


<b>Hautbois Activity Centre Risk Assessment</b>			
BUSHCRAFT			
Assessment Code: RA-BUS20	SOP Code: SOP-BUS20	Lesson Plan Code: LP-BUS20	
Review Date: September 2020	Assessor: Abbie Stewardson	Tech Advisor: Rory Howard	

**Description:** Bushcraft teaches participants how to safely build and light a small fire as well as exploring different crafts such as paracords and nettle tea. Ratio of 1:16


SR= Severity Rating; 5 (Catastrophic) 4 (Major) 3 (Moderate) 2 (Minor) 1 (None)

LH=Likelihood Rating 5 (Almost certain) 4 (Likely) 3 (Possible) 2 (Unlikely) 1 (Insignificant)

RR= Risk Rating; A (Acceptable Risk) RR (Residual Risk remains despite controls- 'occupational hazard') U (Unacceptable Risk, action to be taken immediately)

Significant Hazard	Persons at Risk	How	Controls	Severity	Likelihood	Risk Rating
Steep Banks & Terrain	Participants, Leaders & Instructors	Falling over roots, etc sliding on steep banks and slipping on wet surfaces Slips, Trips and Falls	Clients to do an area walk to highlight boundary and out of bounds areas decided by the leader/instructor in charge. Leaders to supervise and be vigilant over boundary areas. Other environmental hazards to be highlighted to participants: Stinging nettles, rabbit holes etc. Participants to wear closed toe shoes.	2	2	A
Environmental Hazards	Participants, leaders & Instructors	Bites and Stings, contamination through dirt etc	Participants instructed to wash their hands after session. Leaders to make group aware of potential stings for those with allergies and precautions taken by the participants; carry EpiPen's etc as required. First Aid kit to be carried to treat small injuries. Hautbois staff to manage pest control on site as part of the general risk assessment and site care.	3	2	RR
Burns & Scalds	Participants, Leaders & Instructors	Falling in fires made, injury when lighting to hands, flash burns etc.	All fires built in designated Fire Circles; boundaries made clear by instructor/leader. All participants to sit or kneel around fires. Participants are supervised at all times and fire size is controlled. Only one person at a time to add fuel to the fire, under supervision of Instructor. First Aid Kit carried on session. Fire Bucket on site for use in an emergency. All participants to tie long hair back and tuck any loose clothing.	3	2	RR
Bumps, Cuts & Bruises	Participants	Carelessness with supplies or when building fires.	Participants to be supervised at all times. Safety briefing to be delivered to all groups prior to start to highlight appropriate behaviours.	2	2	A
Equipment Misuse	Participants	Misuse of fire lighting equipment or during crafts.	Participants to be supervised at all times. Instruction and guidance packs provided to all self-led groups.	2	1	A

This Risk Assessment should work in conjunction with the generic risk assessment (RA-GEN20) and relevant activity's Safe Operating Procedure (SOP-).

<b>Hautbois Activity Centre Safe Operating Procedure</b>			
Bushcraft SOP-BUS20			
Location: 3D Map ref. - F	RA-BUS20	LP-BUS20	
<b>Review Date: September 2020</b>			
<b>Must be used in conjunction with Generic Safe Operating Procedure (SOP-GEN20)</b>			

**Qualifications Required: (Instructors must be at least 18 years of ages)**

- Valid First Aid Certificate - minimum 1 day
- In house training provided by Activities Manager

**Activity Area:**

- Make sure the area is clear of debris and areas that are out of bounds are marked before the session.
- The fire pit should be cleared of any previous fire and items burnt removed.
- Area around fire should be swept to prevent any fire from spreading
- In poor weather check area for any dead wood overhead that could fall into area during the session.

**Equipment:** Visual checks of all equipment must be done before each session.

- Ensure that there is supply of kindling and large pieces of dry wood for the next fire at the end of every session.
- Check for:
  - Fire lighting kit - matches, fire strikers, Vaseline, cotton wool and fire bows
  - Burns kit
  - Cooking kit - billy can, tripod, ladle and cups
  - Keychain kit - keyrings, paracord and instruction manual
- Water container to be filled before the session and emptied at the end of every day.

**Session Management**

- All instructors must ensure that the session is run in an appropriate, safe and enjoyable manner.
- Explain the aim of the session and how it will work.
- Safety briefing to include:
  - a. Fire safety
  - b. Importance of walking when around the fire
  - c. Areas that are out of bounds- being aware of Archery sessions that could be going on.
  - d. Wood should only be collected from the ground and not pulled from the living trees.
- All participants must be briefed on how to construct their fires providing a few different examples.
- Construction of a tripod needs to be explained and demonstrated
- The group can take part in a number of other bush craft skills such as using a fire bow and making a paracord keychain.
- Only the instructor can handle the billy can
- All food stuffs made should be checked by an instructor before being consumed
- All group fires must be put out and cleared at the end of each session
- All equipment back in the box and returned to the storage facilities.
- If more than one session is taking place that day, the fire should be left in a controlled manor
- Wood pile should always be refilled at the end of a session.
- All accidents and 'near misses' must be reported to the Duty Manager as soon as possible.
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In the event of an emergency Instructors to follow the Staff accident and incident emergency procedure located in the first aid kit.