

# Butchers Coppice Risk Assessment Document

## Orienteering & the Picture Treasure Hunt

### 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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RISK ASSESSMENT REFERENCE: RA/Act/Orienteering  
MOST RECENT REVIEW: 19-Feb-22  
MINIMUM STAFFING REQUIRED: 1 adult (to be supplied by the participating group)  
QUALIFICATIONS REQUIRED: none  
MAX NUMBER OF PARTICIPANTS: none  
PREPARED/REVIEWED BY: Charlie Pike, District Operations Team

ACTIVITY	HAZARD WHO IS AFFECTED	CONTROL MEASURES	RISK AFTER CONTROL MEASURES <small>IMPACT x LIKELIHOOD = RISK</small>	MONITORED BY
ORIENTEERING	<b>UNEVEN SURFACES</b> participants	participants are encouraged not to run - out of bounds areas are published in 'rules for kids'	1 x 1 = 1 <b>LOW RISK</b>	site staff supervising adult
	<b>VEHICLES</b> participants	10mph speed limit on whole site - vehicle movements restricted	3 x 1 = 3 <b>MEDIUM RISK</b>	site staff supervising adult
	<b>DISORIENTATION</b> participants	participants are encouraged to stay in small groups - adult supervision is recommended	2 x 1 = 2 <b>LOW RISK</b>	site staff supervising adult