



**Hallowtree**  
Activity Centre

# Risk Assessment Pack

Date of last update: 13/06/2022

Date of next review: 12/06/2023

*Please note: This risk assessment pack is provided to assist you as a Group leader (whether Scouting or otherwise) in managing the risks associated with your group while hiring, visiting, or taking part in site-led or self-led activities provided by Hallowtree. This assessment may not be exhaustive, and all groups are different. Only you are in a position to identify the specific risks associated with the group of people you are leading, with consideration given to group dynamics, age, health and disabilities, experience and behaviour.*

## Hallowtree – Generic Site Risk Assessment

Note 1: for the purposes of this risk assessment “Activity Instructor” refers to the qualified adult in charge of the activity.

Note 2: The Hallowtree Generic Risk Assessment also applies in addition to any activity-specific risk assessment.

Note 3: Any accident or near-miss must be reported via the site reporting system. Contact a duty warden for further details if required.

Hazard	Likelihood	Impact	Control Measures	Comments
Ground conditions	Medium	Medium	Hallowtree does not have any paved footpaths. Ground conditions are natural and as such contain features including bumps, pits, ditches, rabbit holes and similar hazards. All persons entering site will be warned by a prominently displayed notice explaining that uneven ground exists throughout the site. Care should be taken by all persons entering site, and appropriate footwear for the terrain and weather conditions should be worn.	Where wet floors exist within buildings, every effort will be made to place ‘wet floor’ signs out, however this may not always be possible due to rapidly changing conditions (e.g. rain outside causing entrances to buildings to become wet through footfall). If signage is required, contact the duty warden.
Cuts, scrapes, bumps, grazes, burns	Medium	Medium	Hallowtree consists of a number of different environments including indoor space, woodland and open fields, with natural and man-made features across site. The wardens regularly review all parts of the site to ensure that dangerous areas are dealt with, however, group leaders should be aware that hazards may exist from any feature of Hallowtree, including sharp edges, hot surfaces, stinging foliage, and similar items.	Should any person identify a hazard on the Hallowtree site, the duty warden should be informed so that remedial action can be taken if necessary.
Cold related conditions	Medium	High	Depending on the time of year, there is the possibility that outside temperatures will be very low. Group leaders must ensure that group members have appropriate clothing for the weather conditions. Group leaders must also be aware of the risks around hypothermia, and should be able to recognise the symptoms. Should a group member exhibit symptoms, immediate medical attention should be rendered.	Should a group member become hypothermic, this should be treated as a medical emergency. Group leaders should not hesitate to contact the duty warden to arrange the emergency use of a building where an extreme risk of hypothermia occurs.
Heat related conditions	Medium	High	Group leaders must ensure that group members are appropriately prepared for hot weather conditions. This should include sensible clothing, regular hydration, regular breaks, and avoiding activity at the hottest points in the day. Group leaders should be able to recognise the symptoms of heat exhaustion and heatstroke. Should a group member exhibit symptoms, medical attention should be rendered immediately.	If a group member exhibits signs of heatstroke, this must be treated as a medical emergency.
Adverse weather conditions	Medium	Medium	Hallowtree has some open fields which are exposed to the elements. Group leaders should build adverse weather into their plans to ensure that groups are properly prepared. In the event of severe weather, care should be taken by all to ensure that hazards to not arise.	Hallowtree has several areas which are very exposed to the elements. Group leaders should be aware that weather conditions can change quickly, and plans should be adapted appropriately.

Hazard	Likelihood	Impact	Control Measures	Comments
Traffic	Low	Medium	Group leaders should ensure that group members are aware that traffic may be moving around the Hallowtree site. This will include site staff, and other visitors. There is a speed limit on the access track of 10MPH. When driving on the main track or on any other part of site, the speed limit is simply 'walking pace'. Drivers exceeding this will be asked to leave site.	If your group is carrying out any traffic control, high visibility jackets must be worn.
Wildlife	Low	Medium	Hallowtree is a natural site and as such you can expect to encounter wildlife. This includes deer, rabbits, badgers, and other similar animals. Usually, these animals will flee if approached, however wild animals are unpredictable and care should be taken around rabbit holes, badger setts, and other animal nests.	If you have any issues with animals on site, please speak to the duty warden.
Water courses	Low	Medium	Hallowtree does not have any significant water courses on site. There is occasionally a small stream in the southwest corner of the wooded area adjacent to the main field. Group leaders should ensure that group members are aware of this, and that care is taken around it. It is not fast flowing, or deep.	If you have any problems with water courses on site, contact the duty warden.
Insects	Low	Medium	As Hallowtree is a natural site, visitors can be expected to be greeted with interest by the local insects, especially during warm or humid weather. Group leaders should ensure that group members are aware of this, and that group members are able to identify ticks, in order to safely remove them.	We recommend that group leaders have a first aid kit containing insect repellent, and bite/sting relief while on site.
Security and Safeguarding	Low	Medium	The Hallowtree site is reasonably secure, however there is no perimeter fence. Group leaders should therefore be aware that there is a small risk of unknown persons entering the site. Where group members are children, they should be told not to approach unknown adults.	If unknown persons are on site, please inform the duty warden as soon as possible.
Participant Behaviour	Low	Low	Group leaders are reminded that they are responsible for the behaviour of their participants at all times. Care should be taken to ensure that horseplay amongst participants does not create a dangerous situation.	

## Tower Activities (Climbing, Abseiling and Crate Stacking) – Risk Assessment

Note 1: for the purposes of this risk assessment “Activity Instructor” refers to the qualified adult in charge of the activity.

Note 2: The Hallowtree Generic Risk Assessment also applies in addition to any activity-specific risk assessment.

Note 3: Any accident or near-miss must be reported via the site reporting system. Contact a duty warden for further details if required.

Hazard	Likelihood	Impact	Control Measures	Comments
Instructor competence	Low	High	Instructors will hold current qualifications for the appropriate level. The restrictions of these qualifications will be adhered to at all times.	For Scout Groups, the artificial top rope leadership permit is required as a minimum. Other groups may have their own specific requirements.
Participant and spectator behaviour	Low	Medium	The activity instructor is responsible for ensuring that waiting participants and spectators are in a safe area and will not interfere with those taking part. The instructor will not allow themselves to become distracted by waiting groups while leading a climbing activity.	We recommend that group sizes are kept small and that those waiting to take part are kept in one controlled area, with an appropriate number of leaders available.
Unsuitable clothing	Low	Low	Participants will be reminded that appropriate clothing should be worn. This means trousers/shorts, a shirt which covers the torso, and sensible footwear as a minimum.	Group leaders are expected to support this requirement by communicating it in advance with any participants.
Ill-fitting equipment	Medium	High	All harnesses and safety equipment will be fitted by a competent person who has been shown how to suitably fit harnesses by a qualified instructor. All harnesses will be inspected by a qualified instructor prior to a participant entering the tower compound.	If participants leave the climbing compound for any reason (e.g. to visit the toilets) their harness will be re-checked by an instructor prior to entering the compound again.
Equipment failure (climbing hardware)	Low	High	All equipment to be checked by a competent person prior to a session commencing. Hallowtree will inspect equipment at an interval specified by the manufacturer. Faulty equipment will be repaired or removed from service immediately.	In this instance, the competent person should be somebody experienced with climbing equipment, and ideally holding a climbing qualification
Equipment failure (structure)	Low	High	The climbing tower, as well as ancillary items including stairways, support stays, and ground anchors and posts will be tested by a structural engineer at the appropriate interval as part of the Hallowtree maintenance regime.	
Fall from height (climbing wall)	Low	High	While climbing, all participants will be attached to an appropriate and complete belay system, operated by, or under the direct supervision of, a qualified instructor. Hallowtree is a top-rope facility only. Lead or free climbing on any structure at Hallowtree is expressly forbidden.	



Hazard	Likelihood	Impact	Control Measures	Comments
Fall from height (tower)	Low	High	The stair ways on the tower are fully enclosed to prevent falls. Any person requiring access to the tower will be reminded that handrails must be used, appropriate footwear must be worn, and that the staircases may become slippery when wet. Any person carrying out a task on the tower is required to wear a harness and have an appropriately rated lanyard in place to mitigate any fall from the structure.	
Head injury from falling objects, or falling from height	Low	High	All persons are required to wear an appropriately rated and properly fitted helmet at all times while within the boundary of the climbing compound. If the person is climbing, abseiling or crate stacking, this must be a climbing helmet with a properly fitted chin strap.	
Entanglement in belay/descent system	Low	Medium	Any activity instructor operating the abseil wall should ensure that an appropriate system is used to operate the belay/descent system so as to prevent a participant from being entangled without a simple means of escape. A releasable belay system is the recommended option for Hallowtree instructors. Participants will also be told to keep fingers away from abseil equipment (figure-8s, and similar devices) and to tie back hair and remove loose clothing.	The activity instructor or group leader should have a supply of hair bands available to tie back participant hair.
Abrasions, Cuts, Burns, and Scrapes	Low	Low	Participants will be taught the proper way to belay, and will be briefed on the risks present while on the tower, including hard edges, slippery floors etc. Participants must wear a helmet at all times while within the climbing compound. Participants will be warned about the danger of rope burns and told how to avoid it.	Any obvious hazards should be reported to the duty warden. For example, loose fencing, sharp edges, or any other issues within the climbing compound.
Participant ability	Medium	Medium	Any participant carrying out belaying activities will be appropriately supervised by a qualified instructor. Where a belayer is inexperienced, the dead end of the rope should be tailed by an experienced belayer as a minimum, ideally a qualified instructor.	Should a participant struggle with belaying duties, they should be replaced. They will often be relieved – not disappointed.

## Air Rifle Shooting – Risk Assessment

Note 1: for the purposes of this risk assessment “Activity Instructor” refers to the qualified adult in charge of the activity.

Note 2: The Hallowtree Generic Risk Assessment also applies in addition to any activity-specific risk assessment.

Note 3: Any accident or near-miss must be reported via the site reporting system. Contact a duty warden for further details if required.

Hazard	Likelihood	Impact	Control Measures	Comments
Instructor competence	Low	High	Instructors will hold current qualifications for the appropriate level. The restrictions of these qualifications will be adhered to at all times.	
Participant and spectator behaviour	Low	Medium	The activity instructor is responsible for ensuring that waiting participants and spectators are in a safe area and will not interfere with those taking part. The instructor will not allow themselves to become distracted by waiting groups while leading a shooting activity.	We recommend that group sizes are kept small and that those waiting to take part are kept in one controlled area, with an appropriate number of leaders available.
Pellet ricochet	Medium	Medium	Targets will be set up in such a way as to reduce the risk of ricochet. Targets will be set up a minimum of five meters from the shooting bench to prevent any ricocheting pellets from reaching any person.	
Lead poisoning from pellets	Low	Medium	Participants will be warned during the safety briefing that they should wash their hands after the activity, and before handling food.	
Equipment failure or misfire	Low	Low	Participants will be informed during the safety briefing that they should not attempt to clear any misfires themselves, and that they should inform the activity instructor immediately should their gun jam. Equipment will be inspected at an appropriate interval by a competent person to ensure proper operation.	Any guns requiring adjustment or repair will be removed from service to prevent them being accidentally used by participants.
Shoulder injury	Low	Low	Participants will be taught the proper way in which to handle the gun to reduce the risk of shoulder injury from recoil. Care should be taken to ensure that the participants can safely operate the guns with consideration given to their age and ability.	
Intrusion on the range	Medium	High	The activity instructor will be the range safety officer for this activity. The decision of the activity instructor is final, and any person or animal trespassing on the range will result in an immediate suspension of the activity. At the start of the session, participants and spectators will be informed that they may not enter the range until told to do so by the range safety officer.	



Hazard	Likelihood	Impact	Control Measures	Comments
Collection of targets/resetting range	Low	Medium	The activity instructor will brief participants on the process for the safe retrieval of paper targets and resetting of any reactive targets.	
Participant ability	Medium	Medium	If there is any doubt of a participant's ability to safely operate the gin, they will not be permitted to continue with the activity.	

## Archery – Risk Assessment

Note 1: for the purposes of this risk assessment “Activity Instructor” refers to the qualified adult in charge of the activity.

Note 2: The Hallowtree Generic Risk Assessment also applies in addition to any activity-specific risk assessment.

Note 3: Any accident or near-miss must be reported via the site reporting system. Contact a duty warden for further details if required.

Hazard	Likelihood	Impact	Control Measures	Comments
Instructor competence	Low	High	The activity instructor must be qualified to the specified level required to instruct this activity. For scouting, this is the Scouting Permit, or the GNAS ticket.	For the purposes of this activity, the activity instructor will act as the range marshal. Any decision of the range marshal will be treated as final.
Trespass by person or animal on the range	Low	High	The activity instructor will check the boundaries of the archery range prior to each session. The activity instructor will ensure that all participants know the stop signal, a whistle or verbal command.	
Unauthorised use of Archery equipment	Medium	High	Hallowtree has a secure storage area for archery equipment. Activity instructors will ensure all equipment is returned to this store following every session.	
Misunderstanding of range commands	Low	Medium	The activity instructor will ensure that participants and those waiting to shoot are aware of the range commands. GNAS approved commands will be used.	
Failure of equipment	Low	High	Hallowtree will complete periodic inspections of all archery equipment to ensure any defective items are removed from service. The activity instructor should perform a check of all equipment being used prior to each session.	
Impact from rear of arrow	Medium	Medium	Participants will be instructed on the proper way to load an arrow so as to minimise the risk of an accidental impact.	
Misfire or entanglement of the bow string	Medium	Medium	The activity instructor will ensure that any equipment is suitable for the participants engaging in the activity. Consideration should be made to size, height, arm span and bow poundage etc. Participants must be suitably dressed for the activity, avoiding baggy clothing and ensuring that long hair is tied back. Loose jewellery should be removed to prevent the risk of snagging on the bow string.	
Ricochet	Low	Medium	The activity instructor will ensure that the archery range is appropriately laid out per the approved plans, and that spectators are waiting in a suitable location to minimise the risk of injury from ricochet.	





Hazard	Likelihood	Impact	Control Measures	Comments
Participant inability due to medical conditions or similar	Low	Medium	The activity instructor shall ensure that participants with additional needs have adequate supervision. Any pre-existing injuries of temporary conditions (e.g. muscle strains) should be evaluated before participation. If any doubt exists, the participant should be instructed on a 1:1 basis.	
Injury to forearm from bow string	Low	Medium	Bracers should be worn by all participants, and loose clothing should be kept away from the bow string. The activity instructor shall demonstrate the proper drawing and firing technique to participants, to mitigate the risk of impact to the forearm area. Participants with hyper-mobility will be advised appropriately.	
Participants trespassing on range or ignoring safety commands	Low	High	The activity instructor will ensure that the range is properly marked at the start of the session. Participants will be reminded to take this seriously, and that feet should be placed either side of the firing line before picking up the bow. The activity instructor will exhibit firm leadership towards participants who repeatedly fail to follow instructions. A participant may be removed from the activity at the discretion of the activity instructor, with explanation being given to the group leader.	
Participant and spectator behaviour	Medium	Medium	The activity instructor will ensure that waiting participants and spectators are under the supervision of a suitable adult, ideally a leader. Where a participant persistently flouts rules and instructions, they will be removed from the activity. Distraction of participants by persons waiting should be considered inappropriate behaviour.	
Arrow collection and carriage	Medium	Medium	A dynamic risk assessment shall be conducted by the activity instructor, to gauge the suitability of participants to collect their own arrows. If any doubt exists, the activity instructor will collect the arrows on the participants behalf.	

## Assault Course – Risk Assessment

Note 1: This activity is self-led and does not require a qualified instructor.

Note 2: The Hallowtree Generic Risk Assessment also applies in addition to any activity-specific risk assessment.

Note 3: Any accident or near-miss must be reported via the site reporting system. Contact a duty warden for further details if required.

Hazard	Likelihood	Impact	Control Measures	Comments
Fall from obstacle	Low	Medium	Participants will be advised to keep three points of contact with the obstacle to prevent falls. Group leaders must ensure that the parameters of the activity are adjusted to suit the abilities of the participants.	
Entrapment	Low	Medium	Participants at risk of becoming stuck within obstacles due to their size should not undertake those obstacles, or should have the parameters modified.	Should an individual become trapped in the tubes, they should be advised to lay flat and relax, then assistance should be offered to slide them out. Consider the use of a rope if necessary.
Trips	Medium	Medium	Participants should be advised to take care when walking around the assault course compound due to the possibility of trip hazards.	Coloured ropes hanging from the rope traverse should provide a visual indicator of the hazard from the lower wire rope.
Overloaded obstacles	Medium	Medium	Participants must be instructed that only one person should use each obstacle at any one time, to prevent overloads or collisions.	Participants must not be allowed to play on the rope traverse.
Splinters	Low	Low	Group leaders should walk the course before the activity session to ensure there are no large splinters on any of the wooden obstacles.	Speak to the duty warden if splinters are identified.

## Bat Detection – Risk Assessment

*Due to the nature of this activity the Hallowtree Generic Site Risk Assessment applies.*

## Blind Trail – Risk Assessment



*Due to the nature of this activity the Hallowtree Generic Site Risk Assessment applies.*

## Go Karting – Risk Assessment

Note 1: This activity is self-led and does not require a qualified instructor.

Note 2: The Hallowtree Generic Risk Assessment also applies in addition to any activity-specific risk assessment.

Note 3: Any accident or near-miss must be reported via the site reporting system. Contact a duty warden for further details if required.

Hazard	Likelihood	Impact	Control Measures	Comments
Go-kart failing to stop when brakes applied	Low	Medium	Activity leaders responsible for ensuring participants are aware of how to use the brakes properly	Hallowtree are responsible for maintenance of go-karts and safety checks at regular intervals
Spectators being hit by moving go-karts	Medium	Medium	Activity leaders to ensure that the track is clear from participants and spectators prior to use	Instructions should be given in the form of a safety briefing to participants by the activity leader for each session
Mechanical failure of go-kart	Low	High	Hallowtree are responsible for maintenance of go-karts and safety checks at regular intervals. As a sensible precaution, activity leaders should also check equipment before and periodically during activity sessions	Instructions for the equipment can be obtained from the duty warden
Participant and spectator behaviour	Low	Medium	The activity leader is responsible for ensuring that waiting participants and spectators are in a safe area and will not interfere with those on the track	We recommend that group sizes are kept small and that those waiting to take part are kept in a single, controlled area

## Human Football – Risk Assessment



*Due to the nature of this activity the Hallowtree Generic Site Risk Assessment applies.*

# Laser Tag – Risk Assessment



*Due to the nature of this activity the Hallowtree Generic Site Risk Assessment applies.*

## **Orienteering – Risk Assessment**

*Due to the nature of this activity the Hallowtree Generic Site Risk Assessment applies.*



## Picture Trail – Risk Assessment



**Hallowtree**  
Activity Centre

*Due to the nature of this activity the Hallowtree Generic Site Risk Assessment applies.*

## Sledging – Risk Assessment

Note 1: This activity is self-led and does not require a qualified instructor.

Note 2: The Hallowtree Generic Risk Assessment also applies in addition to any activity-specific risk assessment.

Note 3: Any accident or near-miss must be reported via the site reporting system. Contact a duty warden for further details if required.

Hazard	Likelihood	Impact	Control Measures	Comments
Sledge failing to stop when brakes applied	Low	Medium	Activity leaders responsible for ensuring participants are aware of how to use the brakes properly	Hallowtree are responsible for maintenance of sledges and safety checks at regular intervals
Sledge steering being affected by objects on track	Medium	Medium	Activity leaders to inspect the track prior to each session and during the activity to ensure that nothing has fallen onto the track	A push broom can be made available upon request to the duty warden
Spectators being hit by moving sledges	Medium	Medium	Activity leaders to ensure that the track is clear from participants and spectators prior to use	Instructions should be given in the form of a safety briefing to participants by the activity leader for each session
Injury to limbs overhanging the side of the sledge	Medium	Medium	Participants to be instructed on how to safely sit in the sledge by an activity leader. Limit the number of participants sledging at any one time to a sensible number	Participants must hold the brake handles with their hands, and keep limbs within the sledge
Mechanical failure of sledge	Low	High	Hallowtree are responsible for maintenance of sledges and safety checks at regular intervals. As a sensible precaution, activity leaders should also check equipment before and periodically during activity sessions	Instructions for the equipment can be obtained from the duty warden
Participant and spectator behaviour	Low	Medium	The activity leader is responsible for ensuring that waiting participants and spectators are in a safe area and will not interfere with those on the track	We recommend that group sizes are kept small and that those waiting to take part are kept in a single, controlled area

## Stargazing – Risk Assessment

*Due to the nature of this activity the Hallowtree Generic Site Risk Assessment applies.*

## Sun Dial – Risk Assessment



*Due to the nature of this activity the Hallowtree Generic Site Risk Assessment applies.*

## Tomahawk Throwing – Risk Assessment

Note 1: This activity does not require a qualified instructor, however any person leading this activity must have attended a training session at Hallowtree for the safe use of the facility.

Note 2: The Hallowtree Generic Risk Assessment also applies in addition to any activity-specific risk assessment.

Note 3: Any accident or near-miss must be reported via the site reporting system. Contact a duty warden for further details if required.

Hazard	Likelihood	Impact	Control Measures	Comments
Bladed object hitting a person	Low	High	The activity leader will ensure that the throwing range boundaries are in place and are not damaged prior to every activity. The activity will be run in accordance with all guidelines with a proper wait line and throw line set up to prevent objects hitting anybody. The area to the rear of the targets will be sterile	
Participant ability	Medium	Medium	The activity leader will spend time demonstrating the proper throwing technique for each projectile to all participants. The activity instructor should ensure that participants are using the appropriate projectile for their size and strength.	
Use of damaged equipment	Low	Medium	All equipment will be inspected periodically by Hallowtree staff. The activity leader should check all equipment prior to any session to ensure proper function.	A file will be made available to activity leaders to remove bumps and burrs on knife handles.
Misuse of equipment	Medium	High	Equipment will be stored in a secure area at the end of each session. Care should be taken to ensure all items of equipment are collected at the end of each session.	
Participant and spectator behaviour	Medium	Medium	The activity instructor will ensure that waiting participants and spectators are under the supervision of a suitable adult, ideally a leader. Where a participant persistently flouts rules and instructions, they will be removed from the activity. Distraction of participants by persons waiting should be considered inappropriate behaviour.	

## Tree Identification – Risk Assessment

*Due to the nature of this activity the Hallowtree Generic Site Risk Assessment applies.*

## Tree Survey – Risk Assessment



*Due to the nature of this activity the Hallowtree Generic Site Risk Assessment applies.*

## Two-Tyre Ravine – Risk Assessment

Note 1: This activity is self-led and does not require a qualified instructor.

Note 2: The Hallowtree Generic Risk Assessment also applies in addition to any activity-specific risk assessment.

Note 3: Any accident or near-miss must be reported via the site reporting system. Contact a duty warden for further details if required.

Hazard	Likelihood	Impact	Control Measures	Comments
Fall from height	Medium	Medium	The group leader should read the instruction document before the activity session. Participants should be warned to take care while climbing the structure, and should all be wearing appropriate helmets.	Hallowtree provides helmets for this activity.
Fall onto an open door	Low	Medium	Doors to the storage compartments to be kept closed during the activity.	
Participants lose grip on planks	Low	Low	Participants should be warned before the activity that planks are heavy and care should be taken while manoeuvring them.	
Behaviour of participants and spectators	Low	Medium	The group leader should have proper control of all participants while they are within the compound. Spectators should wait outside the compound to reduce risk of distraction to participants.	
Participants become injured by swinging on tyres	Low	Low	Participants to be warned not to swing on tyres to avoid the risk of other participants being hit by a large mass.	Tyres are to be chained back to trees at the end of each session.



## Water Slide – Risk Assessment

Note 1: This activity is self-led and does not require a qualified instructor.

Note 2: The Hallowtree Generic Risk Assessment also applies in addition to any activity-specific risk assessment.

Note 3: Any accident or near-miss must be reported via the site reporting system. Contact a duty warden for further details if required.

Hazard	Likelihood	Impact	Control Measures	Comments
Participants colliding on water slide	Medium	Medium	Participants should use the water slide one at a time to prevent collisions. The group leader should have adequate control of all participants at all times.	
Injury to limbs from damage to plastic sheet	Low	Medium	Hallowtree will periodically check the integrity of the plastic sheet. The group leader should check the plastic sheet before each session to prevent participants from getting fingers/limbs caught in any tears.	Any tears should be reported to the duty warden.
Friction burns to skin	Low	Low	The group leader should ensure that the plastic sheet is kept wet to reduce the risk of friction burns.	A host reel will be provided by the Hallowtree team for this activity.