversee activities to ensure dangerous activities are dynamically assessed and curtailed if required 3. Sessions emphasise the need for CYP -Attendees' to look after their own and others' safety 4. Staff and CYP are required to wear appropriate footwear to minimise the risk of slipping or tripping. 5. CYP are given clear boundaries as to the area they can access and things they may/may not do e.g. no tree climbing.. 6. Trails and paths are routinely monitored for obstacles or potential dangers such as falling branches. 7. Practitioners test strength of branches before children climb trees and limit the height to which CYP are allowed to climb (refer to insurance)	2	1	2
	Insect bites and stings	1. CYP - Attendees	1. Significant physical trauma - potentially allergic reaction - and distress not requiring professional medical intervention	3	2	6	1. Parents are advised to apply their own insect repellent to their child at their own risk 2. All staff are advised of any known allergies of attending children 3. First Aid training and kit carried by designated staff member		1	2

	Fire lighting and cooking	1. CYP - Attendees'	2. Significant burns/scolds from tools, embers and hot food not requiring professional medical intervention	3	3	9	1. First aid trained staff immediately available, with appropriate first aid equipment 2. Lessons emphasise the need for CYP to look after their own and others' safety 3. Robust process for lighting and managing activities around fires 4. Only approved accelerants e.g. barbeque firelighters, may be used: petrol, paraffin, etc. is specifically banned 5. Fire safety equipment to hand including water bucket, fire blanket as required 6. PPE such as fire retardant gloves to be provided	1	2	2
	Materials used for building shelters, dens and other structures	1. CYP - Attendees'	1. Significant physical trauma - crush injuries, cuts, splinters etc. - and distress not requiring professional medical intervention	2	3	6	1. First aid trained staff immediately available, with appropriate first aid equipment 8. Staff oversee activities to ensure safe practices (e.g. knots) are used and dangerous practices are prevented. 9. Lessons emphasise the need for CYP to look after their own and others' safety 10. Rope is made in a bright colour (e.g. blue) so it stands out in the woodland environment, or hazard tape attached to guy ropes to ensure they are visible	1	3	3

							11. All participants, helpers and practitioners are involved in setting up shelters at “camp” so are aware of their location. 12. Most shelters and dens comprise lightweight tarpaulins branches etc 13. If high winds occur and shelters look unstable, dynamic RA carried and they will be taken down or the session terminated 14. All equipment checked prior to use and removed should it be damaged.			
	Tools e.g. gardening tools, hammers, screwdrivers, whittling knives	2. CYP - attendees	2. Significant cuts, crush and pinch injuries, muscular strains not requiring professional medical intervention	3	3	6	1. First aid trained staff immediately available, with appropriate first aid equipment 2. Lessons emphasise the need for CYP to look after their own and others' safety 3. Staff oversee activities to ensure safe practices and that CYP are instructed in and, in fact, do use tools strictly in accordance with manufacturers' instructions dangerous practices are prevented. 4. Recommended Staff/CYP ratios are maintained 5. Staff ensure that tools and other equipment including PPE is maintained and working properly 6. Staff training including Forest Skills/Outdoor Teaching/Tool Handling	2	1	2

Off-site activities	Cars along the "drive" from Serridge Lane to site. All vehicular moment areas	1. CYP – attendees 2. Staff	1. Significant physical trauma	2	4	8	1. Recommended Staff/CYP ratios will be maintained 2. When walking along the road, younger Children aged 5-8years will be formed into a "crocodile" at least headed and tailed by a Staff members wearing Hi viz tabards. 3. Younger children will be required to hold hands in pairs. 4. Children taught about safety and wellbeing e.g. road safety. 5. Parents are aware of location for drop off and pick up and encouraged to drive slowly at these times and site visitors aware of CYP movements 6. Special Educational Needs and Disabilities needs to be within Individual Aspiration Plan so needs are catered for e.g. 1:1 if needed.	1	2	2
	Members of Public on Public Playing Field or in Public Area	1. CYP – attendees	Significant physical trauma and distress not requiring professional medical intervention	2	2	4	1. Children will be made aware of public access to the field and given guidelines and guidance on behaviour. Respect expected on both sides. (Newman Playing Field) 2. Should a member of the public become antisocial, children to be moved into the building. 3. Police to be called if necessary. 4. Parents will be made aware that public are entitled to use the space alongside our group.	1	2	2

							5. Recommended Staff/CYP ratios will be maintained. 6. Emergency Procedure to return to the building to be activated.			
	Dogs on field or in public area that could	1. CYP – attendees	1. Significant distress or bite injuries	3	3	9	1. Staff are required to watch for potentially dangerous or out of control dog (or anything else such as foxes, horses) entering the field and, if requests for the owner to resume control of the dogs), to terminate activities move the CYP into the building 2. Staff are aware of CYP allergy or fear of dogs through their Individual Aspirations Plans 3. Staff may call the Local Dog Warden (01454 868 009) for advice or, if necessary, the Police. 4. CYP are instructed about safety around dogs and not to approach or stroke them.	1	3	3
	Rubbish e.g. broken glass, metal cans, animal faeces.	1. CYP - attendees	1. Significant but not serious physical injury or illness	3	2	6	1. Daily walk around and litter pick before arrival time by allocated. 2. Request land owner or those with responsibility to ensure enough bins and signage is in situ. 3. Play equipment checked by allocated staff member	1	2	2
	Open water including ponds,	1. CYP - attendees	Significant physical trauma and distress including drowning in shallow water, not requiring professional medical intervention	3	3	8	1. Safety talk and site boundaries are communicated to adults and CYP 2. Clear signage in place to warn of Open Water or ribbons/flags to			

	lakes, rivers, seas						highlight the areas to the CYP when using the area 3. First Aid trained staff immediately available and with appropriate first aid kit 4. High ratios of staff to children in line with the NSPCC guidance 5. Awareness of buoyancy devices at location, distance to retrieve and guidance read on how to use 6. No swimming allowed. Paddling in shallow water more than a puddle and up to 20cm in depth with supervision of staff, allowed.			

Regular (weeky) visits to this playing field and park.

Risk Assessment of Henfield Hall and the adjoining Newman Playing Fields										
Activity	Hazard	Those at Risk	Likely Impact	Pre-mitigation			Mitigation Measures	Post Mitigation		
				P	C	R		P	C	R
Normal operation of site	Staff and Adult Volunteers	1.Children and Young People – Project attendees	1.Significant physical harm or mental harm	2	3	6	1. All staff are Enhanced DBS checked 2.All Volunteers are DBS checked and supervised 3.Staff behaviour monitored by Directors 4.Robust procedure for reporting and investigating allegations in line with our Safeguarding policy. 5.Safeguarding Training to be undertaken by staff at regular intervals. 6.No staff will be 1:1 with CYP	1	2	2

	Uninvited visitors i.e. trespassers into the hall	1.Staff/ legitimate visitors 2.CYP - attendees	1.Significant physical harm or verbal abuse or mental harm	3	3	9	1.Visitors log to be completed 2. All staff briefed and made aware of expected visitors 3.Secure entry points to site 4.CYP attendees are encouraged to report unaccompanied strangers to staff 5.Staff to challenge unaccompanied strangers if safe to do so 6.Emergency Procedure e.g. lockdown the site if necessary. 7.Call police if necessary.	1	2	2
	Invited visitor e.g. staff/parent meeting	1.Staff/ other visitors 2.CYP - attendees	1.Significant physical harm or verbal abuse or mental harm	2	3	6	1. Visitors log to be completed 2.All staff briefed and made aware of expected visitors 3.Robust meeting planning and preparation; Including appointments, venue, informing Kimberley or Kara when there are to be visitors on site and DBS check carried out i.e. workshop session leader 4.Visitors to be supervised by a member of the team. 5.At least one member of staff trained in conflict management techniques 6.Call police if necessary.	1	2	2
	CYP - attendee missing	1.CYP - attendee	1.Significant physical harm or mental harm e.g. RTC, abduction, having wandered out of hall and/or out of playing field	4	3	12	1.Adherence to recommended Staff/CYP ratio in line with NSPCC guidance as per policies. 2.Robust procedure for recording and monitoring CYP- Attendee presence at all times. 3.Robust "Lost Child procedure"	1	2	2

Consumption of food/ drink	Allergens	1.CYP - attendee	1.Significant allergic reaction not requiring professional medical intervention	2	3	6	1.CYP -Attendees' allergies routinely ascertained and included on Individual Aspiration Plan (Support Plan) 2.Group leaders advised of CYP - Attendees' and necessary remedies and provided with necessary kit e.g. epi-pens	1	1	1
	Unhygienic eating practices	1.CYP -Attendees'	1.Mild stomach upset	3	2	6	1.Children are only permitted to eat and drink only in the designated areas. Staff will direct CYP to the correct area and monitor 2.Children are warned and safety briefed not eat anything they find in the woodland, field or whilst on walks locally, without checking with staff. 3.Staff ensure everyone washes their hands before consuming any food or drink. 4.Children are warned to avoid putting their hands near or in their mouths without washing them. 5.First Aid training of staff and kit carried by designated staff member	1	2	2
Welfare	Toilet facilities	1.CYP -Attendees' Staff	1.risk of urination or defecation with clothes on leading to physical hygiene concerns and emotional distress				1.Should more than one child need to use the toilet whilst outside of the hall, to ensure that recommended Staff/CYP ratios are kept – and a toilet train with others can use the toilets 2.Members of team and children to use facilities before going outside. 3.Children and adults reassured that toilet breaks are natural and to listen to bodies.			

Normal activities	General activities	1.CYP -Attendees'	2.Minor physical trauma or distress not requiring professional medical intervention	2	2	4	1.Children are reminded to take care during periods of play 2.Children are supported using safe and effective methods of bushcraft as part of their Outdoor Learning by a trained Forest School Mentor. 3.Site specific risk assessment completed for site by Henfield Hall committee and WPC– including Fire Procedures to be obtained by The Edventure Project. 4.Exploration of outdoor site including Newman Playing Field, surrounding woods, Bitterwell Lake and carpark with all children and helpers to identify any hazardous areas and highlighted to all, before use 5.Participants have clearly identified boundaries which will be adhered to for the duration of the session 6.Any relevant allergies, including to natural materials, to be declared on consent/registration form and Staff are advised of CYP -Attendees' they are overseeing allergies and remedial action required. 7.Equipment is made in a bright colour (e.g. blue) so it stands out in the outdoor environment, or hazard tape attached to guy ropes to ensure they are visible. 8.Participants, practitioners and helpers are required to wear practical clothing	2	1	2

							and footwear at all times during woodland learning sessions 9.Bodies of water are clearly marked with fencing and appropriate enhanced level of supervision are required for all activities taking place near water e.g. when playing near the boundary with Bitterwell Lake. 10.When children are playing games with blindfolds, they are paired up with a sighted partner to avoid slips, trips and collisions 11.First Aid training and kit carried by designated staff member 12.Dynamic RA to be carried out by staff where needed.			
	Bullying	1.CYP -Attendees'	1.Significant physical harm or verbal abuse or mental harm	3	3	9	1.Respect and caring for others is central to Edventure's ethos and all of its activities 2.Staff are trained to recognise signs of bullying through continuous Safeguarding Training 3.CYP -Attendees' encouraged to report bully of themselves or others 4.Staff to keep updated records of any incidents. 5.Liasion with The Dragonfly Project CiC and Bullywatch Lead – Julie Oakley	1	2	2
	Slips, trips and falls	1.CYP -Attendees'	1.Significant physical trauma not requiring professional medical intervention	4	3	12	1.First aid trained staff immediately available, with appropriate first aid equipment	2	1	2

							2.Staff oversee activities to ensure dangerous activities are dynamically assessed and curtailed if required 3.Sessions emphasise the need for CYP - Attendees' to look after their own and others' safety 4.Staff and CYP are required to wear appropriate footwear to minimise the risk of slipping or tripping. 5.CYP are given clear boundaries as to the area they can access and things they may/may not do e.g. no tree climbing.. 6.Trails and paths are routinely monitored for obstacles or potential dangers such as falling branches. 7.Practitioners test strength of branches before children climb trees and limit the height to which CYP are allowed to climb (refer to insurance)			
	Insect bites and stings	1.CYP -Attendees	1.Significant physical trauma - potentially allergic reaction - and distress not requiring professional medical intervention	3	2	6	1.Parents are advised to apply their own insect repellent to their child at their own risk. 2.All staff are advised of any known allergies of attending children. 3.First Aid training and kit carried by designated staff member		1	2
	Materials used for building shelters, dens and other structures	1.CYP -Attendees'	1.Significant physical trauma - crush injuries, cuts, splinters etc. - and distress not requiring professional medical intervention	2	3	6	1.First aid trained staff immediately available, with appropriate first aid equipment 2.Staff oversee activities to ensure safe practices (e.g. knots) are used and dangerous practices are prevented.	1	3	3

							3.Lessons emphasise the need for CYP to look after their own and others' safety 4.Rope is made in a bright colour (e.g. blue) so it stands out in the woodland environment, or hazard tape attached to guy ropes to ensure they are visible. 5.All participants, helpers and practitioners are involved in setting up shelters at "camp" so are aware of their location. 6.Most shelters and dens comprise lightweight tarpaulins branches etc. 7.If high winds occur and shelters look unstable, dynamic RA carried and they will be taken down or the session terminated 8.All equipment checked prior to use and removed should it be damaged.			
	Tools e.g. gardening tools, hammers, screwdrivers, whittling knives	1.CYP - attendees	1.Significant cuts, crush and pinch injuries, muscular strains not requiring professional medical intervention	3	3	6	1.First aid trained staff immediately available, with appropriate first aid equipment 2.Lessons emphasise the need for CYP to look after their own and others' safety 3.Staff oversee activities to ensure safe practices and that CYP are instructed in and, in fact, do use tools strictly in accordance with manufacturers' instructions dangerous practices are prevented. 4.Recommended Staff/CYP ratios are maintained.	2	1	2

							5.Staff ensure that tools and other equipment including PPE is maintained and working properly. 6.Regular Staff training including Forest Skills/Outdoor Teaching/Tool Handling			
Off-site activities	All vehicular moment areas including car park	1.CYP – attendees	1.Significant physical trauma	2	4	8	1.Recommended Staff/CYP ratios will be maintained. 2.When walking through the car park and along the road, younger children aged 5-8years will be formed into a "crocodile" headed and tailed by a Staff members; wearing Hi viz tabards if on roads (not applicable in car park). 3.Younger children will be required to hold hands in pairs. 4.Children taught about safety and wellbeing e.g. road safety. 5.Parents are aware of location for drop off and pick up and encouraged to drive slowly at these times. 6.Special Educational Needs and Disabilities needs to be within Individual Aspiration Plan so needs are catered for e.g. 1:1 if needed.	1	2	2
	Members of Public on Public Playing Field or in Public Area	1.CYP – attendees 2. Staff	1.Significant physical trauma and distress not requiring professional medical intervention	2	2	4	1.Children will be made aware of public access to the field and given guidelines and guidance on behaviour. Respect expected on both sides as we want our Project to be part of the wider community. 2.Should a member of the public become antisocial, children to be moved into the building.	1	2	2

							3.Police to be called if necessary. 4.Parents will be made aware that public are entitled to use the space alongside our group. 5.Recommended Staff/CYP ratios will be maintained. 6.Emergency Procedure to return to the building to be activated.			
	Animals including dogs on playing field or in public area	1.CYP – attendees 2.Staff	1.Significant distress or bite injuries	3	3	9	1.Staff are required to watch for potentially dangerous or out of control dogs (or horses for example) entering the field and, if requests for the owner to resume control of the dog(s), to terminate activities move the CYP into the building 2.Staff are aware of CYP allergy or fear of dogs through their Individual Aspirations Plans 3.Staff may call the Local Dog Warden (01454 868 009) for advice or, if necessary, the Police. 4.CYP are instructed about safety around dogs and not to approach or stroke them.	1	3	3
	Rubbish e.g. broken glass, metal cans, animal faeces.	1.CYP - attendees	1.Significant but not serious physical injury or illness	3	2	6	1.Daily walk around and litter pick before arrival time by allocated. 2.Request land owner or those with responsibility to ensure enough bins and signage is in situ 3.Play equipment checked by allocated staff member and any issues to be raised with local parish council	1	2	2

							4. Due to unsafe waste including old railway carriages, metal bars and car parts, the woodland area at the back of the playing field is out of bounds.			
	Open water including Bitterwell Lake	1.CYP - attendees	1.Significant physical trauma and distress including drowning in shallow water, not requiring professional medical intervention	3	3	8	1.Safety talk and site boundaries are communicated to adults and CYP hopefully in collaboration with Paul Isaccs at Bitterwell Lake 2.Clear signage in place to warn of Open Water or ribbons/flags to highlight the areas to the CYP when using the area 3.First Aid trained staff immediately available and with appropriate first aid kit 4.High ratios of staff to children in line with the NSPCC guidance 5.Awareness of buoyancy devices at location, distance to retrieve and guidance read on how to use 6.Robust Lost Child Procedure.			