

Risk Assessment Activity – Open Session

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			20/01/2023 07/01/2025 12/12/2025	12/12/2026
Reviewed by:	Assist Chief: Max Bishop	Dec 2025		
Reviewed by:	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy, Kieren Plant & Ronan Halpenny Lead Instructors: Rebecca Arms			
Overview: This session is a self-led session when the group leaders are given the resources needed to run a fun and safe session. The sessions include: games, board games, sport equipment (balls, nets etc), arts and crafts, film nights, and orienteering. All session will be given clear instructions and general rules to help the leaders run a safe session. First Aid is accessible in Gilmour lodge along with a Defibrillator and further assistance is available at Reception (open till 22:00 during the week and 22:30 at the weekend) and with an on-duty instructor (on from 19:00 – 20:00) and finally there is a person on the duty phone for out of hours which the number is given to the group leader in the liaison process.				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
		Risk Category		
Exposure to harmful substance under lodges (Asbestos)	Guest/participants	Unlikely	Site rules that are given to groups are given by staff on a site tour and again written into the instruction card/brief for activities that may be done in the areas near the lodges. Generally, under lodges is sealed off with boarding and checked and maintained by the maintenance team. Asbestos has been assessed and a removal program is being followed and the risk is when it is disturbed thus the prohibit of going under the lodges.	
		Major		
		Medium		

Unauthorized access to Towers and Other high-level activities (risk of high-level fall)	Guest/participants,	Unlikely	Tower doors locked and shut when not in use for instructed sessions. Only access to towers is via a trained member of staff. No access signs clearly displayed for activity areas. Staples (for high activities like High Ropes and Jump) are locked away in the sheds, when the sessions are not being run, preventing unauthorized climbing of activity poles.
		Fatal	
		Medium	
Slips, trips and falls	Guest/participants	Likely	Maintenance of site is kept up by activities team and maintenance. Group management is provided by group leader(s) running the session which is made clear by the group's liaison. Accessible First Aid and defibrillator location is made clear to group leaders.
		Minor	
		Medium	
Unauthorized access to staff lodges and other buildings	Guest/participants	Unlikely	Most doors have a coded lock system in place that only staff who know the code. Groups are told on the site tour/site rules that it is prohibited to enter staff lodges and other buildings.
		Minor	
		Low	
Exposure to cars, uneven ground, unkept areas, etc. (out of boundaries of the centre)	Guest/participants	Unlikely	Site rules/boundaries are made clear by staff on site tour and in the general site rules which groups are given. Group leader(s) will have been told by the liaison that they are to manage their group to help ensure boundaries are adhered to. And a reminder is given on the open session instruction/ briefing card.
		Fatal	
		High	
Serious Accident or Incident (unforeseen)	Guest/participants	Unlikely	In the liaison process (centre staff and group leaders) meet to pass on important information such as local minor injuries, hospitals, etc and check the group needs. First Aid and defibrillator location is made clear to group leaders as well contact points like Reception and Duty phone number for out of hours.
		Major	
		Medium	