



TRAVELBOUND GENERIC ACTIVITY RISK ASSESSMENTS



Archery

Date: 10th September 2025

Name of person(s) conducting risk assessment: Matt Smith

Position: Compliance & Operations Manager (JCA)

Site: Chateau Du Molay

Background Information

Definition:

Archery takes place on an outdoor range. All are laid out to established GB Archery principles with defined shooting and spectator areas, waiting lines and target lines. Each range has two targets and participants will use bows and arrows appropriate to their size and strength. Progressive improvement will be encouraged through supervision and coaching by the Activity Leader.

Technical Advice:

Internal Technical advice is available from GB Archery qualified staff onsite. External Technical advice is available from GB Archery and Archery Trainer.

Supervision Ratios: 1:15

1 Activity Leader to 6 active participants (maximum of 2 shooters per boss) with one additional supervising adult

Qualifications/Training:

Activity Leader trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Unauthorised use or access to Arrows	All	All arrows kept locked in secure location when not in use. Arrows only carried by Activity Leaders from the stores to the Archery range. Arrows kept in enclosed Quiver case when being carried to the range and Activity Leader maintains possession of quiver throughout the session. If any arrows are "lost" during a session the Activity Leader must organise a thorough arrow search before leaving the activity base. All arrows must be accounted for and never left unattended in the activity area.
Unauthorised access to range when in use	All	Activity Leader to closely observe that the range entrance points and sides are clear when participants shooting to avoid accidental entry by non-participants. Activity Leader to explain the 'STOP' command to participants as part of the safety briefing.
Arrows rebounding from targets or when the arrow strikes the boss frame causing injury.	PAR, STA, GL	Archery range laid out to ensure spacing of waiting line, shooting line, target line and any overshoot areas conform to specified 'GB Archery' standards. Archery bosses securely placed using additional anchors as necessary.

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
		Suitable barrier fencing or netting provided on ranges that do not have an adequate over-shoot area to the rear or sides of the target line.
Arrows being shot by inexperienced participants during session.	ALL	<p>Activity Leader vigilance at all times of the shooting group and participants in waiting area and areas around the Archery range.</p> <p>Safety information stated in the brief and reinforced throughout the session.</p> <p>Safety command explained and reinforced throughout the Session – “fast” or “stop” to be used.</p> <p>No one to move forward of the shooting line until told to do so.</p> <p>No one to load their bow until they are standing in the correct Archery stance.</p> <p>Activity Leader to ensure participants are aiming down the range before given instructions to shoot.</p> <p>Once a participant has shot all three arrows, they are to await further instructions before collecting arrows.</p> <p>No one is to distract a person when they are in the act of loading an arrow or shooting.</p> <p>No one to collect arrows until the command “Collect Your Arrows”.</p> <p>Activity Leader to ensure collection of arrows takes place only when it is safe to do so, and clear instructions are given of when and how to collect arrows prior to the group shooting their arrows.</p> <p>Activity Leader explains that any arrows dropped over the shooting line are left there until everyone has shot their arrows.</p> <p>Shooting must not recommence until those collecting arrows are back behind the waiting line and the new participants are positioned correctly on the shooting line.</p> <p>Access points to the archery range marked with clear warning notices whose design and wording conform to specified ‘GB Archery’ standards. Archery range set out as per GB Archery guidelines.</p> <p>Session to be cancelled during strong winds to avoid arrows being blown off target.</p>
Running into an arrow	PAR	<p>When moving around the shooting area participants are not allowed to run at any time.</p> <p>Participants are shown how to retrieve arrows and told always to approach the targets from the side or between never straight on.</p> <p>Staff vigilance throughout.</p>
Hit by falling Bosses	PAR, ST, GL	<p>Activity Leader to carry out routine visual inspection of the bosses before use.</p> <p>Participants to place their hand on the Boss to anchor the target prior to pulling out the arrow.</p> <p>Difficult to reach or deeply embedded arrows to be withdrawn by staff only.</p> <p>Staff to be present at the target when arrows are being withdrawn.</p>
Falling onto an arrow whilst in Quiver or in ground during collection	PAR, GL, ST	<p>Participants told to walk slowly when carrying arrows and how to be vigilant of protruding arrows on the ground.</p> <p>Arrows shown to be carried with tips pointing to the ground when returning from collection.</p> <p>Staff vigilance throughout and good group control</p>
Injury from damaged or broken Archery equipment.	PAR, ST, GL	<p>All equipment visually checked by Activity Leader prior to session starting and any damaged kit removed and replaced.</p> <p>Senior Activity Leader to carry out regular checks of equipment prior to use.</p> <p>Regular checks of and maintenance of all archery equipment.</p>
Bow string hitting inner arm	PAR	Participants will wear long sleeved tops during the activity

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
		Activity Leaders will ensure arm braces are given to participants and correctly fitted before participants begin practice.
Injury to participants shooting arrows by overdrawing the bow or any Incorrect/misuse equipment.	PAR	A full demonstration of correct shooting technique is provided by the Activity Leader at the beginning of the activity. Staff vigilance throughout of correct technique by participant. Activity Leader to monitor the technique of all participants throughout the session and give appropriate coaching.
Entanglement of clothing, hair, jewellery, etc	PAR	Activity Leader to check that long hair is tied back and/or tucked away, All jewellery and neckwear is removed, large pocket items are removed and loose items of clothing are tucked in.
Adverse weather – Lightning ,High Winds, Flooding	PAR	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and Activity Leaders to be made aware. Activity cancelled as soon as Lightning and or thunder can be seen / heard in the distance. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightening and the activity recommencing. The activity to be monitored by a qualified member of staff and cancelled during high winds to prevent straying arrows.
Staff Competency Incident / injury occurring due to staff decisions/ actions.	ST	Session Observations, feedback, explanation, demonstration, and ongoing coaching are to be provided by qualified Archery Activity Leader Award staff and who are familiar with the session plan and risk assessment.

Action Plan

	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) conducting risk assessment: M Smith

Date for next review: 10th September 2027

Archery Tag

Date: 10th September 2025	
Name of person(s) conducting risk assessment: Matt Smith	Position: Compliance & Operations Manager (JCA)
Site: Chateau Du Molay	

Background Information

<p>Definition: Archery Tag is played in teams and can be played either inside or outside. The bows and arrows are especially designed for Archery Tag, with the arrows being foam tipped that can be fired at participants from the opposing team, once hit by the soft arrow they are "Tagged". To make the activity even more interesting, hide outs are used to create safe hides from which the archers can shot at the opposite team.</p> <p>Technical Advice: Internal Technical advice is available from Senior staff onsite.</p> <p>Supervision Ratios: 1:15 1 Activity Leader to 15 active participants with one additional supervising adult</p> <p>Qualifications/Training: Activity Leader trained and assessed 'in house' and is familiarised with the session plan and risk assessment.</p>

Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Manual Handling of equipment	Staff	Staff instructed in safe lifting techniques Outdoor area close to equipment store Staff will ask for assistance to help set up if required. Areas may only need to set up once and the equipment left in place if no other activity is taking place and there are no other groups using the area.
Slips trips and falls	STAFF, PAR, GL	Area selected to be free from animal holes etc. Area selected should be as flat as possible Activity only to take place in the designated area Participants briefed not to run with drawn bows Suitable footwear to be worn by children No spectators in the activity area including the safety zones Participants are briefed on the location of the anchor stakes for the inflatables

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Hit by Arrows whilst outside of the archery tag area	PAR, STAFF, GL	A Safe Zone is set out in a suitable location Staff to ensure the external safety zone is well defined Participants briefed about collecting arrows from the safety zones Children will not fire an arrow when they are in the safety zone. Signage in place to notify people area in use for Archery Tag
Injury caused by Broken equipment	PAR, STAFF	All equipment checked before the activity starts Any damaged equipment removed and not used Only equipment provided by Archery Tag Supplier can be used Arrows are checked by staff at the start and finish of each session Any arrow missing its blunt is removed from play immediately Participants will check the blunt before shooting an arrow. Any arrow with a missing or damaged blunt must not be used All Participants must wear a face mask, damaged face masks must not be used Armguards if used are fitted correctly Armguards should be used for all children that do not have long sleeved clothing Inflatables should not be used if showing signs of damage or cannot be fully inflated
Hide Out Bunkers falling over onto participants/staff.	PAR, STAFF, GL	Wooden Hide Out Bunkers are used they are monitored and if needed anchored with stakes Participants are briefed on running around the activity area and the location of the anchor stakes Anchor stakes should be positioned as such that they do not cause a trip hazard and the exposed top of the stake is covered to prevent injury. Activity Leader clearly briefs participants that they must not push the bunkers.
Misuse of bows and arrows	PAR, STAFF, GL	All children briefed on the safe use of the bows and arrows before the session starts Only bows and arrows designed for Archery Tag are used Clear instruction given on the collection of spent arrows and the safe shooting areas Any participant misusing the equipment will be reminded of the correct use, if continual misuse occurs that participant is sin binned from the game for a short period of time.

Action Plan

	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) conducting risk assessment: M Smith

Date for next review: 10th September 2027

Axe Throwing

Date: 10th September 2025	
Name of person(s) conducting risk assessment: Matt Smith	Position: Compliance & Operations Manager (JCA)
Site: Chateau Du Molay	

Background Information

Definition:

Axe throwing is a target striking sport, like archery, in which competitors throw axes at a circular target. The sport evolved from the lumberjack pastime activity of throwing axes. The target used is a circular board made of wood. Using tomahawk axes and Angel axes participants will throw them at the target.

Technical Advice:

Technical advice is available from Matt Smith JCA Compliance & Operations Manager.

Qualifications/Training:

Activity Leader trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Misuse of the equipment	PAR, GL, ST	<p>Instruction given and understood by participants before the activity takes place.</p> <p>Activity supervised at all times by trained staff. Staff to ensure that the safety rules are complied with.</p> <p>Axes kept in locked box when not in use and only throwing axes used.</p> <p>Activity Leader to be vigilant and stand near to the participants to intervene if needed.</p> <p>Axes transported by the Activity Leader and kept with them when not in use</p>
Hit by an axe	PAR, GL, ST	<p>Participants to wear suitable footwear so the full foot is covered (no flipflops, crocs, sandals)</p> <p>Throwing line is clearly visible and at a set distance away from target in accordance with guidelines.</p> <p>Targets are at a set distance apart in accordance with guidelines.</p> <p>Targets checked regularly and soaked on a regular basis prior to use.</p>

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
		<p>All spectators and non-throwing participants to stand in the safety area that is at least 5m to the 2 or 10 o'clock position behind the throwing line.</p> <p>Activity leader demonstrates the correct throwing technique.</p> <p>One target to be used at a time per participant.</p> <p>Activity leader stands at the side of a thrower and not directly behind them.</p> <p>Tomahawk Axes to be checked prior, during and after use to ensure the axe heads are secure.</p> <p>Axes are retrieved once all participants have thrown them and the Activity Leader instructs them to collect.</p>
Horseplay	PAR, GL, ST	<p>A maximum of four participants throwing at a time with Activity Leader standing near the throwing line to supervise.</p> <p>Anyone under the influence of alcohol or suspected to be under the influence will be prevented from participating.</p> <p>If horseplay is observed during the session, the activity leader will stop the session and speak to the individuals and accompanying group leader. It may result in them being stopped from participating.</p>
Equipment failure	PAR, GL, ST	All equipment to be inspected before setting up. Targets, Stands, Angel Axes and tomahawks.
Unauthorised entry into the activity area	PAR, GL, ST	<p>Activity area clearly marked when in use.</p> <p>Waiting area is clearly marked.</p> <p>Groups warned of hazards.</p> <p>Visual checks of area and Activity Leader remains vigilant of group and other guests onsite that may encroach on the activity area.</p>
Target falling and hitting people retrieving axes	PAR, GL, ST	<p>Correct method of retrieving Axes demonstrated and monitored throughout session.</p> <p>Remove axes from Target before picking axes up from the floor.</p> <p>Always one hand on top holding the target before pulling out an axe.</p>
Injuries such as cuts from sharp edges or poorly maintained axes.	PAR, GL, ST	<p>Maintain axes regularly and monitor damage.</p> <p>Participants to be shown the correct method of holding, throwing, and retrieving axes from the target.</p> <p>Participants warned of potential risk before session begins.</p> <p>First aid kit available in close proximity to activity area.</p>

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
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Signature of person(s) conducting risk assessment: M Smith

Date for next review: 10th September 2027

Campfire

Date: 10th September 2025	
Name of person(s) conducting risk assessment: Matt Smith	Position: Compliance & Operations Manager (JCA)
Site: Chateau Du Molay	

Background Information

<p>Definition: An enjoyable ‘classic’ evening session where groups can come together, sing songs and play games.</p> <p>Technical Advice: Technical advice is available from Matt Smith JCA Compliance & Operations Manager.</p> <p>Qualifications/Training: Activity Leader trained and assessed ‘in house’ and is familiarised with the session plan and risk assessment.</p>
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Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Participants knocking into one and other.	PAR, GL, ST	Activity Leader vigilance and games and songs that are played at campfire are suitable so that there is not too much physical movement around the fire.
Burns from fire and other hot objects	PAR, GL, ST	Group control, Danger zone indicated, Safety briefing, Activity Leader vigilance, Only Activity Leaders allowed near fire.
Sparks - grass fires	PAR, GL, ST	Water/Sand buckets nearby. Activity Leaders to be vigilant throughout the session.
Sandstone/flints exploding in the fire	PAR, GL, ST	Check fire pit prior to fire being made.
Tripping/Twisting of ankles in the dark	PAR, GL, ST	Safety brief, Group control, no running, Use torches where available, Encouraged group communication.
Environmental conditions	ALL	Note of evening’s weather taken and group told to dress appropriately.
Splinters from wooden seating	ALL	Seating checked prior to session and any splinters removed or seat taken away to be maintained

Action Plan

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1					
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Signature of person(s) conducting risk assessment: M Smith

Date for next review: 10th September 2027

Circus Skills

Date: 10th September 2025	
Name of person(s) conducting risk assessment: Matt Smith	Position: Compliance & Operations Manager (JCA)
Site: Chateau Du Molay	

Background Information

<p>Definition: A session where participants can learn new exciting skills, such as juggling and plate spinning.</p> <p>Technical Advice: Technical advice is available from Matt Smith JCA Compliance & Operations Manager.</p> <p>Qualifications/Training: Activity Leader trained and assessed 'in house' and is familiarised with the session plan and risk assessment.</p>

Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Falling/Tripping.	PAR, GL, ST	Clear flat safe area to be used, Group Control.
Collisions with participants/objects.	ALL	Detailed safety briefing, full instructions given, large activity area, group control maintained,
Hair, clothing or jewellery entangled in equipment.	PAR, GL, ST	Detailed safety briefing, full instructions given, large activity area, group control maintained, activity cancelled in high winds. Make sure hair is tied back before session is started.
Injury from Misuse or unsupervised use.	ALL	Activity Leader maintains group control, clear instructions are given and stop command is clear, Activity Leader packs equipment away in secure store.
Injury from falling off slack line.	PAR, GL	Full safety brief regarding crossing the line. Only one person on the slack line at one time. Participants to be spotted on either side. Slack line no more than 2 feet off the floor. Activity area, potential landing area free from all hazards.
Falling trees/branches	PAR, GL	Slack line to be securely tied to an object able to hold participants' weight.

Action Plan

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Signature of person(s) conducting risk assessment: M Smith

Date for next review: 10th September 2027

Disco

Date: 10th September 2025	
Name of person(s) conducting risk assessment: Matt Smith	Position: Compliance & Operations Manager (JCA)
Site: Chateau Du Molay	

Background Information

<p>Definition: A disco that can be mixed schools.</p> <p>Technical Advice: Technical advice is available from Matt Smith JCA Compliance & Operations Manager.</p> <p>Qualifications/Training: Activity Leader trained and assessed 'in house' and is familiarised with the session plan and risk assessment.</p>

Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Slipping on wet floor	ALL	No drinks on dance floor. Footwear to be worn at all times.
Being hit while dancing	PAR, GL, ST	Group control.
Jumping on/off stage	PAR, GL, ST	No one on the stage.
Passing out due to heat/ excitement/exhaustion	PAR	Close supervision, Water always available.
Dehydration	PAR, GL, ST	Water always available.
Conflict between individuals from different groups	PAR	Activity Leader vigilance.
Electrocution from equipment	PAR, GL, ST	Keep Group Leaders and participants away from the equipment, No water/drinks near the equipment.
Epileptic seizure brought on by lighting	PAR, GL, ST	No strobe lighting used, Activity Leader vigilance, Medical information checked.
Electrocution when setting up the equipment	ST	All equipment is PAT tested and only trained staff to set up equipment

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
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Signature of person(s) conducting risk assessment: M Smith

Date for next review: 10th September 2027

Egg Protector

Date: 10th September 2025

Name of person(s) conducting risk assessment: Matt Smith

Position: Compliance & Operations Manager (JCA)

Site: Chateau Du Molay

Background Information

Definition:

A team activity, where the object is to build a suitable protection device for an egg.

Technical Advice:

Technical advice is available from Matt Smith JCA Compliance & Operations Manager.

Qualifications/Training:

Activity Leader trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Slipping on wet floor	ALL	Any fluids spilled cleaned up immediately.
Allergic reaction to eggs/water balloons	PAR, GL, ST	Dietary and medical information checked before the session. Eggs substituted for water balloons if someone has an allergy.
Participants rushing at Activity Leaders or group leaders during the games.	PAR, GL, ST	Activity Leader vigilance and group control.
Client passing out due to heat/excitement/exhaustion	PAR, GL, ST	Close supervision, Water always available.
Hit by flying objects and/or other equipment	ALL	Activity Leader vigilance, Controlled environment. Clear boundaries are set and Activity Leader is constantly aware of participants locations

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) conducting risk assessment: M Smith

Date for next review: 10th September 2027

Frisbee Golf

Date: 10th September 2025		
Name of person(s) conducting risk assessment: Matt Smith		Position: Compliance & Operations Manager (JCA)
Site: Chateau Du Molay		

Background Information

Definition:

frisbee golf, is a flying disc sport in which players throw a disc at a target; it is played using rules similar to golf. The sport is usually played on a course with 9 or 18 holes (baskets).

Technical Advice:

Technical advice is available from Matt Smith JCA Compliance & Operations Manager.

Qualifications/Training:

Activity Leader trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Strains due to improper exercise	PAR, GL, ST	Some form of basic warm-up/ demonstration of the correct way to throw the Frisbee is carried out.
Collision with objects	PAR, GL, ST	Clear activity site prior to starting activity session, Define area away from hazards such as trees/parked cars etc.
Collision with each other	PAR, GL, ST	Safety briefing, Group control, Sufficient space for game.
Injury caused by falling/tripping/slipping	PAR, GL, ST	Check area for trip hazards, Avoid slippery surfaces, Correct footwear worn according to weather conditions, Safety briefing, Group control.
Hit by Flying Frisbee's	PAR, GL, ST	Safety briefing, Group control, Sufficient space for game.
Sunstroke/Dehydration/Exhaustion	PAR, GL, ST	Regular breaks from high energy activities. Clients bring water bottles, Activity Leaders carry water, Hats/Sunscreen worn.
Injury from incorrect use of activity equipment	ALL	Participants and group leaders given full safety briefing on arrival to highlight out of bounds areas, all equipment stored appropriately, full training given to Activity Leaders to ensure correct safety briefing is given to clients.
Clients getting lost	PAR	Group Control, regular sound-offs, buddy system. All sessions take place on site. Activity Leader stays at a central point from which activity begins.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) conducting risk assessment: M Smith

Date for next review: 10th September 2027

Initiative Exercises

Including, Birthday Bench, Block Crane, Bridge Cross, Chasm Cross, Electric Maze, Fuel Carry, Holy Water, Incoming Tide, Island Hopping, Spiders Web, Toxic Waste, Towers of Hanoi,

Date: 10th September 2025	
Name of person(s) conducting risk assessment: Matt Smith	Position: Compliance & Operations Manager (JCA)
Site: Chateau Du Molay	

Background Information

Definition: Participants work in groups to overcome various challenges to test their teamwork, Initiative and communication.

Technical Advice:

Technical advice is available from Matt Smith JCA Compliance & Operations Manager.

Qualifications/Training:

Activity Leader trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Injury through misuse of activity equipment.	PAR, GL, ST	Group control and clear descriptions of activity and how to use equipment. All participants aware of their role with each piece of equipment. Staff are qualified and have been trained to use the relevant equipment for the activity they are running. All equipment inspected before use. No throwing/dropping of equipment. Stored appropriately. Out of bounds areas highlighted. Helmets warn. Guests warn to control ropes carefully. Guests do not hold rope close to guides on top of posts.
Participants dropping each other.	PAR	Safety brief, Group control, ensure participants are happy with their different roles during the activity. Helmets warn.
Collisions with each other.	PAR, GL, ST	Group control, Client communication encouraged. Participants are not placed in compromising positions which could cause harm or injury. No more than 1 or two participants on wooden planks at any one time.
Falling onto equipment.	PAR, GL, ST	Group control. Sufficient space to carry out activity. Possible landing area free of any debris. Activity area is clear, fully visible and free from obstruction and/or overgrown landscape. Out of bounds area's highlighted. Helmets warn. No Jumping.
Lifting injuries.	PAR, GL, ST	Demonstration of correct lifting techniques. Assistance from Activity Leader/teacher when necessary. Lifting techniques monitored. Wooden planks not lifted above waist height.
Slipping on damp surfaces.	PAR, GL, ST	Group control, Correct footwear worn. Participants' briefed on correct foot placement.

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Cuts/abrasions.	PAR, GL, ST	Group control, Safety awareness. Participants briefed on how to hold equipment/rope correctly and how to effectively move rope through hands. Equipment monitored and checked daily.
Slips, trips and fall.	PAR, GL, ST	All participants to wear correct footwear. Group control, description of activity communicated effectively. Participants to walk not run. Activity area free from hazards. Out of bounds areas highlighted. Activity Leaders to 'spot' participants if necessary. Possible landing areas are free from all hazards.
Splinter Injuries.	PAR, GL, ST	Equipment checked/maintained daily for damage. All jewellery removed prior to activities. Full safety briefing, Smooth wooden resources used. Gloves also available for participants moving or holding wood.
Sprains/strains.	PAR, GL, ST	Full safety briefing, activity area used flat and free from obstructions. Checked daily prior to use. Out of bounds areas highlighted. Guests do not touch structures of tasks.

Action Plan

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1					
2					

Signature of person(s) conducting risk assessment: M Smith

Date for next review: 10th September 2027

Rocket Launch

Date: 10th September 2025	
Name of person(s) conducting risk assessment: Matt Smith	Position: Compliance & Operations Manager (JCA)
Site: Chateau Du Molay	

Background Information

<p>Definition: Participants compete in a number of science-based challenges and create their own rocket.</p> <p>Technical Advice: Technical advice is available from Matt Smith JCA Compliance & Operations Manager.</p> <p>Qualifications/Training: Activity Leader trained and assessed 'in house' and is familiarised with the session plan and risk assessment.</p>
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Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Rocket hitting someone on landing	PAR, GL, ST	Correct open space used. Group vigilance.
Allergy/reaction to materials used for making	PAR, GL, ST	Check medical information, Activity Leader vigilance.
Slip/Trip/Fall when running to collect rocket	PAR, GL, ST	Activity Leader vigilance and rules set at start of the session.

Action Plan

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1					
2					

Signature of person(s) conducting risk assessment: M Smith
Date for next review: 10th September 2027

Run Around Quiz

Date: 10th September 2025	
Name of person(s) conducting risk assessment: Matt Smith	Position: Compliance & Operations Manager (JCA)
Site: Chateau Du Molay	

Background Information

<p>Definition: A quiz game where participants must run around the specific areas of the site to find out answers to questions.</p> <p>Technical Advice: Technical advice is available from Matt Smith JCA Compliance & Operations Manager.</p> <p>Qualifications/Training: Activity Leader trained and assessed 'in house' and is familiarised with the session plan and risk assessment.</p>
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Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Slips/ Trips and Falls	PAR, GL, ST	Safety briefing, Group control, Cleared flat area used.
Collisions with each other	PAR, GL, ST	Group control, Client communication encouraged.
Participants becoming separated from group.	PAR	Activity Leader vigilance and rules set at start of the session.
Hit by vehicle moving onsite	ALL	Groups are made aware of areas where they might encounter vehicles. Participants are told to use pavements on site of grassed areas to get around the site and be vigilant if they see a vehicle approaching and to move out of the way.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) conducting risk assessment: M Smith

Date for next review: 10th September 2027

Sensory Trail

Date: 10th September 2025	
Name of person(s) conducting risk assessment: Matt Smith	Position: Compliance & Operations Manager (JCA)
Site: Chateau Du Molay	

Background Information

<p>Definition: A fun session that involves blindfolding participants, playing games and eventually leading up to a custom-built trail that participants must negotiate as a team.</p> <p>Technical Advice: Technical advice is available from Matt Smith JCA Compliance & Operations Manager.</p> <p>Qualifications/Training: Activity Leader trained and assessed 'in house' and is familiarised with the session plan and risk assessment.</p>

Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Entanglement in rope	ALL	Activity Leader to maintain constant communication with the group and keep good group control.
Walking or falling into objects while blindfolded	PAR, GL	Activity Leader observing, Communication encouraged, Branches trimmed back. The Sensory Trail course must have padding on obstacles if required
Objects in eyes/facial area	PAR, GL	Clients to wear safety goggles as blindfolds. Branches trimmed back.
Twisting of ankles on uneven surfaces	PAR, GL, ST	Clients briefed to move slowly & carefully. Activity Leader vigilance.
Falling off obstacles	PAR, GL, ST	Activity Leader and group leader spotting. Supports for clients to hold onto.
Wandering off course	PAR, GL	Constant rope/guide to follow, Activity Leader vigilance and group control during session.
Collision with participants	PAR, GL, ST	Activity Leader vigilance and group control during session.
Scrapes or scratches on exposed skin	PAR, GL	Visual inspection of area prior to session, Activity Leader vigilance and group control during session. Long clothing to be worn.
Mud in eyes from dirty hands	PAR, GL	Goggles worn whilst on course, behaviour managed by Activity Leader.
Mud being ingested	PAR, GL	Activity Leader vigilance, at no point is muddy water thrown at blindfolded participants.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) conducting risk assessment: M Smith

Date for next review: 10th September 2027

Survival

Date: 10th September 2025	
Name of person(s) conducting risk assessment: Matt Smith	Position: Compliance & Operations Manager (JCA)
Site: Chateau Du Molay	

Background Information

<p>Definition: Participants work together to overcome a variety of scenarios and survival tasks. Groups will make their own Shelter, using the natural surroundings and materials available. They will also make a fire using a steel and flint.</p> <p>Technical Advice: Onsite Technical advice is available from Senior Activity Leader.</p> <p>Supervision Ratios: 1:15 1 Activity Leader to 15 active participants, with one additional supervising adult</p> <p>Qualifications/Training: Activity Leader trained and assessed 'in house' and is familiarised with the session plan and risk assessment.</p>

Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Shelter collapsing on children when inside	PAR, GL, ST	Full safety briefing, Shelter checked thoroughly by Activity Leader before allowing children inside, Group control.
Splinters from picking up wooden poles and branches etc.	PAR, GL, ST	Full safety briefing, Smooth wooden resources used Materials checked/maintained daily.
Uneven Ground leading to injury (Sprains/strains)	PAR, GL, ST	Full safety briefing, Area used is suitable for the activity and content adapted by the Activity Leader if an area is not suitable.
Hot Objects or embers (steel and Flint) causing burns	PAR, GL, ST	Fire making to be carried out in pre-made fire pits or mess tins and fires are to be kept under control and participants supervised throughout. Fire prevention available e.g. bucket of water/s and fire extinguisher.
Slips/ Trips and Falls	ALL	Correct footwear. Walk on path.
Hit by object e.g. when moving poles, wood for shelters	ALL	Activity Leader vigilance, clear rules set at start of session. Prepare wood before session.

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Branches, debris and trees falling during high winds.	ALL	Activity Leader vigilance, clear rules set at start of session. Inspection of activity area prior to start of the session. Activity stopped during high winds.
Manual Handling injuries when lifting stretcher or moving wood for shelter.	ALL	Activity Leader to demonstrate the correct lifting and moving of wood for shelters. Groups are clear as to the size of the wooden branches to move. Activity Leader demonstrates the correct way to lift the stretcher before any of the participants are to lay on it.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) carrying out risk assessment:

Date for next review: 10th September 2027

Team Challenge

Date: 10th September 2025	
Name of person(s) conducting risk assessment: Matt Smith	Position: Compliance & Operations Manager (JCA)
Site: Chateau Du Molay	

Background Information

Definition:

A mixture of problem-solving stations, where participants must work as a team to win 'artefact' pieces.

Technical Advice:

Technical advice is available from Matt Smith JCA Compliance & Operations Manager.

Qualifications/Training:

Activity Leader trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Collisions with objects	PAR, GL, ST	Area used flat and free from obstructions, Group control.
Hit by equipment	PAR, GL, ST	Safety briefing at start, Group control, Activity Leader assistance.
Rope burns to wrists	PAR, GL, ST	Safety brief, Group control.
Splinters	PAR, GL, ST	Full safety briefing, Smooth wooden resources used Materials checked and maintained daily.
Collision with each other	PAR, GL, ST	Safety briefing, Group control, Sufficient space for games.
Sprains/strains	PAR, GL, ST	Full safety briefing, Area used flat and free from obstructions, Appropriate warm up.
Cuts/abrasions	PAR, GL, ST	Full safety briefing, Smooth wooden resources used Materials checked and maintained daily.
Struck by inner tube during inner tube games	PAR, GL, ST	Activity Leader vigilance when using the inner tubes, DO NOT let the inner tube stretch too far. Valves are removed from inner tubes before use.
Allergic reaction to rubber inner tube	ALL	Medical information checked and inner tube problem removed from session if anyone has a rubber allergy

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) conducting risk assessment: M Smith

Date for next review: 10th September 2027

Wide Games

Date: 10th September 2025		
Name of person(s) conducting risk assessment: Matt Smith		Position: Compliance & Operations Manager (JCA)
Site: Chateau Du Molay		

Background Information

Definition:

A selection of games and races that take place over large areas of the Activity, the games can be tailored to be aimed at all abilities.

Technical Advice:

Technical advice is available from Matt Smith JCA Compliance & Operations Manager.

Qualifications/Training:

Activity Leader trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Collisions with objects	PAR, GL, ST	Area used flat and free from obstructions, Group control.
Hit by equipment	PAR, GL, ST	Safety briefing at start, Group control, Activity Leader assistance.
Collision with each other	PAR, GL, ST	Safety briefing, Group control, Sufficient space for games.
Sprains/strains	PAR, GL, ST	Full safety briefing, Area used flat and free from obstructions, Appropriate warm up.
Twisting ankle	PAR, GL, ST	Correct footwear worn. Group control.
Trips/ Slips and Falls	PAR, GL, ST	Group control. Group vigilance.
Hit by vehicle moving onsite	ALL	Groups are made aware of areas where they might encounter vehicles. Participants are told to use pavements on site of grassed areas to get around the site and be vigilant if they see a vehicle approaching and to move out of the way.
Clients getting lost	PAR	Group Control, regular sound-offs, buddy system. All sessions take place on site. Activity Leader stays at a central point from which activity begins.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) conducting risk assessment: M Smith

Date for next review: 10th September 2027

General risks for all activities

Date: 10th September 2025

Name of person(s) conducting risk assessment: Matt Smith

Position: Compliance & Operations Manager (JCA)

Site: Chateau Du Molay

Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Health & Welfare		
Anaphylactic shock	ALL	All Activity Leaders, participants & group leaders to carry medication as necessary, prior awareness of all serious allergies.
Anxiety Attack	ALL	Ensure everybody is comfortable with the task, all Activity Leaders cover action to take during first aid training.
Asthma attack	ALL	All participants and group leaders to carry inhalers as necessary, prior awareness of all potential triggers.
Dehydration	ALL	Participants bring water bottles to all sessions, Activity Leaders to carry additional water when offsite.
Diabetic attacks	ALL	All participants & group leaders to carry medication as necessary & dextrose tablets/sweet drinks in first aid kits when off site.
Epileptic fits	ALL	All appropriate individuals to carry medication as necessary.

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Hypothermia	ALL	Correct clothing for environment working in, appropriate equipment used for activities, observation by Activity Leader.
Insect bites/scratches/ allergies	ALL	Activity Leaders to be alert, appropriate medication for known allergies.
Slipping/tripping	ALL	Group control by Activity Leader, observation by participants and group leaders, safety check of activity area and removal of hazards.
Lightning strike	ALL	Weather conditions observed and session cancelled where necessary.
Injury from Hail and Heavy Snow	ALL	Weather conditions observed and session cancelled where necessary.
Sunburn	ALL	Activity Leaders to monitor heat conditions and effects on group, Personal sun block/hat/glasses to be worn.
Terrain		
Major land/cliff subsidence	ALL	Constant surveillance of path and cliff condition, rekey visit after prolonged and heavy rainfall.
Hit by falling tree/branch	ALL	Grounds well maintained and activities altered during high winds.
Contamination/injury from animals	ALL	If domesticated animals nearby include in safety briefing to clients, stray animals dealt with by authorised officials, Activity Leader vigilance.
Equipment		
Injury from incorrect use of activity equipment	ALL	Participants and group leaders given full safety briefing on arrival to highlight out of bounds areas, all equipment stored appropriately, full training given to Activity Leaders to ensure correct safety briefing is given to clients.
General		
Abduction by unknown adults	ALL	General observation, Activity Leaders to approach those without uniform/name badges, all group leaders are issued with name badges.
Injury by third party equipment /external contractors	ALL	Information passed on to Activity Leaders / teacher briefings and Activity Leader vigilance. Third party contractors to have own risk assessments and safety precautions/ equipment in place to ensure safe working practice for themselves and ALL on site.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) conducting risk assessment: M Smith

Date for next review: 10th September 2027

ACTIVITIES THAT ARE LED BY THE ACCOMPANYING ADULT

Frisbee Golf

Date: 10th September 2025	
Name of person(s) conducting risk assessment: Matt Smith	Position: Compliance & Operations Manager (JCA)
Site: Chateau Du Molay	

Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Strains due to improper exercise	PAR, GL	Some form of basic warm-up/ demonstration of the correct way to throw the Frisbee is carried out. We advise that anyone with any pre-existing injury that may be affected by throwing a frisbee does not participate.
Collision with objects	PAR, GL	Clear activity area prior to starting activity. It is advised that participants do not run.
Collision with each other	PAR, GL	Safety briefing cards explain rules and expectations when participating in Frisbee Golf. Sufficient space for game.
Injury caused by falling/tripping/slipping	PAR, GL	Activity area regularly checked for trip hazards. Suitable footwear worn, Safety briefing cards provided, and participants supervised by accompanying adult.
Hit by Flying Frisbee's	PAR, GL	Safety briefing card explains the rules and expectations of participants. Accompanying adults supervise children participating and ensures that they are adhering to the rules. Participants ensure that the hole they are playing is clear prior to throwing their frisbee. Participants not throwing their frisbee will stand a suitable distance behind the thrower.
Injuries caused by falling branches and/or trees	PAR, GL	Regular checks of the activity areas and trees visually checked from the ground for any signs of damage. Activity stopped if there is any damaged trees in the vicinity of where it is taking place.
Injury from incorrect use of activity equipment	ALL	Participants and accompanying adults provided with safety briefing cards explaining the rules and expectations of the activity. All equipment stored appropriately; full training given to Activity Leaders. Accompanying adults to ensure they are supervising all children and explain rules to them.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) conducting risk assessment: M Smith

Date for next review: 10th September 2027

Slackline

Date: 10th September 2025		
Name of person(s) conducting risk assessment: Matt Smith		Position: Compliance & Operations Manager (JCA)
Site: Chateau Du Molay		

Generic

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
Collision or falling into the trees that are anchoring the slackline	ALL	Participants will step off the slackline before or when they reach the marker that is on the slackline indicating the step on and step off area. The marker will be at least 1m from the tree the slackline is attached to. Children are supervised by an accompanying adult.
Injury caused by falling off slackline	ALL	Participants will use another person to steady themselves when stepping onto the Slackline and use them for support along the slackline for at least their first attempt. Participants will follow the instructions on the safety card and be supervised by an accompanying adult
Injuries caused by falling/stepping onto debris near or under slackline.	ALL	The area directly under and approximately one metre either side of the slackline is checked prior to use and cleared of any debris or hazards. The slackline is set up in an area that does not have lots of root's protruding from the ground. If there are roots within the Slackline area the accompanying adult must make the participant aware.
Injuries caused by falling branches and/or trees	ALL	Regular checks of the activity areas and trees visually checked from the ground for any signs of damage. Activity stopped if there is any damaged trees in the vicinity of where it is taking place.
Injury from incorrect use of activity equipment	ALL	Participants and accompanying adults provided with safety briefing cards explaining the rules and expectations of the activity. Slackline is set up as per manufacturers guidelines. All equipment stored appropriately; full training given to Activity Leaders. Accompanying adults to ensure they are supervising all children and explain rules to them.
Unauthorised Use	ALL	The Slackline is positioned in an area that is visible from the Chateau where staff are located. Signage in place to explain the use of the slackline and safety information is available from reception. Children are under the supervision of accompanying adults.
Failure of equipment, ratchet failing or slackline breaking.	ALL	Equipment is checked prior to use. Users of the slackline are informed that they must report any damages that they observe to member of the chateau staff.

What are the hazards?	Who might be harmed?	What are you already doing? (Control Measures)
		If the equipment is damaged it is removed from use and the slackline taken down.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					

Signature of person(s) conducting risk assessment: M Smith

Date for next review: 10th September 2027