

# Butchers Coppice Risk Assessment Document

## High Ropes (all elements including Zip Wire and Powerfan)

### FIRE

In the event of a fire you should raise the alarm, get out, stay out and call the fire brigade.  
Please ensure all of your group are aware of the fire evacuation procedures.  
The fire assembly point for the whole site is at the flagpole in the centre of the field.  
Only use fire fighting equipment to aid your escape - do not attempt to extinguish the fire.

### FIRST AID

Each group is responsible for making their own first aid arrangements - appointing someone to co-ordinate first aid and holding an appropriate first aid kit.  
A first aid kit is available in the site office during office hours and site instructors usually carry activity first aid kits.  
All incidents which specifically relate to the campsite must be reported to site staff at the earliest opportunity.

### GENERAL HEALTH & SAFETY INFORMATION

Please familiarise yourself with the content of our information leaflet 'essential information during your stay', which is available from the site office.  
Ensure your group are aware of the 'rules for kids' and 'rules for adults', which can be found in this leaflet.  
Any person found to be in contravention of site rules or causing a nuisance or danger to other visitors will be asked to leave immediately.

### OUR POLICY

Our Child Protection Policy, Equal Opportunities Policy and Health & Safety Policy can be downloaded from our website.

### KEY TO RISK RATINGS

IMPACT: 1 - LOW/MINOR, 2 - MEDIUM, 3 - HIGH/EXTREME  
LIKELIHOOD: 1 - UNLIKELY TO HAPPEN, 2 - COULD HAPPEN, 3 - LIKELY TO HAPPEN

|       |            |
|-------|------------|
| RISK: | 1-2 LOW    |
|       | 3-5 MEDIUM |
|       | 6-9 HIGH   |

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## High Ropes (all elements including Zip Wire and Powerfan)

RISK ASSESSMENT REFERENCE: RA/Act/High Ropes  
 MOST RECENT REVIEW: 19-Feb-22  
 MINIMUM STAFFING REQUIRED: 1 Instructor and 1 other adult (to be supplied by the participating group)  
 (2 Instructors and 1 other adult (to be supplied by the participating group) for Zip Wire)  
 QUALIFICATIONS REQUIRED: Butchers Coppice, ERCA, RCD or Vertex High Ropes Authorisation including rescues  
 MAX NUMBER OF PARTICIPANTS: 15 per element  
 PREPARED/REVIEWED BY: Charlie Pike, Operations Team

| ACTIVITY          | HAZARD<br>WHO IS AFFECTED   | CONTROL MEASURES   | RISK AFTER<br>CONTROL MEASURES<br>IMPACT x LIKELIHOOD = RISK | MONITORED<br>BY            |
|-------------------|---|--|--|----------------------------|
| <b>HIGH ROPES</b> | <b>FALLING FROM HEIGHT DUE TO INCORRECT USE OF EQUIPMENT</b><br>participants      | regularly inspected correctly fitting equipment is used - only instructors are to lower participants to the ground - instructors to carry out a pre-climbing harness check - instructors to monitor belayers ensuring that slack is not left in the system - a maximum of 4 persons to be at height per instructor | 3 x 1 = 3<br><b>MEDIUM RISK</b>                              | instructors and site staff |
|                   | <b>ABRASIONS/MINOR INJURY</b><br>participants, instructors and inspectors         | instructors check for loose jewellery and ensure long hair is tied back - safety briefing given before activity commences - first aid kit to be available in the high ropes area during operation, work and inspection - gloves to be made available to participants passing up crates                             | 1 x 1 = 1<br><b>LOW RISK</b>                                 | instructors and site staff |
|                   | <b>EQUIPMENT FAILURE</b><br>participants, instructors and inspectors              | all equipment complies with industry standards and carries the relevant CE marks - equipment use is logged and equipment is checked for damage and destroyed if suspicious - equipment inspected in accordance with manufacturers recommendations  | 3 x 1 = 3<br><b>MEDIUM RISK</b>                              | instructors and site staff |
|                   | <b>TRIPPING</b><br>All persons entering high ropes area                           | instructors check for correctly fitting suitable footwear - groups to be advised of the presence of anchor points - site to be kept tidy and clear of clutter  | 2 x 1 = 2<br><b>LOW RISK</b>                                 | instructors and site staff |
|                   | <b>IMPACT FROM FALLING DEBRIS</b><br>all persons entering or using the high ropes | safety helmets are to be worn at all times by all persons entering the high ropes area - participants to be told to empty pockets prior to commencing the activity   | 1 x 1 = 1<br><b>LOW RISK</b>                                 | instructors and site staff |

|                                   |  |   |                                 |                            |
|-----------------------------------|--|---|---------------------------------|----------------------------|
| <b>HIGH ROPES<br/>(continued)</b> | <b>HORSEPLAY</b><br>participants   | participants are monitored by instructors and the supervising adult (provided by the group) - unruly participants are immediately asked to leave the high ropes area  | 2 x 1 = 2<br><b>LOW RISK</b>    | instructors and site staff |
|                                   | <b>ADVERSE WEATHER</b><br>instructors, inspectors and participants   | weather reports monitored - activity stopped in severe weather conditions - inspections and maintenance not to take place in severe conditions  | 3 x 1 = 3<br><b>MEDIUM RISK</b> | instructors and site staff |
|                                   | <b>IMPACT FROM FALLING CRATES</b><br>all persons close to the crate stacking area.                         | safety helmets are to be worn at all times by persons entering or using the high ropes - only the person(s) passing up crates are to be in the fall zone - belayers to be advised of the risk of falling crates and to remain observant               | 1 x 2 = 2<br><b>LOW RISK</b>    | instructors and site staff |
|                                   | <b>PARTICIPANTS COLLIDING AT HEIGHT</b><br>participants  | participants briefed of the potential for colliding - participants to dismount from the apparatus in a controlled manner  | 2 x 1 = 2<br><b>LOW RISK</b>    | instructors                |
|                                   | <b>EMOTIONAL INJURY</b><br>participants  | all instructors will adhere to the "challenge by choice" philosophy - all instructors trained in soft skills  | 2 x 1 = 2<br><b>LOW RISK</b>    | instructors and site staff |
|                                   | <b>HUMAN ERROR BY INSTRUCTOR</b><br>instructors, inspectors and participants                               | instructors are assessed by an independent ERCA assessor - instructors will be monitored on a regular basis - recurrent training will be provided   | 2 x 1 = 2<br><b>LOW RISK</b>    | instructors and site staff |
|                                   | <b>UNSUPERVISED USE</b><br>all persons entering or using the high ropes complex without proper supervision | area fenced and locked while not in use - warning signs provided - lower parts of the Jacobs Ladder and Gladiator Challenge to be removed whenever the site cannot be secured   | 3 x 1 = 3<br><b>MEDIUM RISK</b> | instructors and site staff |
|                                   | <b>FALLING FROM HEIGHT WHILST ACCESSING</b><br>instructors and inspectors                                  | only qualified instructors trained to work at height are allowed to access - correctly fitting PPE to be used whilst accessing - a second qualified instructor must be present during accessing to monitor the person and assist the person at height | 3 x 1 = 3<br><b>MEDIUM RISK</b> | instructors and site staff |
|                                   | <b>FALLING FROM HEIGHT WHILST USING POWERFAN</b><br>participants   | participants are only to be connected to the Powerfan Drope at ground level - Triple Action Karabiners used to make it difficult for participants to remove Drope - instructor to monitor ascent to ensure Drope is recoiling correctly               | 1 x 2 = 2<br><b>LOW RISK</b>    | instructors                |

|                                   |  |  |                                  |                            |
|-----------------------------------|--|--|----------------------------------|----------------------------|
| <b>HIGH ROPES<br/>(continued)</b> | <b>MECHANICAL FAILURE<br/>OF POWERFAN</b><br>instructors, inspectors<br>and participants | Powerfan serviced by manufacturer at recommended intervals - usage logged to ensure that service intervals are not exceeded - system is designed so that minimal components are safety critical - safety critical components inspected daily before use                                  | <b>3 x 1 = 3<br/>MEDIUM RISK</b> | instructors and site staff |
|                                   | <b>FALLING FROM<br/>HEIGHT WHILST<br/>USING ZIP WIRE</b><br>participants                 | Instructors to visually check participant in connected to ALF line prior to allowing the person to climb - instructors to connect participants to black lanyard prior to disconnecting ALF line - a second lanyard to be used whilst participant is being tied in to the Zip Wire system | <b>3 x 1 = 3<br/>MEDIUM RISK</b> | instructors                |
|                                   | <b>PARTICIPANTS HITTING<br/>A VEHICLE WHILST<br/>USING ZIP WIRE</b><br>participants      | field entrance normally closed when the Zip Wire is in use - signs placed at the field entrance to warn drivers of overhead hazard - cones placed around the lowest point in the Zip Wire - 2 instructors check area is clear prior to participant being released                        | <b>1 x 2 = 2<br/>LOW RISK</b>    | instructors                |