

2023



Residential Risk Assessment 2023.1

THIS INCLUDES RISK ASSESSMENTS AND POLICIES FOR GUESTS
RESIDING ON OR OFF SITE
TONY BAKER



Normal Operating Procedures

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Policy statement

BF Adventure is proud to offer a simple very effective residential offering including tents, camping cabins, cooking and washing facilities which are in keeping with the values and ethos of BF Adventure.

Our aim is to work with our visitors and collaborate as much as possible to keep costs affordable and to encourage development in our young visitors though basic task such as house keep, bed making, recycling and washing up as well as personal health care.

We will strive to comply with all legal requirements and legislations and incorporate additional recommendation from external bodies such as Adventure Mark.

Regards

Tony Baker

Centre Manager

Updates

| Date | Update | Updated by |
|------|--------|------------|
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Risk Management

Process of documenting risk management

- All residential aspects are risk assessed by an experienced member of staff
- Staff with residential responsibilities will receive appropriate training

Information flow

- Information flow is encouraged every morning during the morning briefing; information such as new risks, environmental factors and specific hazards relevant to the expected groups can be shared
- The use of email to communicate safety notices and changes to procedures are used as required
- Notices are displayed around the site
- Visiting groups are welcomed by a Lead Instructor and made aware of the relevant aspects of this policy
- This document is available to down load from our website

Risk Assessments

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| Location | BF Adventure, Goodygrane Activity centre, Halvasso, TR16 4NG Canoe quarry | | |
| Assessed by: | Tony Baker | Date | 11/1/22 |
| Reassessed by | In 12 months from the above date | | |
| Supporting policies | Fire Risk Assessments, policy handbook, legionnaires policy, water management plan, PAT testing certificates, SFBB, | | |

| Risk Assessment | |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazards | <ul style="list-style-type: none"> • All toilet and shower facilities • Tents • Camping rooms 1 to 6 • Adventure Barn • Community kitchen • Hub kitchen • Security • Car parking • Smoking • Electrical safety • Fire safety • Water management • Safeguarding • Emergencies (absconding, missing persons) • Access (day and night) • Gas management • Weather • First aid • Classrooms • Public Camping • Waste and rubbish • Other service users • Covid 19 |

All toilet and shower facilities

| Risk | Who it effects | How is this controlled? |
|-----------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hygiene issues due to lack of cleaning leading to unpleasant area and the possibility of infections | All users | <ul style="list-style-type: none"> • Toilets cleaned daily when in use • Wash basins cleaned daily when in use • Showers cleaned daily when in use |
| Not enough showers per participants to enable users adequate access during their visit | Residential users | <ul style="list-style-type: none"> • Showers are based on 1 shower to 15 campers • BF operates 8 showers <ul style="list-style-type: none"> ○ Community Kitchen shower block x 4 ○ Upper camp site showers x 4 |

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| | | <ul style="list-style-type: none"> • which allows up to 120 people to camp at BF adventure at any one time • Additional showers can be hired in for larger events on the same ratio • For people only staying one night, then there is no need to provide a showering facility |
| Not enough toilets per participant to enable adequate access during their visit | Campers | <ul style="list-style-type: none"> • Toilets are based on 1 toilet / urinal per 10 campers • BF operates the following toilets (17 in total = 170 people): <ul style="list-style-type: none"> ○ 4 x toilets at community kitchen site facility ○ 1 x accessible toilet, community kitchen block ○ 2 x female toilets in the car park ○ 1 x male toilet in the car park ○ 2 x urinals in the car park ○ 1 x accessible toilet in the car park ○ 6 toilets in the upper campsite • Additional toilets can be hired for larger camping events |
| Poor personal hygiene after visiting the toilet leading to cross infections to other users | All users | <ul style="list-style-type: none"> • Hand washing basins with hot and cold water are located at each location • Soap is provided • Paper towels or electric dryers are provided to dry hands |
| Lack of facilities for medical waste and personal hygiene products leading to un sanitary environment | All users | <ul style="list-style-type: none"> • Regular collections are arranged through an external contractor • Bins are provided and managed by external contractor • Bins are located in in mixed toilets, female specific toilets and accessible toilets |
| Lack of adequate toilet and showering facilities to enable people with disabilities to have a hygienic experience | People with disabilities | <ul style="list-style-type: none"> • The camp site and car park have accessible toileting facilities which include: <ul style="list-style-type: none"> ○ Suitable sized door ○ Adaptions to the toilet to allow for easier access ○ Large space for manoeuvring with a wheelchair ○ Wheelchair access ○ Ceiling hoist • Campsite toilet has a shower with seat to allow for easier showering experience • The campsite toilet has a very large space to accommodate a changing table |
| Contaminated drinking water causing illness | All users | <ul style="list-style-type: none"> • All taps suitable for drinking water are clearly marked and vice versa • See water management risk assessment • Water tanks checked regularly and cleaned annually |

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| | | <ul style="list-style-type: none"> • See legionnaire policy |
| Poor lighting leading to trip injuries | All users | <ul style="list-style-type: none"> • Lights positioned at key points to enable safe navigation at nighttime • All campers asked to bring along a torch to residential visits as part of their kit list and be personally responsible for their movement |
| Mixed gender use of facilities resulting in inappropriate sexual behaviour / bullying | Campers | <ul style="list-style-type: none"> • All toilet and shower facilities (except boy urinals) are individual units with locks to provide privacy |
| Safeguarding issues such as self-harm and poor behaviour and accidents becoming worse because staff cannot access a locked toilet / shower facility | All users | <ul style="list-style-type: none"> • CK toilets only -All locks can be opened from the outside by using a screw driver / coin to provide emergency access • Identified high risk users should have individual risk assessment prior to coming away and the consideration of appropriate supervised toilet / shower use may be considered. <p>This is the responsibility of the visiting group leader and not BF Adventure.</p> |
| Access to the plant room and to cleaning chemicals, electrical machinery and heating appliances leading to electrocution, misuse of chemicals and damage to equipment. | All users | <ul style="list-style-type: none"> • Access is via coded padlock which only staff and leaders have access to • Chemicals kept in plant room are specific to cleaning and pose minimum risk • Plant room managed by trained individuals |
| Ceiling hoist failing leading to distress and possible injuries | Disabled users | <ul style="list-style-type: none"> • BF Adventure will make arrangements for the hoist to be tested to meet LOLER guidelines • Users operate this equipment at their own risk • A manual is left at the hoist as a reference for the operator |

Tents

| Risk | Who it effects | How is this controlled? |
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| Overcrowding leading to uncomfortable experiences and minor injuries | Campers | <ul style="list-style-type: none"> • Scout tents- these are 16 man tents, we will operate between 8-10 people depending on the group and the length of their stay. • 2 and 3 man tents- as per description • Vango tents are for 4-6 people maximum |
| Tents catching alight leading to burns and potentially death | Campers | <ul style="list-style-type: none"> • No smoking is allowed on site thus reducing the chance of ignition • All tents have exits places as per manufactures guidelines • Tents not over crowded as per this risk assessment • No cooking is allowed in tents (expeditions would be an exception to this and a specific risk |

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| | | <p>assessment will need to be produced to manage the risks here)</p> <ul style="list-style-type: none"> • Fire Point positioned by campsite toilet tap • Groups leaders are aware of action in the event of a fire • BF staff member sleeps on site during all group residential experiences to assist in an emergency • Space between tents should be encourage where possible to prevent fire spreading from one tent to another • Action in the event of a fire procedures are positioned at the camp site • Visiting groups will be shown this and a fire drill will be practiced for primary school children and suggested for older groups • Firefighting equipment are located around the site • Primary schools encourage to complete a fire drill on their first night of their residential stay |
| Poor pitching leading to damage to tents and a poor night's sleep | Campers | <ul style="list-style-type: none"> • Tents pitched by or supervised by BF staff • Main pitches are well established and built on purpose built stands |
| Mixed gender sleeping leading to inappropriate sexual contact | Campers | <ul style="list-style-type: none"> • BF policy is that as standard groups are separated by gender / identity when in tents. • Where group members identify as transgender or non-binary, sleeping arrangements will be discussed with them and reasonable adjustments will be made to meet their preferred options. The needs of other group members are to also be considered and taken into account by group leaders and informed consent sought as far as is appropriate should be pitched to provide leaders a good visual on campers • Additional tents can be provided to allow for realistic sleeping separations within every group size and make up • Risk assessment should be completed by the visiting group if this proposes a significant risk. These actions can include: <ul style="list-style-type: none"> ○ Campsite operations (boys one end and girls the other with leaders in the middle) ○ Waking night. This can be purchased for an additional fee where BF staff will monitor the group over night or can be set in place by the visiting group |
| Evacuation in a fire being poor and resulting in injuries or death | Campers | <ul style="list-style-type: none"> • All camp site have good Vehicle access in the event of an emergency • Campers self-managing: <ul style="list-style-type: none"> ○ BFA will provide adequate space for tents to be pitched to allow for sufficient access in an emergency |

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| | | <ul style="list-style-type: none"> ○ General Action in the case of a fire signs in place at fire points ○ BFA Fire risk assessment in place and assessed annually govern evacuation routes and meeting point ○ Campers are responsible for fire safety within their camping experience ○ Site rule including rules around fires issued to all campers ● Camping organised by BFA: <ul style="list-style-type: none"> ○ BFA will provide adequate space for tents to be pitched to allow for sufficient access in an emergency ○ General Action in the case of a fire signs in place at fire points ○ BFA Fire risk assessment in place and assessed annually govern evacuation routes and meeting point ○ Groups briefed on evacuation procedures ○ Rules around fire explained to groups ○ Group leaders are responsible for activities outside of planned activity provision ○ No cooking or smoking allowed in BFA tents ○ Participants encouraged to keep exits clear to aid evacuation ○ On call staff on site over night to assist in evacuation and roll calls in the event of a fire |
| Grass being killed by pitched the tents too long | Environment | <ul style="list-style-type: none"> ● Every effort should be made to move the tents on a weekly basis if appropriate to allow grass time to recover |

Camping Cabins 1-6

| Risk | Who it effects | How is this controlled? |
|------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overcrowding leading to discomfort and poor evacuation in an emergency | Campers | <ul style="list-style-type: none"> ● Access between bunk beds is a minimum of 1 M to allow for access ● Storage under bunk beds for personal equipment to allow for access ● Hooks for coats and spaces for boots are located in the entrance corridor to keep space in the sleeping areas clearer ● The large room has a capacity of 8 people (4 x bunk beds) ● The small has a capacity of 4 people (2 x bunk beds) ● Other areas (Adventure barn and or community kitchen) are made part of the residential |

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| | | experience to enable socialisation outside of the camping rooms |
| Bunk beds moving or falling leading to crush injuries | Campers | <ul style="list-style-type: none"> All beds are secured to the floor |
| Impacting heads on lights when using the top bunks | Campers | <ul style="list-style-type: none"> Lights used are low profile lights which are suitable and will not break if impacted (i.e. not neon strip lights) |
| People falling from top bunk resulting in minor injuries | Campers | <ul style="list-style-type: none"> Barriers in places and ladders situated to assist with this Visitors made aware and invited on a site visit and to make a risk assessment as to whether users are suitable to be using the top bunk |
| Lack of privacy resulting in safeguarding issues | Campers | <ul style="list-style-type: none"> All windows have blinds to prevent people looking in from the outside Camping rooms doors are situated and working to aid privacy BF policy is that as standard groups are separated by gender in rooms / rooms. Where group members identify as transgender or non-binary, sleeping arrangements will be discussed with them and reasonable adjustments will be made to meet their preferred options. The needs of other group members are to also be considered and taken into account by group leaders and informed consent sought as far as is appropriate. |
| Evacuation in a fire being poor and resulting in injuries or death | Campers | <ul style="list-style-type: none"> Fire sensors located in each room and entrance hallway Fire alarms in every room and hall way Evacuation plan in every room Rooms are single door entrance and exit, group to be made aware of this on arrival Rooms to be kept tidy and access is maintained throughout residential Evacuation plan explained to visiting staff on arrival, see fire management risk assessment in this policy BF has a non-smoking policy which will reduce the sources of ignition Electrical items are tested annually Fire systems are checked prior to every residential and annually by an external company |

Adventure Barn

| Risk | Who it effects | How is this controlled? |
|---------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------|
| Overcrowding leading to injuries in an evacuation | All users | <ul style="list-style-type: none"> The maximum capacity is 400 people based on fire regulations |

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| Injuries from falling | All users | <ul style="list-style-type: none"> appropriate use of the barn for games, sports and wet weather activities |
| Structural integrity failing leading to crush injuries and possible death | All users | <ul style="list-style-type: none"> professionally built barn |
| Climbing the internal frame working and falling leading to impact injuries and or death | Users | <ul style="list-style-type: none"> No climbing the internal structure is permitted All group are to be supervised by instructors or group leaders Doors closed when in use to prevent unauthorised access |
| Slip, trip and collision injuries while playing sports games | All users | <ul style="list-style-type: none"> Group leader to decide what games are appropriate considering the nature of the barn has concrete floors and exposed metal pillars Extra caution to be taken during wet and windy conditions and the floor can get a little wet around the sides of the barn |

Community kitchen

| Risk | Who it effects | How is this controlled? |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Catering and cooking standards are set out in the safer food better business file located in the office. All cooking by BFA will be using these policies and procedures | | |
| Poor self-managed cooking leading to damage to BF property, food poisoning, injuries, fires etc. | All users | <ul style="list-style-type: none"> BF will provide safe and hygienic facilities on visiting groups arrival in line with our safer food better business procedures Group will risk assess and manage catering and management of the kitchen during their stay to include food hygiene standards, cleanliness and operations (such as safe use of knives) Groups made aware of responsibility at the time of booking |
| Fire safety | All users | <ul style="list-style-type: none"> See fire risk assessments |
| Overcrowding leading to injuries in an evacuation | All users | <ul style="list-style-type: none"> The maximum building capacity is 70 people 2 exits are provided for emergency access |
| Misuse of the fire places leading to burns, CO2 poisoning, and fire spreading into the main room and death. | All users | <ul style="list-style-type: none"> Sign displaying how to use the fireplace is clearly displayed BF recommends that there is always a responsible adult present when the fire is lit and being managed Fire management tools such as gloves are provided 2 windows must be open if the fire is lit and the extractor fan in the kitchen is on to prevent CO2 being drawn back into the main room |

Hub Kitchen

| Risk | Who it effects | How is this controlled? |
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Catering and cooking standards are set out in the safer food better business file located in the office. All cooking by BFA will be using these policies and procedures

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| Poor self-managed cooking leading to damage to BF property, food poisoning, injuries, fires etc. | All users | <ul style="list-style-type: none"> • See community kitchen |
| Fire safety | All users | <ul style="list-style-type: none"> • See fire risk assessments |
| Fire and explosions and subsequent injuries including burns, poisoning and death from poor management of the gas to the cookers. | All users | <ul style="list-style-type: none"> • Gas to be turned off by the taps and isolation valves at the end of every day • All cooking must be under supervision from a responsible adult • Gas bottles maintained by maintenance. • Gas bottles secured by padlock or in the store by the workshop |

Security

| Risk | Who it effects | How is this controlled? |
|--------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unauthorised access to site from members of the public | All users | <ul style="list-style-type: none"> • All entrances are clearly labelled as no unauthorised entry, or all users must report to reception to make visitors aware of their rights and responsibilities • Access points to the site are: <ul style="list-style-type: none"> ○ Main BF entrance – gates locked when staff not onsite and no entry signs in place ○ VF entrance – gates locked from 1700 to 0800 when schools' groups are on site and no entry sign in place ○ Blue bell woods – gates in place by the canoe quarry and no entry sign in place at the bottom of blue bell woods ○ VF reception gate – locked at all times with no entry signs in place • All visitors to the main BF site must report to reception and sign in and then sign out • The tented camp site is accessible to the public when the café is open 9-5. Groups in this time should be aware of this and the group leaders set up agreed safeguard measures. • When there are groups on the tented camp site, public camping will be closed. • If groups wish to book camping in the easter or summer holidays, they should be made aware at the time of booking that there is public camping happening at the same time • The main gate is closed and locked at nighttime. Visiting groups provided a code that will allow them access to the site. |

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| | | <ul style="list-style-type: none"> On call member of staff provided for all residential with the exception of specific adult groups as agreed by the CM. On call staff will: <ul style="list-style-type: none"> Introduce themselves to group before 1700 Inform group leads how to make contact be contactable on the grab bag mobile from 1700-0900 be on site between 2000 and 0900 hand over with the DM before and after their shift be on hand to deal with emergencies, unauthorised visitors for residential groups walk the site a least once during their shift lock all external gates at 2000 and check the gates before midnight |
| Site users and visitors access dangerous areas of the site or areas that are out of bounds resulting in disruption to work patterns, injuries or death. | Visitors | <ul style="list-style-type: none"> All areas that are out of bounds are behind gates All dangerous areas will have clear signage Groups briefed on arrival on safe locations and dangerous locations On residential, a BF member of staff will be present to assist in an emergency |
| Children accessing toilet facilities alone at night as the toilets are in a separate building leading to misadventure, getting lost and exposing to other groups | Children | <p>The cabins</p> <ul style="list-style-type: none"> The site is small and enclosed Maximum distance is 50 meters from sleeping cabins to the toilets <p>The tent sites</p> <ul style="list-style-type: none"> The site(s) are small an easily enclosed by clear defining features The maximum distance to the toilets is 60 M although with groups up to 30 <p>General</p> <ul style="list-style-type: none"> Group leaders encouraged to set in place adequate arrangements appropriate to the group such as a buddy system The group know the location of the toilets in relation to their cabin though the day's activities Parts of the sites containing hazards such as cliffs or water will be locked off to prevent access |

Car Parking and coaches

| Risk | Who it effects | How is this controlled? |
|------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Injuries to people walking / operating in car parks from people parking their cars | All users | <ul style="list-style-type: none"> Signs placed on car park entrance telling people the speed limit (5 MPH) One way system in place for main car park to control the flow of traffic |

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| | | <ul style="list-style-type: none"> BF buses and vehicles who are being used frequently have a designated space and also require a banks person when reversing (see vehicle policy) Groups managed when walking through car parks and time minimised in the car park where possible |
| Staff and volunteers being hit by cars when directing them which is common during large events | Staff and Volunteers | <ul style="list-style-type: none"> Hi viz vests to be worn Torches at nighttime to provide more visibility |
| Overcrowding in main car park leading to damage to cars and limited space to manoeuvre safely | All users | <ul style="list-style-type: none"> When space is becoming limited the first call is to direct staff cars to the overflow parking above the campsite. If space is still tight then the area above the campsite and the top field can be used for staff / visitor cars Buses and coaches should use the top entrance and drive to the barn carpark. |
| Damage to coaches and property coming onto, moving round site and leaving the site | Coach drivers and members of the public | <ul style="list-style-type: none"> Access to BF is through narrow lanes, certain buses will be too large to fit down the lanes to BF. BF recommends that the visiting companies inspect the lane prior to departure to ensure safe transport. BF has good relationships with local coach companies who know the lanes well and have suitable coaches, we recommended these companies are used. Please call the office for more information. Where necessary, BF staff will be used to control the traffic on the lane to allow for easy access to and from the site for coaches All coaches to access the site via the top gate where roads and parking are much more accessible for coaches |

Smoking

| Risk | Who it effects | How is this controlled? |
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| See smoking policy in policy hand book | | |

Electrical safety

| Risk | Who it effects | How is this controlled? |
|--------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Faulty equipment leading to electrocution and or death | All users | <ul style="list-style-type: none"> All electrical items are PAT tested annually Guests bringing appliances onto site should have them PAT tested All broken or damaged equipment is taken out of use and moved to maintenance. A note is placed on the maintenance report online |

Fire Safety

| Risk | Who it effects | How is this controlled? |
|----------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| See fire safety policy in the fire safety and risk assessment folder | | |
| Poor lighting at night leading to trips and falls when evacuating the accommodation and visiting the bath room | All users | <ul style="list-style-type: none"> All campers are asked to bring torches with them via the equipment list provided to them at the time of booking Group leaders to set in place a system appropriate to the such as a buddy system for younger groups |

Water Management

| Risk | Who it effects | How is this controlled? |
|-----------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contamination to drinking water leading to illness | All users | <ul style="list-style-type: none"> Drink water taps clearly labelled and vice versa Water from bore hole is filtered and passed through UV filters Systems checked annually by an external company and suggestions are promptly actioned Water storage tanks cleaned annually Taps with hoses are protected against drawback of water from the hose into the system by specific non return valves Annual testing by Cornwall council |
| Infection and illnesses from water in our quarries though normal activities | All users | <ul style="list-style-type: none"> All quarry water is tested annually by external laboratories and the quarries are only used if the water quality is acceptable based on their results and recommendations. All historic results have confirmed that the water quality is very good and there is minimum risk of infection |

Safeguarding

| Risk | Who it effects | How is this controlled? |
|--------------------------------------------------|----------------|-------------------------|
| See child and vulnerable adult protection policy | | |

Emergencies (absconding, missing people)

| Risk | Who it effects | How is this controlled? |
|--------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Emergencies (absconding, missing persons) | | |
| People getting lost and or running away on site resulting in various injuries and distress | All | <ul style="list-style-type: none"> Orientation provided for visiting groups on arrival Residential area well defined and signs place for areas out of bounds Visiting group to risk assess policies and absconding procedures in the event of missing people. BF Policies will be followed for its own groups (See NOP for more info on these procedures). These procedures can be adopted by visiting groups |

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| Risk | Who it effects | How is this controlled? |
|--------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Incidents and Accidents during visit | All | <ul style="list-style-type: none"> On call staff at night and Duty Manager during the day can assist with these situations For activities lead by BFA staff a series of procedures are in place for accidents and incidents During self-managed time, groups are expected to have in place their own procedures On call staff during nighttime can support school staff with their procedures but are also expected to follow BFA own procedures |

Gas Management

| Risk | Who it effects | How is this controlled? |
|---------------------------------|----------------|-------------------------|
| See maintenance risk assessment | | |

First aid

| Risk | Who it effects | How is this controlled? |
|----------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Groups becoming injured outside of BF normal operating hours resulting in injuries worsening | Campers | <ul style="list-style-type: none"> Groups are to provide their own first aid equipment and first aiders appropriate to their stay at BFA BF staff are present during normal residential visits between 2200 and 0800 who are able to assist in an emergency |

Classroom

| Risk | Who it effects | How is this controlled? |
|---------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Classrooms | | |
| Overcrowding leading to trip injuries and problems in an evacuation | all users | <ul style="list-style-type: none"> Rooms capacity not to be exceeded, see fire RA Rooms to be managed by staff and kept tidy |

Public Camping

| Risk | Who it effects | How is this controlled? |
|-------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fire/Burns | Public | <ul style="list-style-type: none"> Guidance pack advises NO cooking/fires within tents/accommodation Guidance pack advises open fires restricted to 'Fire Pit' areas only, Fire Pit areas clearly marked and a minimum safe distance from flammable materials and tents (10m) |
| Slips/Trips/Falls | Public | <ul style="list-style-type: none"> Ensure trip hazards removed from camping areas Advise campers to wear appropriate footwear and to bring a torch Ensure Quarry activity areas and access paths are gated/secure with clear signage advising against access |

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| | | <ul style="list-style-type: none"> • Ensure new arrivals are briefed on dangers and a staff presence is available to monitor activities to ensure minimal risk of campers ‘exploring’ beyond boundaries • Ensure all paths are clearly marked with danger areas highlighted |
| Theft | Public & BF Site | <ul style="list-style-type: none"> • Public – Advise campers to keep valuables locked away • BF – ensure all equipment and vulnerable areas are locked when not in use |
| Inappropriate use of site facilities & activity areas | Public | <ul style="list-style-type: none"> • Ensure all equipment and vulnerable areas are locked when not in use. • Ensure camper briefing pack sets clear boundaries, ensure appropriate signage is in place |
| Injury and/or equipment damage from clients behaving inappropriately | Public & Staff | <ul style="list-style-type: none"> • Campers area to be separated from main activity site, campers advised not to leave this area within times potentially vulnerable clients onsite, clients not to enter camping area unless accompanied by instructors • In the event of absconding a staff member to check camping area and to remain on station until missing person located |

Other service users

| Risk | Who it effects | How is this controlled? |
|------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Safeguarding; Exposure of vulnerable clients to members of the public (not DBS checked) | Clients | <ul style="list-style-type: none"> • Camper bookings to be managed online (no ‘turn up’ bookings accepted) to ensure camper personal details are obtained, visitors must be checked in with campsite warden. ID’s checked of party lead upon arrival. • Campers to enter site via separate and locked gate entrance, gate to be locked/secured at 10PM • Campers area to be separated from main activity site, campers advised not to enter BF site (below the VF reception gate) • In the event of absconding a staff member to check camping area and to remain on station until missing person located • Live in staff/campsite manager to be available and to monitor and manage any concerns • Campers seen onsite and outside of camping area to be advised (politely) to remain within designated areas • Note – campers may be allowed wider access to the site outside of normal delivery periods for pre book activities |

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| | | <ul style="list-style-type: none"> Camping limited to Holiday and Weekend periods to minimise risk of exposure to Core term time clients |
| Exposure to Alcohol in camping area | Clients, Staff, Public | <ul style="list-style-type: none"> Campers area to be separated from main activity site, clients not to enter camping area unless accompanied by instructors In the event of absconding a staff member to check camping area and to remain on station until missing person located Camp site to be checked by campsite manager and campers advised to lock away any alcohol if seen in public display |
| Exposure to 'sharps' in camping area | Clients, Staff, Public | <ul style="list-style-type: none"> Campers area to be separated from main activity site, clients not to enter camping area unless accompanied by instructors In the event of absconding a staff member to check camping area and to remain on station until missing person located Camp site to be checked by campsite manager and campers advised to lock away any sharps if seen on public display |

Waste and rubbish

| Risk | Who it effects | How is this controlled? |
|------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rubbish on site leading to rodents / animals and unhygienic conditions | All | <ul style="list-style-type: none"> central point locating around the site at different time of the year for waste collection Collection of waste from a commercial company at least weekly. Additional bins ordered as appropriate all site users encourage to recycle as much as possible campers to be mindful of food situated in tents |

Covid 19

| Risk | Who it effects | How is this controlled? |
|--------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General spreading of virus though proximity and contaminated surfaces | Residential guests | <ul style="list-style-type: none"> residential group to risk assess their own safe operating practice with regards to covid 19 bf policies must stand as the minimum standard, where visiting groups policies are less robust the BF policies must be followed all residential guests must be symptom free on arrival |
| Virus transmitted through touching or being in close proximity of other residential guests | Residential guests | <ul style="list-style-type: none"> on arrival, clear boundaries of residential areas are issued per residential group each residential group will have issued their own toilet / shower facilities catering – see catering policy |

Normal Operating Procedures

| | | |
|----------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <ul style="list-style-type: none"> • staff will be allocated to a specific residential group and where possible an activity sub group • staff will adhere to the general C19 policy and the activity specific Risk Assessment in the Normal Operating Procedures • fire assembly points will be group specific • arrival times will be staggered • toilets and showers will be cleaned regularly • residential accommodation will be deep cleaned between groups • dining and communal areas to be cleaned daily |
| Virus spreading through catering activities | Residential guests | <ul style="list-style-type: none"> • See catering risk assessments |