Issue 7 (2017) Ref. No. SN.6

Section 6

ActivitIES

(Instructor Led / self LED)

Reference. No.

SN.6/A Centre Activities

SN.6/A1 Activity Equipment Signing Out/In Sheet

SN.6/B1.1 Activity Instructors Standard Procedures - Sheet 1 of 2

SN.6/B1.2 Activity Instructors Standard Procedures (Continued) - Sheet 2 of 2

SN.6/B2 Risk Rating Chart

SN.6/CA Climbing and Abseiling (Location & Guidelines) - Sheet 1 of 6

SN.6/CA1 Climbing and Abseiling (Risk Assessment) - Sheet 2 of 6

SN.6/CA2.1 Climbing and Abseiling (Operational Procedures - Climbing Wall) - Sheet 3 of 6

SN.6/CA2.2 Climbing and Abseiling (Operational Procedures - Off Site) - Sheet 4 of 6

SN.6/CA3 Climbing and Abseiling (Scout Association Fact Sheet) - Sheet 5 of 6

SN.6/CA4 Climbing and Abseiling (Equipment Safety Policy) - Sheet 6 of 6

SN.6/CA5 Climbing and Abseiling (Rope History Log)

SN.6/CA6 Climbing Walls & Storage of Equipment Inspection Log Sheet

SN.6/CA7 Climbing and Abseiling Equipment Kit Booking Out / In Form

SN.6/CA8 Climbing Equipment Inspection Logbook

SN.6/CA9 Abseiling Equipment Inspection Logbook

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SN.6/GB3 Mountain Biking (Scout Association Fact Sheet) - Sheet 5 of 6

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SN.6/HA Aerial Runway (Location & Guidelines) - Sheet 1 of 5

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SN.6/HB Rope Bridge (Location & Guidelines) - Sheet 1 of 5

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 ActivitIES (Continued)

(Instructor Led / self LED)

Reference. No.

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SN.6/TR Air Rifle Shooting (Location & Guidelines) - Sheet 1 of 5

SN.6/TR1 Air Rifle Shooting (Risk Assessment) - Sheet 2 of 5

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SN.6/TX Axe Throwing (Location & Guidelines) - Sheet 1 of 5

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SN.6/WB Bell Boating (Location & Guidelines) - Sheet 1 of 4

SN.6/WB1 *Blank Refer to SN.6/WK1* - *(Generic Water Activities Risk Assessment)*

SN.6/WB2 Bell Boating (Operational Procedures) - Sheet 2 of 4

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SN.6/WK Kayaking and Canoeing (Location & Guidelines) - Sheet 1 of 6

SN.6/WK1.1 Kayaking and Canoeing (Generic Water Activities Risk Assessment) - Sheet 2 of 6

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SN.6/WK3 Kayaking and Canoeing (Scout Association Fact Sheet) - Sheet 5 of 6

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SN.6/WR Rafting (Location & Guidelines) - Sheet 1 of 4

SN.6/WR1 *Blank Refer to SN.6/WK1* - *(Generic Water Activities Risk Assessment)*

SN.6/WR2 Rafting (Operational Procedures) - Sheet 2 of 4

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ActivitIES

(Leader Led)

Reference. No.

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SN.6/GS Grass Sledging (Location & Guidelines) - Sheet 1 of 5

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SN.6/TG Cork Guns (Location & Guidelines) - Sheet 1 of 5

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SN.6/TG2 Cork Guns (Operational Procedures) - Sheet 3 of 5

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SN.6/TS Soft Archery (Location & Guidelines) - Sheet 1 of 5

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**CENTRE Activities**

Bibbys Farm Scout Campsite and Activity Centre offers the following activities.

 Abseiling (CA) Geocaching (FG)

 Aerial Runway (HA) Grass Sledging (GS)

 Air Rifle Shooting (TR) Kayaking (WK)

 Archery (TA) Mountain Biking (GB)

 Axe Throwing (TX) Orienteering (GO)

 Bell Boating (WB) Pedal Cars (GC)

 Bouldering (CB) Pioneering (GP)
 Bushcraft (FB) Playground (FP)

 Canoeing (WK) Rafting (WR)

 Cave Bus (FC) Rope Bridge (HB)

 Climbing (CA) Soft Archery (TS)

 Cork Guns (TG) Soft Crossbow (TB)

 Crate Stacking (CS) Splatapult (FS)

 Crossbow Shooting (TC) UV Spy Trail (FT)

**Instruction Policy**

 Activities at Bibbys Farm Scout Campsite and Activity Centre fall into two main categories.

1) Instructed activities - This category is divided in to two sub-categories

 a) Self-led (or own instructor) where groups provide their own staff using either their own or Centre equipment. They would work to their own programme, using the centre or its facilities as a base. Centre equipment is only permitted to be taken off-site if booked in advance, with the exception of Air Rifle shooting where Bibbys Farm equipment **must** be used.

 b) Centre Instructed Activities where the centre provides the activity equipment, the activity instructors or supervisors and work to a programme geared to the groups ability. The group leader being responsible for providing an adult liaison person who would act in a supervisory role i.e. discipline, and being the groups link with the centre instructor or supervisor.

Non Scout or Guide groups providing their own instructors are required to provide and discuss their intended programme and instructors qualifications with a member of the booking office personnel. This must be done prior to any activity actually taking place.

Members of the Scouting or Guiding Associations are required to provide proof of their qualifications or authorisation to lead, supervise or instruct, before the activity actually takes place. Other users are required to provide evidence of their ability via for example National Governing Body qualifications or similar.

**Instruction Provided by Centre Personnel**

• All Instructors supervising activities must hold either a current Scout Association permit or a Site specific authorisation.

• Training of activity Instructors shall be co-ordinated by the Centre.

• Instructors will follow the Centre’s activity guidelines.

**Self Led Groups**

• Self led groups shall follow the Centre’s activity guidelines.

• Self led groups must discuss their programme with a member of the booking office personnel and bring proof as to their Instructors competence before commencing any activity.

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**Activity Equipment Signing Out/In Sheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Leader Signature**: I have read, understood and shall operate by the operating procedures for this activity | **Group Name** | **Date:** | **Time:** | **Checked back in:** |
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IIssue 1 (2017) Ref. No. SN.6/B



At Bibbys Farm, our risk assessment process follows a scoring system based upon both the probability
and severity of the risk using the “Risk Rating Chart” below.

Severity is scored from 1 to 5 and Probability from 1 to 5. Multiplying these figures gives a “Risk Score” for that particular element ranging from a score of one where minor first aid is unlikely to be needed up to 25 for certain death.

|  |  |
| --- | --- |
|  | Severity |
| Likelihood |  | Trivial(1) | Minor Injury(2) | Moderate injury(3) | Major Injury(4) | Incapacity or Death(5) |
| Certain (5) | 5 | 10 | 15 | 20 | 25 |
| Highly Likely (4) | 4 | 8 | 12 | 16 | 20 |
| Possible (3) | 3 | 6 | 9 | 12 | 15 |
| Unlikely (2) | 2 | 4 | 6 | 8 | 10 |
| Highly Unlikely (1) | 1 | 2 | 3 | 4 | 5 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Trivial Risk | Adequate Control | Further Investigation | Urgent Action | Unacceptable Risk |
| Very Low Priority (1) | Low Priority (2-4) | Medium Priority (5-9) | High Priority (10-12) | Top Priority (15-25) |

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 **Activity INSTRUCTORS STANDARD** **Procedures**

**Introduction**

All activity instructors shall hold the appropriate permit for the activity they are leading. Copies of permits for all centre instructors are held in the Campsite Office and are the responsibility of the Health & Safety Committee.

All instructors must have read and signed acceptance of the appropriate activity risk assessment, a copy of which is also held in the Campsite Office.

For none Bibbys instructors the responsibility lies with the group to ensure that they are familiar with Bibbys risk assessments.

In the event of joint leadership, Bibbys procedures shall be paramount.

During periods of absence of the Centre Manager, responsibility is delegated to the Camp Warden or Duty Warden.

The Duty Warden may assign responsibilities for equipment issuance and activity support to other nominated Centre Personnel.

Where each activity identifies “a not to exceed supervision level”, it should be noted that additional participants can be included where equipment rotation is planned, subject to appropriate supervision by the group leader.

**Safety Policy**

Safety in activities cannot be guaranteed solely by adherence to a set of rules. Safety also depends on the awareness, judgement, experience, skill and leadership of individual instructors, and this policy is a framework to work within, based on national guidelines and good practice.

Before undertaking an activity, the instructor must consider

* The appropriateness of the activity
* What hazards there are and how to avoid them
* How to retrieve dangerous situations
* Accident and Emergency procedures

**Preparation**

Instructors shall ensure that they are briefed regarding the number in the group, the type of group and details of Experience, Medical or Special Needs etc.

Prior to being introduced to the group, instructors should be equipped correctly for the activity, inspect and sign for equipment.

**Note: - All Group members will be encouraged to participate in the session, none are to be forced.** Any member not taking part in the activity must be supervised by their own group leader.

**Pre- Session Checks**

The instructor will check the group’s clothing and footwear as per the activity and will advise the participants regarding long hair, jewelry, glasses etc. The instructor will also check that all personal equipment e.g. buoyancy aids, helmets, harnesses, safety glasses etc is the correct size and correctly adjusted to fit the individual participant..

The group and the instructor will together check structures / equipment to be used during the activity. The instructor will give a short briefing about the use of equipment and draw the group’s attention to possible hazards in and around the activity area.

The Duty Warden may assign responsibilities for equipment issuance and activity support to other nominated Centre Personnel.

Sheet 2 of 2 - Issue 5 (2017) Ref. No. SN.6/B1.2

 **Activity INSTRUCTORS STANDARD** **Procedures (continued)**

**During Session Checks**

Activity instructors must be prepared to be flexible in their teaching or coaching methods and sympathetic to the group’s requirements, with the emphasis on enjoyment and safety.

The session must last for the designated time unless weather or other unforeseen events curtail it.

**Post Session Checks**

All the equipment must be accounted for and cleaned as required.

The instructor will

 a) Review the session with the group and encourage further participation in the activity.

 b) Thank the group for their participation.

 c) Hand the group back to their own group leader.

**The Group are then the responsibility of their own Group Leader.**

 d) Check the condition of the equipment, fill in equipment logbooks, and quarantine any damaged, faulty or deficient equipment before returning the activity equipment to the stores.

 e) All quarantined equipment must be marked with details of the reason and placed in the appropriate area. The Activities Manager and/or the Activity Team Leader must be informed.

 f) Any incidents, however small, must be entered on the Incident / Accident log sheets and reported, along with any entries in the equipment log book, to a member of Centre Personnel as soon as possible.

 g) Any item of equipment considered to be a factor in any incident must be isolated and marked accordingly. The Activity Team Leader, or a suitable technical adviser, must examine the item before it is brought back in to use.

Sheet 1 of 6 - Issue 6 (2017)Ref. No. SN.6/CA

**Climbing AND Abseiling**

**Location and Guidelines**

Location: The Centre has both indoor and outdoor Climbing and Abseiling Walls which are located in and around the Activity Barn at Bibbys Farm Scout Campsite and Activity Centre. OS Map Sheet 109 or OS Pathfinder Series Sheet SD61/71 or Explorer Series 287 Grid Reference 604168

 Offsite Climbing and Abseiling Activities can be catered for on local crags and quarries. However, Bibbys Farm Scout Campsite and Activity Centre do not operate a hire or loan facility for Climbing and Abseiling equipment to be used offsite.

**The Guidelines**

All instructors, whether Centre Personnel or Visitors using the Centre’s Climbing Walls shall follow the Centre’s guidelines.

Supervisory arrangements will vary depending on the ability and needs of the group, but should not exceed 1:6 (unless specifically authorised via NGB SPA).

Prior to collecting Climbing and Abseiling equipment the Duty Warden will ensure that the Leader in charge of the activity has

a) Signed the Activity Equipment Signing Out / In Sheet.

b) Checked the equipment as being in good and serviceable condition

c) Been made aware of the location of First Aid Equipment / Emergency telephone etc.

**NOTE:** TheQualifications of the Leader in Charge of the Activity must be checked at the time of booking.

**Attire of Supervisors and Participants**

When dressing to climb avoid baggy shirts and sleeves, chest pockets with buttons should also be avoided.

The carrying of items in pockets should be avoided.

Long hair could become a hazard or obscure vision, either tie back or wear appropriate head gear.

A strong pair of shoes or trainers must be worn, wellington boots or crocs are not suitable.

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Climbing

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hazard | At Risk | Control Measures | Severity | Likelihood | Rating | Further Action |
| Injury caused by falls, falling objects or equipment failure. | Any person involved with climbing activity and those spectators present | Instructor to be familiar with the site’s climbing code of practice. |  |  |  |  |
|  |  | Instructors should hold the necessary authorisation under the Scout Association Adventurous Activity Permit Scheme. |  |  |  |  |
|  |  | A record of usage of climbing equipment is kept. |  |  |  |  |
|  |  | All climbing equipment is inspected prior to use. |  |  |  |  |
|  |  | Recommended group size 8 up to a max of 12 (Subject to number of instructors available ) |  |  |  |  |
|  |  | Properly fitting harnesses must be worn.  |  |  |  |  |
|  |  | Novices must always wear helmets |  |  |  |  |
|  |  | Safety talks on inappropriate behaviour prior to start of activity.Participants awaiting their turn and other spectators should remain a safe distance away from the activity. |  |  |  |  |

Sheet 3 of 6 - Issue 6 (2017)Ref. No. SN.6/CA2.1

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Climbing Wall

All group leaders using the Climbing Wall as an activity need to read the operating procedures below and sign the log sheet to confirm that they have read and will operate the activity in accordance with the procedures laid down therein.

* A First Aid Kit must be available at all times and its location should be known by all participants.
* Activity instructors should ensure that all group members use the wall in a controlled manner.
* Food shall not be permitted in the climbing area.
* Climbing ropes and other equipment must be inspected prior to use. Damaged items must be immediately removed from service and tagged with details of the fault.
* A safety briefing shall be provided by the instructor to all participants.
* Helmets must be worn by all participants under 16 years of age. Instructors must check for

correct fitting and that any loose straps or hair are safely tucked in. Spectators and non participants shall not be in close proximity to the Walls to reduce the risk from falling objects.

* Suitable climbing harnesses must be used by all participants. Instructors to check for correct fitting and buckling before use.
* Belayers must wear a harness and must be supervised by an authorised activity instructor who should be able to take control of the rope if necessary.
* Abseil ropes must be attached to independent anchor(s) by a method that can be released under tension.
* When abseiling, participants must be secured by a safety rope. The safety rope must be tied off whilst connecting the abseiler to the abseil rope.
* Abseiling must be done in a controlled manner. Any abseiler who accelerates must be halted immediately by the safety rope.
* Descenders will be linked to harnesses using a triple action karabiner.
* Soloing is not permitted.
* Horseplay of any kind should be discouraged throughout the session.
* It is the responsibility of the activity instructor to ensure that all equipment is stored correctly at the end of the session and usage logged.

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Off Site Natural Rock, Crags & Quarries

* The Duty Warden must be informed before leaving the Centre. An emergency communication system must be arranged before starting the activity.
* A First Aid Kit must be available at all times and its location should be known to all participants.
* Group control is important. Activity instructors should ensure that all group members who are not climbing or abseiling are supervised by their own group leaders.
* Climbing ropes and other equipment must be inspected prior to use. Damaged items must be immediately removed from service and tagged with details of the fault.
* A safety briefing shall be provided by the instructor to all participants.
* On natural rock, crags and quarries, helmets must be worn by Instructors and participants. Instructors must check for correct fitting and that any loose straps or hair are safely tucked in.
* Suitable climbing harnesses must be used by all participants. Instructors to check for correct fitting and buckling before use.
* The activity instructor should designate a safe area where helmets and harnesses may be removed.
* Belayers must wear a harness and must be supervised by an authorized activity instructor who should be able to take control of the rope if necessary.
* At least two anchors are to be used for static rope belays. If there is any doubt about the integrity of an anchor point, then an alternative anchor must be found. Fixed anchors must be visually checked each time they are to be used.
* When abseiling, participants must be secured by a safety rope. The safety rope must be tied off whilst connecting the abseiler to the abseil rope.
* Abseiling must be done in a controlled manner. Any abseiler who accelerates must be halted immediately by the safety rope.
* Descenders will be linked to harnesses using a triple action karabiner and the alignment checked by an activity instructor.
* Activity instructors and climbers must be attached to a belay before approaching the edge of any crag.
* Soloing is not permitted by participants.
* Horseplay of any kind should be discouraged throughout the session.
* The activity instructor must inform the Duty Manager of their return to the Centre.
* It is the responsibility of the activity instructor to ensure that all equipment is stored correctly at the end of the session.

 Sheet 5 of 6 - Issue 5 (2017) Ref. No. SN.6/CA3

**Climbing and Abseiling**

 **Scout Association Factsheets**

FS 120200 – Climbing Walls (Scaffold)

FS 120452 – Single Pitch & Abseiling

#### Refer to Scoutbase Library for current versions and other relevant factsheets.

<https://members.scouts.org.uk/supportresources/search/?cat=26,407,351>

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**Climbing and Abseiling**

**Equipment Safety Policy**

**Issuing and collecting climbing equipment**

 Climbing and Abseiling related equipment should be appropriate for its usage, and should be within manufacturers recommended retirement dates. All equipment should have a means of identification and be recorded with the purchase date, and if possible the date of manufacture.

1. Before and after each use the climbing equipment must be checked by the instructor.

2. If any part of the equipment is suffering from any defect it must be withdrawn, quarantined and tagged with details of the fault.

1. Safety concerns should be forwarded in writing to the Centre Manager using Form SN2.6.H6 (Hazard Report Sheet) and entered in the Hazard Book.
2. No equipment should be passed on from one group to another, other than by authorised Centre Personnel.

**Periodic Checks**

1. Periodically the equipment should be checked in detail by a competent person.

2. The inspection should be conducted in accordance with the manufacturer's guidelines.

3. Comments from the inspections should be recorded in the appropriate campsite logbook.

4. The checks should be carried out on at least two occasions a year.

5. The date and usage each time equipment is used and by whom, must be recorded.

6. Rope usage shall be recorded in the appropriate `Rope Logs'.

**Storage of Equipment**

All climbing and abseiling equipment should be stored in their appropriate sections in dry, cool, dark and ventilated conditions away from sharp edges, chemicals and direct sunlight.

Helmets must be stored with the clasps fastened.

Maintenance of Climbing and Abseiling Equipment

The campsite policy is to follow the manufacturer's recommendations and guidelines.

**Retirement of Equipment**

1. If the instructor or person undertaking the periodic check is concerned about the safety of equipment it will be withdrawn from immediate use or will be retired.

2. It is known that nylon degrades gradually with time, even when not used and stored in ideal conditions. Because of this, compulsory retirement dates are used by the centre.

The life expectancy of equipment, from the date of first use is 10 years.

**Climbing Wall Maintenance Policy**

The indoor wall is a permanent structure and the outdoor wall is semi-permanent. Both must be inspected by the Session Instructor prior to any activity taking place, all loose hand holds to be reported to the Site Service Team. A three monthly inspection shall be conducted by the Activities Manager or Climbing Team Leader, reports shall be entered on the Climbing Wall history sheets.

Issue 4 (2017) Ref. No. SN.6/CA5

**CLIMBING and Abseiling**

**EQUIPMENT SAFETY SYSTEMS LOGBOOK**

**STATIC rope - HISTORY Log**

**Rope Colour Code - \_ \_ \_ \_ \_ \_ \_ \_ \_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Name | Comments | Number of Hrs in use | Any Incidents Occurring |
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Issue 4 (2017) Ref. No. SN.6/CA6

**CLIMBING AND ABSEILING**

**EQUIPMENT SAFETY SYSTEMS LOGBOOK**

**CLIMBING WALLS & STORAGE OF EQUIPMENT**

### **Inspection No……...**

**Inspection Date …………**

**Inspected By (Printed Name & Signature)……………………………….**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Equipment Description | Date in Servicem / y | Condition of Equipment | Comments on service e.g. location | Safety concerns & Action taken |
| **Inside Wall** |  |  |  |  |
| Support Structure |  |  |  |  |
| Wall Boarding  |  |  |  |  |
| Foot and Hand Holds |  |  |  |  |
| Tidiness of climbing wall area |  |  |  |  |
| Security of walls |  |  |  |  |
|  |  |  |  |  |
| **Outside wall** |  |  |  |  |
| Support Structure |  |  |  |  |
| Wall Boarding  |  |  |  |  |
| Foot and Hand Holds |  |  |  |  |
| Tidiness of climbing wall area |  |  |  |  |
| Security of walls |  |  |  |  |
|  |  |  |  |  |
| **Equipment Storage Area** |  |  |  |  |
| General Tidiness |  |  |  |  |
|  |  |  |  |  |
| **Equipment Log Books**  |  |  |  |  |
| Up to date |  |  |  |  |
|  |  |  |  |  |
| **Equipment Usages Logs** |  |  |  |  |
| Up to date |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Nomenclature: (Condition) |  | Nomenclature: (Location Used) |
| N | New |  | IC | Indoor Climbing Wall |
| G | Good |  | OC | Outdoor Climbing Wall |
| F | Fair |  | QC | Quarry Climbing |
| O | Taken out of service |  | CC | Crate Stacking  |
| M | Missing |  |  |  |
| Blank | Not Inspected |  |  |  |

Issue 3 (2017) Ref. No. SN.6/CA7

**CLIMBING AND ABSEILING**

**EQUIPMENT KITS BOOKING OUT / IN FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date  | Kit Number | Rope Number | Name | Issuing Signature | Receiving Signature | Comments |
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Issue 2 (2017) Ref. No. SN.6/CA8

**CLIMBING EQUIPMENT**

**INSPECTION LOGBOOK**

**KIT No. ……**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Equipment Description | Serial Number | Date of First Use | Comments | Signature |
| Harness …… |  |  |  |  |
| Harness …… |  |  |  |  |
| Harness …… |  |  |  |  |
| Harness …… |  |  |  |  |
| Harness …… |  |  |  |  |
| Harness …… |  |  |  |  |
|  Full Body Harness …… |  |  |  |  |
| Hard Hat …… |  |  |  |  |
| Hard Hat …… |  |  |  |  |
| Hard Hat …… |  |  |  |  |
| Hard Hat …… |  |  |  |  |
| Hard Hat …… |  |  |  |  |
| Hard Hat …… |  |  |  |  |
| Belay Device |  |  |  |  |
| Quick Draw |  |  |  |  |
| Karabiner |  |  |  |  |
| Adult Harness |  |  |  |  |
| Prussic Loop |  |  |  |  |
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Date of inspection\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Issue 2 (2017) Ref. No. SN.6/CA9

**ABSEILING EQUIPMENT**

**INSPECTION LOGBOOK**

**KIT No. ……**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Equipment Description | Serial NumberBatch Number | Date of First Use | Comments | Signature |
| Quick Draw |  |  |  |  |
| Karabiner  |  |  | 9 off |  |
| Adult Harness  |  |  |  |  |
| Prussic Loop  |  |  |  |  |
| Karabiner  |  |  |  |  |
| Descender |  |  |  |  |
| Steel Karabiner |  |  |  |  |
| Sling |  |  |  |  |
| Sling |  |  |  |  |
| Extender  |  |  |  |  |
| HMS Karabiner |  |  |  |  |
| Triple action Karabiner |  |  |  |  |
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Date of inspection:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sheet 1 of 5 - Issue 6 (2017)Ref. No. SN.6/CS

**CRATE STACKING**

**Location and Guidelines**

Location: The Centre’s Crate Stacking activities are located in the grounds of Bibbys Farm Scout Campsite and Activity Centre. OS Map Sheet 109 or OS Pathfinder Series Sheet SD61/71 or Explorer Series 287 Grid Reference 604168

**The Guidelines**

All instructors, whether Centre Personnel or Visitors using the Centre’s Crate Stacking facilities shall follow the Centre’s guidelines.

Crates and related equipment should be appropriate for its usage and in good condition. It should be within manufacturers recommended retirement dates.

Supervisory arrangements will vary depending on the ability and needs of the group, but should not exceed 1: 6.

Prior to collecting Crate Stacking equipment the Duty Warden will ensure that the Leader in charge of the Activity has

a) Signed the Activity Equipment Signing Out / In Sheet.

b) Checked the equipment as being in good and serviceable condition

c) Been made aware of the location of First Aid Equipment / Emergency telephone etc.

**NOTE:** TheQualifications of the Leader in Charge of the Activity must be checked at the time of booking.

**Attire of Instructors, Supervisors and Participants**

When dressing for Crate Stacking avoid baggy shirts, sleeves and trousers. Old clothing that is acceptable for getting wet, damaged or dirty should be worn. The carrying of items in pockets should be avoided.

A strong pair of shoes or trainers must be worn.

Suitable harnesses must be used by all participants.

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Crate Stacking

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hazard | At Risk | Control Measures | Severity | Likelihood | Rating | Further Action |
| Injury though falls, equipment failure or being hit by falling crates | Any person involved with leading or participating in a Crate Stacking activity and those spectators present. | Crate Stacking to be carried out in line with the Site’s Code of Practice. | 3 | 1 | 3 | Adequately controlled |
|  |  | A record of usage of climbing equipment is kept. | 1 | 1 | 1 | Adequately controlled |
|  |  | All climbing equipment is inspected prior to use. | 3 | 1 | 3 | Adequately controlled |
|  |  | Helmets must be worn. | 4 | 1 | 4 | Adequately controlled |
|  |  | A secure anchor point must be used. | 4 | 1 | 4 | Adequately controlled |
|  |  | Climbers roped in at all times and use of auto belay. | 4 | 1 | 4 | Adequately controlled |
|  |  | Safety talk on inappropriate behaviour prior to start of activity. | 3 | 2 | 6 | Adequately controlled |
|  |  | Maximum group size of 10. | 4 | 1 | 4 | Adequately controlled |
|  |  | Participants awaiting their turn and other spectators should remain a safe distance away from the activity. | 3 | 1 | 3 | Adequately controlled |

Sheet 3 of 5 - Issue 6 (2017) Ref. No. SN.6/CS2

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**Crate Stacking**

All group leaders using the Crate Stacking as an activity need to read the operating procedures below and sign the log sheet to confirm that they have read and will operate the activity in accordance with the procedures laid down therein.

* Crate stacking must be carried out on a level surface. A base board should be used.
* A First Aid Kit must be available at all times and it’s location should be known by all participants.
* Activity instructors should ensure that all group members use the equipment in a controlled manner.
* Activity instructors must not be seated during a climbing session.
* Food and drink shall not be permitted in the climbing area.
* Climbing ropes and other equipment must be inspected prior to use. Damaged items must be immediately removed from service.
* Helmets must be worn by Instructors and participants. Instructors must check for correct fitting and that any loose straps or hair are safely tucked in.
* Suitable climbing harnesses must be used by all participants. Instructors to check for correct fitting and buckling before use.
* For a very small climber a full body harness will be used.
* No person must have loose clothing or jewellery. Also long hair must be tied back.
* Belayers must wear a harness and must be supervised by an authorised activity instructor who should be able to take control of the rope if necessary.
* It is the responsibility of the activity instructor to ensure that all equipment is stored correctly at the end of the session.
* Horseplay of any kind should be discouraged throughout the session.

Sheet 4 of 5 - Issue 5 (2017) Ref. No. SN.6/CS3

**CRATE STACKING**

 **Scout Association Factsheet**

120423 – High Ropes

#### Refer to Scoutbase Library for current versions and other relevant factsheets.

<https://members.scouts.org.uk/supportresources/search/?cat=26,407,351>

Sheet 5 of 5 - Issue 4 (2017) Ref. No. SN.6/CS4

**CRATE STACKING**

**EQUIPMENT SAFETY POLICY**

**Issuing and collecting Crate Stacking equipment**

 Crate Stacking related equipment should be appropriate for its usage, and should be within manufacturers recommended retirement dates. All equipment should have a means of identification and be recorded with the purchase date, and if possible the date of manufacture.

1. Before and after each use the climbing equipment must be checked by the instructor .

2. If any part of the equipment is suffering from any defect it must be withdrawn, quarantined and tagged with details of the fault.

3. Safety concerns should be forwarded in writing to the Centre Manager using Form SN2.6.H6 (Hazard Report Sheet) and entered in the Hazard Book

4. No equipment should be passed on from one group to another, other than by authorised Centre Personnel.

**Periodic Checks**

1. Periodically the equipment should be checked in detail by a competent person.

2. The inspection should be conducted in accordance with the manufacturer's guidelines.

3. Comments from the inspections should be recorded in the appropriate campsite logbook.

4. The checks should be carried out on at least two occasions a year.

5. The date and usage each time equipment is used, by whom, must be recorded.

6. Rope usage shall be recorded in the appropriate `Rope Logs'.

**Storage of Equipment**

All equipment should be stored in its appropriate sections in dry, cool, dark and ventilated conditions away from sharp edges, chemicals and direct sunlight.

Helmets must be stored with the clasps fastened.

Maintenance of Climbing and Abseiling Equipment

The campsite policy is to follow the manufacturer's recommendations and guidelines.

**Retirement of Equipment**

1. If the instructor or person undertaking the periodic check is concerned about the safety of equipment it will be withdrawn from immediate use or will be retired.

2. It is known that nylon degrades gradually with time, even when not used and stored in ideal conditions. Because of this, compulsory retirement dates are used by the centre.

3. The life expectancy of equipment, from the date of first use is 10 years

Sheet 1 of 6 - Issue 4 (2017)Ref. No. SN.6/GB

**MOUNTAIN BIKING**

**Location and Guidelines**

Location: The Centre’s Mountain Biking Activities are located both off-site in the surrounding countryside, and on-site in the Woodlands Trail in the grounds of Bibbys Farm Scout Campsite and Activity Centre. OS Map Sheet 109 or OS Pathfinder Series Sheet SD61/71 or Explorer Series 287 Grid Reference 604168

**The Guidelines**

All instructors, whether Centre Personnel or Visitors using the Centre’s Mountain Biking facilities shall follow the Centre’s guidelines.

Mountain Bicycles and related equipment should be appropriate for its usage and in good condition. Helmets should be within manufacturers recommended retirement dates.

Supervisory arrangements will vary depending on the ability and needs of the group, but should not exceed 1: 10 for on-site activities and 1: 7 for off-site activities.

Prior to collecting Mountain Biking equipment the Duty Warden will ensure that the Leader in charge of the Activity has

a) Signed the Activity Equipment Signing Out / In Sheet.

b) Checked the equipment as being in good and serviceable condition

c) Been made aware of the location of First Aid Equipment / Emergency telephone etc.

**NOTE:** TheQualifications of the Leader in Charge of the Activity must be checked at the time of booking.

**Attire of Instructors, Supervisors and Participants**

When dressing for Mountain Biking avoid baggy clothing. Old clothing that is acceptable for getting wet, damaged or dirty should be worn. The carrying of items in pockets should be avoided.

A strong pair of shoes or trainers must be worn, open toe sandals or wellington boots shall not be worn.

Suitable cycling helmets must be used by all participants.

Sheet 2 of 6 - Issue 1 (2017) Ref. No. SN.6/GB1





Mountain Biking

Sheet 3 of 6 - Issue 4 (2017)Ref. No. SN.6/GB2.1

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**Mountain Biking On Site**

* Prior to the activity the course should be checked for debris and that it is suitable for the session.
* A First Aid kit must be available at all times and its location should be made known to all participants.
* Horseplay of any kind should be discouraged at all times.
* Activity instructors must take account of the weather conditions when planning a session, e.g., wind strength and temperature.
* Participants should warm up before commencing the activity.
* Equipment must be checked that it is the correct size for the participant and adjusted accordingly.
* Instructors must be aware of their responsibility for the whole group at all times and not allow themselves to be distracted.
* It is the responsibility of the activity instructor to ensure that all equipment is retuned to a member of Centre Personnel at the end of the session.

Sheet 4 of 6 - Issue 5 (2017)Ref. No. SN.6/GB2.2

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**Mountain Biking Off Site**

* Prior to the activity a member of Centre Personnel must be advised of the route to be taken.
* A member of Centre Personnel must be informed before leaving the Centre.
* An emergency contact phone number must be given before starting the activity.
* A First Aid kit must be available at all times and its location should be made known to all participants.
* Drinks should be carried by all participants to avoid possible dehydration.
* Horseplay of any kind should be discouraged at all times.
* Clothing should be compatible with the prevailing weather conditions.
* Two responsible persons are required with one for leading and the other bringing up the rear.
* Activity instructors must take account of the weather conditions when planning a session, e.g., wind strength and temperature.
* Participants should warm up before commencing the activity.
* Equipment must be checked that it is the correct size for the participant and adjusted accordingly.
* Instructors must be aware of their responsibility for the whole group at all times and not allow themselves to be distracted.
* It is the responsibility of the activity instructor to ensure that all equipment is returned to a member of Centre Personnel at the end of the session.

Sheet 5 of 6 - Issue 4 (2017) Ref. No. SN.6/GB3

**MOUNTAIN BIKING**

 **Scout Association Factsheet**

FS 120456

#### Refer to Scoutbase Library for current versions and other relevant factsheets.

<https://members.scouts.org.uk/supportresources/search/?cat=26,407,351>

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Sheet 6 of 6 - Issue 4 (2017) Ref. No. SN.6/GB4

**MOUNTAIN BIKING**

**EQUIPMENT SAFETY POLICY**

**Issuing and collecting mountain biking equipment**

 Mountain bikes and related equipment should be appropriate for its usage, and helmets should be within manufacturers recommended retirement dates. All equipment should have a means of identification and be recorded with, if possible, the purchase date and the date of manufacture.

1. All equipment to be collected from the Activities Barn.

2. The instructor, who must be a responsible adult and have suitable knowledge, must NEVER leave a group unsupervised.

3. All equipment must be returned in a clean condition and checked for damage before being stored away.

4. Any damage must be reported to a member of the Centre Personnel.

5. No equipment should be passed on from one group to another, other than by authorised Centre Personnel.

Sheet 1 of 5 - Issue 3 (2017)Ref. No. SN.6/GC

**PEDAL CARS**

**Location and Guidelines**

Location: The Centre’s Pedal Car Activity Course is located in the grounds of Bibbys Farm Scout Campsite and Activity Centre. OS Map Sheet 109 or OS Pathfinder Series Sheet SD61/71 or Explorer Series 287 Grid Reference 604168

**The Guidelines**

All leaders using the Centre’s Pedal Car facilities shall follow the Centre’s guidelines.

Pedal Cars and related equipment should be appropriate for its usage and in good condition. Helmets should be within manufacturers recommended retirement dates.

Supervisory arrangements will vary depending on the ability and needs of the group, but should not exceed 1: 8.

Prior to collecting Pedal Car equipment the Duty Warden will ensure that the Leader in charge of the Activity has

a) Signed the Activity Equipment Signing Out / In Sheet.

b) Checked the equipment as being in good and serviceable condition

c) Been made aware of the location of First Aid Equipment / Emergency telephone etc.

**NOTE:** TheQualifications of the Leader in Charge of the Activity must be checked at the time of booking.

**Attire of Instructors, Supervisors and Participants**

When dressing for Pedal Cars avoid baggy clothing. Old clothing that is acceptable for getting wet, damaged or dirty should be worn. The carrying of items in pockets should be avoided.

A strong pair of shoes or trainers must be worn, open toe sandals or wellington boots shall not be worn.

All participants must wear suitable and well fitting helmets.

 Sheet 2 of 5 - Issue 1 (2017)Ref. No. SN.6/GC1





Pedal Cars

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **At Risk** | **Control Measures** | **Severity** | **Likelihood** | **Rating** | **Further Action** |
| Injury through falling from Pedal Car or collision with another person or object. | Campsite staff and volunteers, contractors, visitors and members of the public. | Activity should be conducted in line with the Site’s Operating Procedures for Pedal Cars | 3 | 1 | 3 | Adequately Controlled |
|  |  | A competent person must supervise the activity. | 2 | 1 | 2 | Adequately Controlled |
|  |  | Safety Helmets must be worn | 3 | 1 | 3 | Adequately Controlled |
|  |  | The course must be kept clear of hazards along its route, including spectators. | 3 | 1 | 3 | Adequately Controlled |
|  |  | Ensure that the Pedal Cars used are fit for the participants and is suitable for the activity. | 2 | 2 | 4 | Adequately Controlled |

Sheet 3 of 5 - Issue 3 (2017) Ref. No. SN.6/GC2

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Pedal Cars

* Prior to the activity the course should be checked for debris and that it is suitable for the session.
* A First Aid kit must be available at all times and its location should be made known to all participants.
* Horseplay of any kind should be discouraged at all times.
* Leaders must be aware of their responsibility for the whole group at all times and not allow themselves to be distracted.
* It is the responsibility of the activity leader to ensure that all equipment is returned to a member of Centre Personnel at the end of the session and the Duty Warden advised accordingly.

Sheet 4 of 5 - Issue 3 (2017) Ref. No. SN.6/GC3

**PEDAL CARS**

 **Scout Association Factsheet**

No specific Factsheet or Activity category

#### Refer to Scoutbase Library for general activity factsheets

#### e.g. Risk Assessments etc..

<https://members.scouts.org.uk/supportresources/search/?cat=26,407,351>

Sheet 5 of 5 - Issue 3 (2017) Ref. No. SN.6/GC4

**PEDAL CARS**

**EQUIPMENT SAFETY POLICY**

**Issuing and collecting pedal car equipment**

 Pedal cars and related equipment should be appropriate for its usage, and helmets should be within manufacturers recommended retirement dates. All equipment should have a means of identification and be recorded with, if possible, the purchase date and the date of manufacture.

1. All equipment to be collected from and returned to the storage shed local to the track and carried in a safe manner.

2. The leader, who must be a responsible adult must NEVER leave a group unsupervised or be a participating member of the group.

3. The pedal cars must be returned in a clean condition and checked for damage before being stored away.

4. Any damage must be reported to the Duty Warden or the Activities Manager.

5. No equipment should be passed on from one group to another, other than by authorised Centre Personnel.

Sheet 1 of 5 - Issue 3 (2017)Ref. No. SN.6/GS

**GRASS SLEDGING**

**Location and Guidelines**

Location: The Centre’s Grass Sledging Activity is located in the grounds of Bibbys Farm Scout Campsite and Activity Centre. OS Map Sheet 109 or OS Pathfinder Series Sheet SD61/71 or Explorer Series 287 Grid Reference 604168

**The Guidelines**

All leaders using the Centre’s Grass Sledging facilities shall follow the Centre’s guidelines.

Grass Sledges and related equipment should be appropriate for its usage and in good condition. Helmets should be within manufacturers recommended retirement dates.

Supervisory arrangements will vary depending on the ability and needs of the group, but should not exceed 1: 12.

Prior to collecting Grass Sledging equipment the Duty Warden will ensure that the Leader in charge of the Activity has

a) Signed the Activity Equipment Signing Out / In Sheet.

b) Checked the equipment as being in good and serviceable condition

c) Been made aware of the location of First Aid Equipment / Emergency telephone etc.

**NOTE:** TheQualifications of the Leader in Charge of the Activity must be checked at the time of booking.

**Attire of Instructors, Supervisors and Participants**

When dressing for Grass Sledging avoid baggy clothing. Old clothing that is acceptable for getting wet, damaged or dirty should be worn.

The carrying of items in pockets should be avoided.

A strong pair of shoes or trainers must be worn, open toe sandals or wellington boots shall not be worn.

All participants must wear suitable and well fitting helmets.

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Grass Sledging

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **At Risk** | **Control Measures** | **Severity** | **Likelihood** | **Rating** | **Further Action** |
| Injury through falling from sledge or collision with another person or object. | Camp site staff and volunteers, contractors, visitors and members of the public. | The activity must be supervised by a competent person.Adult leaders to sign to agree to comply with operating procedures and risk assessment on receipt of equipment. | 3 | 2 | 6 | Adequately Controlled  |
| Hazards on course | Users & spectators | Leader to check course for hazards before use and ensure spectators keep a safe distance from sledgers | 2 | 1 | 2 | Adequately Controlled |
| Collision at end of course | Users | The end of the route must be clear of obstructions and the course is designed so that risk of overrun is minimised | 2 | 1 | 2 | Adequately Controlled |
| Running too quickly | Users | The specified course has a gradient that will allow descent at an appropriate speed for the age group participating.  | 2 | 1 | 2 | Adequately Controlled |
| Malfunction | Users | Sledges provided are designed for purpose and are inspected for damage prior to every use by the supervising adult. Defective sledges withdrawn from use immediately and repaired & tested before being reintroduced to service. | 3 | 1 | 3 | Adequately Controlled |

Sheet 3 of 5 - Issue 3 (2017)Ref. No. SN.6/GS2

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**Grass Sledging**

* Prior to the activity the course should be checked for debris and that it is suitable for the session.
* A First Aid kit must be available at all times and its location should be made known to all participants.
* Horseplay of any kind should be discouraged at all times.
* Leaders must be aware of their responsibility for the whole group at all times and not allow themselves to be distracted.
* It is the responsibility of the activity leader to ensure that all equipment is returned to a member of Centre Personnel at the end of the session and the Duty Warden advised accordingly.

Sheet 4 of 5 - Issue 3 (2017) Ref. No. SN.6/GS3

**GRASS SLEDGING**

 **Scout Association Factsheet**

No specific Factsheet

#### Refer to Scoutbase Library for associated factsheets.

<https://members.scouts.org.uk/supportresources/search/?cat=26,407,351>

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Sheet 5 of 5 - Issue 3 (Apr 2015) Ref. No. SN.6/GS4

**GRASS SLEDGING**

**EQUIPMENT SAFETY POLICY**

**Issuing and collecting grass sledging equipment**

 Grass sledges and related equipment should be appropriate for its usage, and helmets should be within manufacturers recommended retirement dates. All equipment should have a means of identification and be recorded, if possible, with the purchase date and the date of manufacture.

1. All equipment to be collected from and returned to the storage shed local to the outdoor Crate Stacking area and carried in a safe manner.

2. The leader, who must be a responsible adult must NEVER leave a group unsupervised or be a participating member of the group.

3. All equipment must be returned in a clean condition and checked for damage before being stored away.

4. Any damage must be reported to the Duty Warden or the Activities Manager.

5. No equipment should be passed on from one group to another, other than by authorised Centre Personnel.

Sheet 1 of 5 - Issue 5 (2017)Ref. No. SN.6/HA

**AERIAL RUNWAY**

**Location and Guidelines**

Location: The Centre’s Aerial Runway is located in the grounds of Bibbys Farm Scout Campsite and Activity Centre. OS Map Sheet 109 or OS Pathfinder Series Sheet SD61/71 or Explorer Series 287 Grid Reference 604168

**The Guidelines**

All instructors, whether Centre Personnel or Visitors using the Centre’s Aerial Runway shall follow the Centre’s guidelines.

The Aerial Runway and related equipment should be appropriate for its usage and in good condition. It should be within manufacturers recommended retirement dates.

Supervisory arrangements will vary depending on the ability and needs of the group, but should not exceed 4 participants on the operating structure / tower.

Prior to collecting Aerial Runway equipment the Duty Warden will ensure that the Leader in charge of the Activity has

a) Signed the Activity Equipment Signing Out / In Sheet.

b) Checked the equipment as being in good and serviceable condition

c) Been made aware of the location of First Aid Equipment / Emergency telephone etc.

**NOTE:** TheQualifications of the Leader in Charge of the Activity must be checked at the time of booking.

**Attire of Instructors, Supervisors and Participants**

When dressing for the Aerial Runway old clothing that is acceptable for getting wet, damaged or dirty should be worn. The carrying of items in pockets should be avoided.

A strong pair of shoes or trainers must be worn, open toe sandals are not suitable.

Suitable harnesses must be used by all participants.

Sheet 2 of 5 - Issue 1 (2017) Ref. No. SN.6/HA1





Aerial Runway

Sheet 3 of 5 - Issue 5 (2017)Ref. No. SN.6/HA2

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**Aerial Runway**

All group leaders using the Aerial Runway as an activity need to read the operating procedures below and sign the log sheet to confirm that they have read and will operate the activity in accordance with the procedures laid down therein.

* Ropes and other equipment must be inspected prior to use. Damaged items must be immediately removed from service.
* The aerial runway must be erected in line with the Scout code of practice.
* A First Aid Kit must be available at all times and it’s location should be known by all participants.
* Activity instructors should ensure that all group members use the runway in a controlled manner.
* Helmets must be worn by Instructors and participants. Instructors must check for correct fitting and that any loose straps or hair are safely tucked in.
* Spectators and non-participants must not be allowed to be too close to the runway to avoid being injured by falling objects.
* Suitable climbing harnesses must be used by all participants. Instructors to check for correct fitting and buckling before use.
* For a very small participant a full body harness will be used.
* Ensure sufficient personnel (four) are available for the correct operation of safety lines, positioning on seat and braking system.
* Supervisors / instructors operating the Braking System should ensure gloves are worn to avoid rope burns and strong shoes / footwear is worn, noting the potential of wet grass conditions.
* Horseplay of any kind should be discouraged throughout the session.
* It is the responsibility of the activity instructor to ensure that all equipment is stored correctly at the end of the session.



Sheet 4 of 5 - Issue 5 (2017) Ref. No. SN.6/HA3

**AERIAL RUNWAY**

**Scout Association Factsheet**

FS 120006

#### Refer to Scoutbase Library for current versions and other relevant factsheets.

<https://members.scouts.org.uk/supportresources/search/?cat=26,407,351>

Sheet 5 of 5- Issue 5 (2017) Ref. No. SN.6/HA4

**AERIAL RUNWAY**

**EQUIPMENT SAFETY POLICY**

**Issuing and collecting aerial runway equipment**

 Aerial Runways and related equipment should be appropriate for its usage, and should be within manufacturers recommended retirement dates. All equipment should have a means of identification and be recorded with the purchase date, and if possible the date of manufacture.

1. Before and after each use the climbing equipment must be checked by the instructor .

2. If any part of the equipment is suffering from any defect it must be withdrawn, quarantined and tagged with details of the fault.

3. Safety concerns should be forwarded in writing to the Centre Manager using Form SN2.6.H6 (Hazard Report Sheet) and entered in the Hazard Book

4. No equipment should be passed on from one group to another, other than by authorised Centre Personnel.

**Periodic Checks**

1. Periodically the equipment should be checked in detail by a competent person and audited by a member of Centre Personnel.

2. The inspection should be conducted in accordance with the manufacturer's guidelines.

3. A suitable person to undertake the inspection would be a County Climbing Assessor or an experienced climber.

4. Comments from the inspections should be recorded in the appropriate campsite logbook.

5. The checks should be carried out on at least two occasions a year.

6. The date and number of hours each time equipment is used, by whom, and for what purpose must be recorded.

Rope usage will be recorded in the appropriate `Rope Logs'. In order to reduce instructor paperwork, the number of hours safety ropes are used will also represent the number of hours all climbing equipment is used, even if some is not actually used.

**Storage of Equipment**

All equipment should be stored in its appropriate sections in dry, cool, dark and ventilated conditions away from sharp edges, chemicals and direct sunlight.

Helmets must be stored with the clasps fastened.

Issue 2 (2017)Ref. No. SN.6/HA5

**CLIMBING EQUIPMENT**

**INSPECTION LOGBOOK**

**AERIAL RUNWAY** **KIT No. ……**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Equipment description  | Serial Number | Date of First Use | Comments | Signature |
| Harness …… |  |  |  |  |
| Harness …… |  |  |  |  |
| Harness …… |  |  |  |  |
| Harness …… |  |  |  |  |
| Harness …… |  |  |  |  |
| Harness …… |  |  |  |  |
|  Full Body Harness …… |  |  |  |  |
| Hard Hat …… |  |  |  |  |
| Hard Hat …… |  |  |  |  |
| Hard Hat …… |  |  |  |  |
|  Hard Hat …… |  |  |  |  |
| Hard Hat …… |  |  |  |  |
| Hard Hat …… |  |  |  |  |
|  Dyno clip |  |  |  |  |
|  Cows tail |  |  |  |  |
|  Karabiner  |  |  |  |  |
|  Adult Harness  |  |  |  |  |
|  Scaff Hooks |  |  |  |  |
|  Slings |  |  |  |  |
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Date of inspection:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sheet 1 of 5 - Issue 4 (2017)Ref. No. SN.6/HB

**ROPE BRIDGE**

**Location and Guidelines**

Location: The Centre’s Rope Bridge is located in the grounds of Bibbys Farm Scout Campsite and Activity Centre. OS Map Sheet 109 or OS Pathfinder Series Sheet SD61/71 or Explorer Series 287 Grid Reference 604168

**The Guidelines**

All instructors, whether Centre Personnel or Visitors using the Centre’s Rope Bridge shall follow the Centre’s guidelines.

Rope Bridge and related equipment should be appropriate for its usage and in good condition. It should be within manufacturers recommended retirement dates.

Supervisory arrangements will vary depending on the ability and needs of the group, but should not exceed 2 participants on the operating structure.

Prior to collecting Rope Bridge equipment the Duty Warden will ensure that the Leader in charge of the Activity has

a) Signed the Activity Equipment Signing Out / In Sheet.

b) Checked the equipment as being in good and serviceable condition

c) Been made aware of the location of First Aid Equipment / Emergency telephone etc.

**NOTE:** TheQualifications of the Leader in Charge of the Activity must be checked at the time of booking.

**Attire of Instructors, Supervisors and Participants**

When dressing to use the Rope Bridge old clothing that is acceptable for getting wet, damaged or dirty should be worn. The carrying of items in pockets should be avoided.

A strong pair of shoes or trainers must be worn, open toe sandals or wellington boots are not suitable.

Suitable harnesses must be used by all participants.

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Rope Bridge

Sheet 3 of 5 - Issue 4 (2017)Ref. No. SN.6/HB2

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**Rope Bridge**

All group leaders using the Rope Bridge as an activity need to read the operating procedures below and sign the log sheet to confirm that they have read and will operate the activity in accordance with the procedures laid down therein.

* Ensure correct tensioning in all pulley systems’
* A First Aid Kit must be available at all times and it’s location should be known by all participants.
* Activity instructors should ensure that all group members use the equipment in a controlled manner.
* All equipment must be inspected prior to use. Damaged items must be immediately removed from service.
* Helmets must be worn by all participants. Instructors must check for correct fitting and that any loose straps or hair are safely tucked in.
* Suitable climbing harnesses must be used by all participants. Instructors to check for correct fitting and buckling before use.
* For a very small participant a full body harness will be used.
* No person must have loose clothing or jewellery. Also long hair must be tied back.
* Spectators and non-participants must not be allowed to be too close to the rope bridge structure to avoid congestion.
* Horseplay of any kind should be discouraged throughout the session.
* It is the responsibility of the activity instructor to ensure that all equipment is stored correctly at the end of the session.

Sheet 4 of 5 - Issue 4 (2017) Ref. No. SN.6/HB3

**ROPE BRIDGE**

 **Scout Association Factsheet**

No specific Factsheet or Activity category

Refer to FS 120423 – High Ropes

#### Refer to Scoutbase Library for current versions and other relevant factsheets.

<https://members.scouts.org.uk/supportresources/search/?cat=26,407,351>

Sheet 5 of 5 - Issue 5 (2017) Ref. No. SN.6/HB4

**ROPE BRIDGE**

**EQUIPMENT SAFETY POLICY**

**Issuing and collecting rope bridges equipment**

 Rope bridges and related equipment should be appropriate for its usage, and should be within manufacturers recommended retirement dates. All equipment should have a means of identification and be recorded with the purchase date, and if possible the date of manufacture.

1. All equipment to be collected from and returned to climbing store and carried in a safe manner.

2. Before each use the equipment must be checked.

3. This check must be undertaken by the instructor for that session.

1. The instructor should also make a visual inspection when issuing equipment and helmets.

5. If any part of the equipment is suffering from any defect it must be withdrawn and quarantined.

6. Safety concerns should be forwarded in writing to the Centre Manager or entered in the Hazard Book.

7 After each use the instructor must record equipment usage in the Centre Climbing Equipment Logbook. Any obvious damage or serious fall taken on a rope means that the rope should be immediately withdrawn from use and isolated in accordance with the quarantine procedure.

8. The instructor, who must be a responsible adult and have suitable knowledge, must NEVER leave a group unsupervised or be a participating member of the group.

9. No equipment should be passed on from one group to another, other than by authorised Centre Personnel.

**Periodic Checks**

1. Periodically the equipment should be checked in detail by a competent person and audited by a member of Centre Personnel.

2. The inspection should be conducted in accordance with the manufacturer's guidelines.

3. A suitable person to undertake the inspection would be a County Climbing Assessor or an experienced climber.

4. Comments from the inspections should be recorded in the appropriate campsite logbook.

5. The checks should be carried out on at least two occasions a year.

**Storage of Equipment**

All equipment should be stored in its appropriate sections in dry, cool, dark and ventilated conditions away from sharp edges, chemicals and direct sunlight.

Helmets must be stored with the clasps fastened.

**Rope Bridge Maintenance Policy**

The rope bridge is a permanent structure A three monthly inspection shall be conducted by the Activities Manager or Climbing Team Leader, reports shall be entered on the Rope Bridge history sheets.

Issue 2 (2017)Ref. No. SN.6HB5

**CLIMBING EQUIPMENT**

**INSPECTION LOGBOOK**

**Rope Bridge KIT No. ……**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Equipment description  | Serial Number | Date of First Use | Comments | Signature |
| Harness …… |  |  |  |  |
| Harness …… |  |  |  |  |
| Harness …… |  |  |  |  |
| Harness …… |  |  |  |  |
| Harness …… |  |  |  |  |
| Harness …… |  |  |  |  |
|  Full Body Harness …… |  |  |  |  |
| Hard Hat …… |  |  |  |  |
| Hard Hat …… |  |  |  |  |
| Hard Hat …… |  |  |  |  |
|  Hard Hat …… |  |  |  |  |
| Hard Hat …… |  |  |  |  |
| Hard Hat …… |  |  |  |  |
|  Descender |  |  |  |  |
|  Quick Draw |  |  |  |  |
|  Karabiner  |  |  |  |  |
|  Adult Harness  |  |  |  |  |
|  Dyno Clips |  |  |  |  |
|  Pullies |  |  |  |  |
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Date of inspection:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sheet 1 of 6 - Issue 7 (2017) Ref. No. SN.6/TA

**ARCHERY**

**Location and Guidelines**

Location: The Centre has both indoor and outdoor Archery Ranges. The indoor range is located in the Activity Barn and the outdoor range is located in the woodland area of Bibbys Farm Scout Campsite and Activity Centre. OS Map Sheet 109 or OS Pathfinder Series Sheet SD61/71 or Explorer Series 287 Grid Reference 604168

**The Guidelines**

All instructors, whether Centre Personnel or Visitors using the Centre’s Archery Ranges shall follow the Centre’s guidelines.

The activity Instructor minimum qualification will be Archery GB Instructor or Greater Manchester North Scout County Training (or equivalent course run by other Scout Counties)..

Supervisory arrangements will vary depending on the ability and needs of the group, but should not exceed 1: 9.

Prior to collecting Archery equipment the Duty Warden will ensure that the Leader in charge of the activity has

a) Signed the Activity Equipment Signing Out / In Sheet.

b) Checked the equipment as being in good and serviceable condition

1. Been made aware of the location of First Aid Equipment / Emergency telephone etc.

**NOTE:** TheQualifications of the Instructor, if self-led, must be checked prior to the activity taking place.

**Attire of Instructors, Supervisors and Participants**

When dressing to shoot, baggy shirts and sleeves, chest pockets with buttons and jewellery are not allowed.

Long hair could become caught in the bowstring, either tie back or wear appropriate head gear.

A strong pair of shoes or trainers must be worn.

Arm guards provided must always be worn.

**Safety Talk**

Prior to the activity taking place, the instructor must brief all participants as to how the session will run including important safety commands & procedures

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Archery (Sheet 1 of 2)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **At Risk** | **Control Measures** | **Severity** | **Likelihood** | **Rating** | **Further Action** |
| Injury due to equipment breaking and hitting participant e.g. bruises, cuts and abrasions | All | All equipment should be checked by the instructor/Staff Member prior to and during session. Regular / Monthly safety checks to be completed and logged.  |  |  |  | Adequately controlled  |
| Misuse of equipment leading to injuries due to being hit e.g. bruises, cuts and abrasions | All | Staff Member to carry arrows in an appropriate container. Safety talk to include all rules regarding shooting and handling bows and arrows. |  |  |  | Adequately controlled  |
| Hard, uneven or slippery surfaces Slips, trips and falls | All | Area around Archery checked for hazards before session. Participants checked to ensure they are wearing suitable footwear.  |  |  |  | Adequately controlled |
| Activity equipment

|  |
| --- |
|   |

 | All | Any equipment should be removed from the activity area while the instructor is not present. |  |  |  | Adequately controlled  |
| Arrow Injury due to being hit by arrows.

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 | All | Staff member to give safety talk about boundaries and rules of range.Staff Member to explain ‘stop/Fast’ command.No one to go over shooting line unless directed by a Staff Member and deemed safe.All none shooting participants to wait in the designated waiting area. Range must be checked to ensure arrows cannot be shot out of the range (especially Outdoors) and ,appropriate signs laid out.Overshoot area checked for people/animals prior to activity starting. |  |  |  | Adequately controlled  |

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Archery (Sheet 2 of 2)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **At Risk** | **Control Measures** | **Severity** | **Likelihood** | **Rating** | **Further Action** |
| Bow string Contact with arm causing bruising of forearm  | All | All participants must wear arm bracers. Staff Member to demonstrate correct shooting technique. Staff Member to remain vigilant while participants are shooting.  |  |  |  | Adequately Controlled  |
| Arrows falling off bow Injury from end of arrow coming into contact with participants hand  | All | All arrows should be checked for length before shooting commences, this length should be 3” longer than the out stretched arm length.  |  |  |  | Adequately Controlled  |
| Incorrect arrow retrieval Injuries caused by contact with arrows  | All | Staff Member to ensure the correct method of removal of arrows is demonstrated and monitored. Staff Member to demonstrate correct technique for carrying arrows. Staff Member to be situated at target as arrows are being retrieved.  |  |  |  | Adequately Controlled  |
| Stray arrows  | All | Waiting participants to be asked not to distract shooters. All nets to be in place and fastened correctly. Range to be set up in accordance with operating guidelines.  |  |  |  | Adequately Controlled  |
| Encroachment from none participants  | All | Staff Member to be aware at all times of anyone approaching the range. Appropriate signage to be in place prior to shooting. Warning commands to be covered at start of session in safety talk If a person or animal moves towards or crosses the shooting area while archery is in progress, all archery must stop.  |  |  |  | Adequately Controlled  |
| Falling Target  | All | Participants to be shown correct arrow retrieval technique. Staff Member to be situated at target as arrows are being retrieved.  |  |  |  | Adequately Controlled  |
| Uncollected ArrowsInjuries due to guests finding arrows when no Staff member is present  | All | Staff Member must count arrows at the start of the session, and again at the end of the session to ensure no arrows are left in the range.  |  |  |  | Adequately Controlled  |

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****

**Archery**

* All equipment to be collected from and returned to reception by the Instructor and carried in a safe manner.
* Access to the archery area must be secured and notice(s) displayed before starting the activity.
* The instructor must check that all group members are wearing appropriate clothing and footwear.
* A First Aid Kit must be readily available at all times and its location should be made known to all participants.
* The instructor must ensure that all group members use the area and equipment in a safe and controlled manner.
* The group’s own leader, or an accompanying adult should supervise the members in the safe area.
* Safety equipment e.g. arm braces should be used to protect the inner arm from string strike.
* The Instructor, who must have suitable qualifications, must NEVER leave a group unsupervised or be a participating member of the group.
* Clear and concise instructions shall be given to the shooter on the shooting line.
* Arrows must be knocked only after the signal to commence shooting has been given.
* Clear and concise instructions shall be given when participants are retrieving arrows.
* Progressive coaching should be used to improve the group’s skill level and the session should be made as interesting as possible.
* It is the responsibility of the activity instructor to ensure that all equipment is stored correctly at the end of the session.
* If using the outdoor range, overshoot area beyond hedge to be checked for people / animals prior to the activity commencing

*Further more detailed procedures and associated factsheets are at the rear of the activity book for reference*

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**Archery**

 **Scout Association Factsheet**

FS 120406

#### Refer to Scoutbase Library for current versions and other relevant factsheets.

<https://members.scouts.org.uk/supportresources/search/?cat=26,407,351>

Sheet 6 of 6 - Issue 6 (2017) Ref. No. SN.6/TA4

**ARCHERY**

**EQUIPMENT SAFETY POLICY**

**Issuing and collecting archery equipment**

 Archery and related equipment should be appropriate for its usage and in good condition. All equipment should have a means of identification and be recorded within an equipment log.

1. Before and after each use the equipment must be checked.by the instructor for that session in the presence of the issuing officer..

2. If any part of the equipment is suffering from any defect it must be withdrawn, tagged with the fault, and quarantined.

3. Safety concerns should be forwarded in writing to the Centre Manager using Form SN2/H6 (Hazard Report Sheet) and entered in the Hazard Book.

4. No person may adjust or interfere with any bow unless they have had the approval of a Centre Personnel Instructor.

5. No equipment should be passed on from one group to another, other than by authorised Centre Personnel.

6. Archery equipment MUST NOT be left unattended anywhere on site.

Equipment Checks

1. Inspect the bowstring, if it is frayed or any strand of the string is broken the equipment must be tagged and placed in quarantine until .the bowstring can be replaced.

2. Inspect the bow, if there are any cracks or sharp splinters in the limbs, the equipment must be tagged and placed in quarantine.

1. Inspect the arrows; ensure no bends, dents or cracks exist. Check the points and fletchings, also pay attention to the knock, all shouldbe in good condition and positioned correctly. Any damage must be tagged and the equipment placed in quarantine.
2. Bosses should to be checked for stability and damage. . Any damage must be tagged and placed in quarantine.

**Periodic Checks**

1. Periodically the equipment should be checked in detail by Target Sports Team Leader

2. The checks should be carried out on at least two occasions each year.

6. The date and number of hours each time equipment is used, by whom, and for what purpose should be recorded.

**Storage of Equipment**

Archery equipment must be returned to its appropriate storage areas in dry, cool, dark and ventilated conditions away from sharp edges, chemicals and direct sunlight.

The archery store must not be left unattended when unlocked.

Maintenance of Archery Equipment

The centre’s policy is to follow the manufacturer's and Archery GB recommendations and guidelines.

Sheet 1 of 6 - Issue 1 (2017) Ref. No. SN.6/TC

**crossbow Shooting**

**Location and Guidelines**

Location: The Centre has a permanent indoor Crossbow Range and facilities to construct a temporary outdoor Crossbow Range. The indoor range is located in the Activity Barn and the outdoor range would be located in the grounds of Bibbys Farm Scout Campsite and Activity Centre. OS Map Sheet 109 or OS Pathfinder Series Sheet SD61/71 or Explorer Series 287 Grid Reference 604168

**The Guidelines**

All instructors, whether Centre Personnel or Visitors using the Centre’s Crossbow Ranges shall follow the Centre’s guidelines.

The activity Instructor minimum qualification will be NSRA YPS (Sport Crossbow) Instructor or Greater Manchester North Scout County Training (or equivalent course run by other Scout Counties)..

Supervisory arrangements will vary depending on the ability and needs of the group, but should not exceed 1: 9.

Prior to collecting Crossbow equipment the Duty Warden will ensure that the Leader in charge of the activity has

a) Signed the Activity Equipment Signing Out / In Sheet.

b) Checked the equipment as being in good and serviceable condition

1. Been made aware of the location of First Aid Equipment / Emergency telephone etc.

**NOTE:** TheQualifications of the Instructor, if self-led, must be checked prior to the activity taking place.

**Attire of Instructors, Supervisors and Participants**

When dressing to shoot, baggy shirts and sleeves, chest pockets with buttons and jewellery are not allowed.

Long hair could become caught in the bow, either tie back or wear appropriate head gear.

A strong pair of shoes or trainers must be worn.

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Crossbow Shooting (Sheet 1 of 2)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hazard | At Risk | Control Measures | Severity | Likelihood | Rating | Further Action |
| Misuse of equipment | All | Instruction given and understood by participants before the activity takes place.Activity supervised at all times by qualified instructor to ensure that the rules are complied with. | 2 | 2 | 4 | Adequately controlled |
| Impact from bolts | All | Instruction given and understood by participants before the activity takes place.Activity supervised at all times by NSRA YPS(Sport Crossbow) qualified instructor to ensure that the rules are complied with. Target bosses replaced as needed. | 2 | 2 | 4 | Adequately controlled |
| General | All | Crossbows will be checked for safety before any use.When drawing back the string on a crossbow, care shall be taken to avoid injury to the back, arms and shoulders by following good manual handling practices.Bolts will only be offered to the string when the shooter is in position to shoot.Bolts shall only be loosed when aimed at the target and the target is clear.Crossbows shall never be transported when cocked or loaded. | 3 | 1 | 3 | Adequately controlled |
| Horseplay | All | Activity supervised at all times | 2 | 2 | 4 | Adequately controlled |
| Unauthorised use | All | All activity supervised at all times.When not in use then the equipment is secured. | 2 | 1 | 2 | Adequately controlled |

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Crossbow Shooting (Sheet 2 of 2)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hazard | At Risk | Control Measures | Severity | Likelihood | Rating | Further Action |
| Impact from rear of bolt | All | Clear instructions given.Participants supervised at all times.Staff to retrieve bolts from targets where appropriate | 2 | 2 | 4 | Adequately controlled |
| Slips, trips & falls | All | Area checked for hazards and a visual check made by the instructor at the beginning of the session. | 1 | 2 | 2 | Adequately controlled |
| Equipment Failure | All | Equipment checked before use and regularly inspected and maintained. | 2 | 2 | 4 | Adequately controlled |
| Checking equipment | Staff | Only staff trained to NSRA YPS (Sport Crossbow) standard to check equipment. | 1 | 2 | 2 | Adequately controlled |
| Weather | All | Dynamic risk assessment conducted prior to activities start and continuously throughout the day.Targets sited nearer to shooters to reduce effect of wind.Stop the activity if weather conditions pose a risk i.e. strong wind / thunderstorm etc. | 1 | 2 | 2 | Adequately controlled |

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**Crossbow Shooting**

  All equipment to be collected from and returned to reception by the
Instructor and carried in a safe manner.

  Access to the shooting area must be secured and notice(s) displayed before starting the activity.

  The instructor must check that all group members are wearing appropriate clothing and footwear and have signed parental permission forms relating to undertaking crossbow shooting as an activity.

  A First Aid Kit must be readily available at all times and it’s location should be made known to all participants. (Take one from Reception)

  The instructor must ensure that all group members use the area and
equipment in a safe and controlled manner.

  The group’s own leader, or an accompanying adult should supervise the members in the safe area.

  The Instructor, who must have a NSRA Crossbow Instructor qualification, must NEVER leave a group unsupervised or be a participating member of the group.

  Clear and concise instructions shall be given to the shooter on the shooting line.

  Bolts must be loaded only after the signal to commence shooting has been given.

  Clear and concise instructions shall be given when participants are
retrieving bolts.

  Progressive coaching should be used to improve the group’s skill level and the session should be made as interesting as possible.

  It is the responsibility of the activity instructor to ensure that all equipment is stored correctly at the end of the session.

  After shooting, every shooter shall lay their crossbow on the table and stand back two paces

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**Crossbow SHooting**

**Scout Association Factsheet**

FS 120004

#### Refer to Scoutbase Library for current versions and other relevant factsheets.

<https://members.scouts.org.uk/supportresources/search/?cat=26,407,351>

Sheet 6 of 6 - Issue 1 (2017) Ref. No. SN.6/TC4

**Crossbow Shooting**

**EQUIPMENT SAFETY POLICY**

All Crossbows are stored under lock and key in a suitable storage cabinet located in the Reception Area. Crossbows shall only be issued to those groups who have completed the full booking procedure, including Parental Consent Forms and are authorised to undertake Shooting.

**General Notes**

Bibbys Farm Limited will not allow any Crossbows other than the Centre’s own / registered equipment to be used or brought to its Centre.

**Issuing and collecting shooting equipment**

 Crossbows and related equipment should be appropriate for its usage and in good condition. It should be within manufacturers recommended retirement dates. All equipment should have a means of identification and be recorded with the purchase date, and if possible the date of manufacture.

1. Before each use the equipment must be checked.

2. This check must be undertaken by the instructor for that session.

3 The instructor should also make a visual inspection when issuing equipment.

4. If any part of the equipment is suffering from any defect it must be withdrawn and quarantined.

5. Safety concerns should be forwarded in writing to the Centre Manager or entered in the Hazard Book.

6. No person may adjust or interfere with any crossbow unless they have had the approval of a Centre Personnel Instructor.

7. No equipment should be passed on from one group to another, other than by authorised Centre Personnel.

8. Crossbow equipment MUST NOT be left unattended anywhere on site.

**Periodic Checks**

1. Periodically the equipment should be checked in detail by a competent person and audited by a member of Centre Personnel.

2. The inspection should be conducted in accordance with the manufacturer's guidelines.

3. A suitable person to undertake the inspection would be the site’s Target Sports Coordinator or an experienced shooter.

4. Comments from the inspections should be recorded in the appropriate campsite logbook.

5. The checks should be carried out on at least two occasions a year.

6. The date and number of hours each time equipment is used, by whom, and for what purpose should be recorded.

**Storage of Equipment**

Crossbow equipment must be returned to to the lockable storage cabinet after use

The crossbow storage cabinet shall remain locked when un-attended.

All crossbows must be checked as unloaded and the safety catch engaged before storage.

Note: Only crossbows and bolts need to be stored in a lockable cabinet.

Maintenance of Crossbow Equipment

The campsite policy is to follow the manufacturer's recommendations and guidelines.

**Retirement of Equipment**

If the person undertaking the periodic check is concerned about the safety of equipment it will be withdrawn from immediate use and quarantined pending a decision to repair or retire.

Sheet 1 of 5 - Issue 1 (2017) Ref. No. SN.6/TG

**cork gun Shooting**

**Location and Guidelines**

Location: The Centre has a permanent indoor Cork Gun Range and facilities to construct a temporary outdoor range. The indoor range is located in the Activity Barn and the outdoor range would be located in the grounds of Bibbys Farm Scout Campsite and Activity Centre. OS Map Sheet 109 or OS Pathfinder Series Sheet SD61/71 or Explorer Series 287 Grid Reference 604168

**Policy**

• The only Shooting allowed under Scout Association Rules must be at "Ring Targets" or similar. Shooting at targets depicting animal or humanoid shapes are specifically banned.

* Bibbys Farm Limited will not allow any Cork Guns other than the Centre’s own / registered equipment to be used or brought to its Centre.
* Only Cork Guns which have been specifically modified to prevent accidental loading with pellets maybe used on-site.

**The Guidelines**

All instructors, whether Centre Personnel or Visitors, using the Centre’s Shooting Ranges shall follow the Centre’s guidelines.

Shooting and related equipment should be appropriate for its usage and in good condition. It should be within manufacturers recommended retirement dates.

Supervisory arrangements will vary depending on the ability and needs of the group, but should not exceed 1: 9.

Prior to collecting Cork Gun Shooting equipment the Duty Warden will ensure that the Leader in charge of the Activity has

 a) Read and signed the Range Rules book and signed the Activity Equipment Signing Out / In

 Sheet.

 b) Checked the equipment as being in good and serviceable condition

 c) Been made aware of the location of First Aid Equipment / Emergency telephone etc.

**Attire of Instructors, Supervisors and Participants**

When dressing to shoot avoid baggy shirts and sleeves, chest pockets with buttons should also be avoided.

Long hair could obscure vision, either tie back or wear appropriate headgear.

A strong pair of shoes or trainers must be worn

All participants must wear suitable and well fitting Safety goggles.

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Cork Gun Shooting

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **At Risk** | **Control Measures** | **Severity** | **Likelihood** | **Rating** | **Further Action** |
| Slips, trips and falls  | All  | Group control. Group instructed to be careful when moving around site. No running in the range. Range must be clear and the barn clear of other equipment. | 2 | 2 | 4 | Adequately controlled  |
| Horseplay  | All  | Activity to be supervised by an instructor, leader or Responsible adults. Session to be stopped if behaviour prevents the instructor effectively supervising the group.  | 3  | 1 | 3 | Adequately controlled  |
| Crushed or trapped hands/ fingers  | Participants  | Group shown how to correctly load the cork guns and further assistance or instruction given as required. Help to be given to younger members when required. | 2 | 2 | 4 | Adequately controlled  |
| Corks rebounding  | All  | Goggles are provided and must be worn by all participants. Group size limited to 15  | 2 | 2 | 4 | Adequately controlled  |
| Cuts from cans  | Participants  | Groups encouraged to let responsible adults restack the cans. Any split or damaged cans to be taped over or replaced. Poly cups and toilet rolls also to be used. No cans that have sharp edges on to be used.  | 3 | 1 | 3  | Adequately controlled |
| Impact from Corks  | All  | Range is enclosed and waiting area is behind the shooting line  | 2 | 2 | 4 | Adequately controlled  |
| Unauthorised use  | All   | Cork guns and corks in target sports locker when not in use. Corks and cork guns not to be left unattended  | 4 | 1 | 4 | Adequately controlled  |

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**Cork Gun Shooting**

All group leaders using the Cork Guns as a self-led activity need to read the operating procedures below and sign the log sheet to confirm that they have read and will operate the activity in accordance with the procedures laid down therein.

* Cork Guns to be collected from and returned to storage unloaded. They should be carried in the appropriate case.
* All guns to be treated as loaded at all times no matter how certain people may be that they are unloaded. Guns must never be pointed at any person or animal under any circumstance.
* On completion of shooting his/her shots, every person should lay down the gun in front of them with the barrel pointing towards the targets.
* No person may enter the area between the firing points and the targets unless all guns have been broken, laid down and the range officer has given approval to do so.
* The range officer (person leading the activity) must be a responsible adult and have suitable knowledge, must never leave the group unsupervised or be a participating member of the group.
* No one to commence firing unless directed by the range officer.
* No spectators or members of the group not firing may be in the firing area.
* All participants to wear the appropriate safety goggles supplied whilst shooting.
* If any fault develops with the equipment, it should be removed from service immediately and reported to the Centre staff when returning the equipment at the end of the session.
* First Aid kits are available to be taken to the activity if required.

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**cork gun Shooting**

**Scout Association Factsheet**

No specific Factsheet or Activity category.

Refer to FS 120004

#### Refer to Scoutbase Library for current versions and other relevant factsheets.

<https://members.scouts.org.uk/supportresources/search/?cat=26,407,351>

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**cork gun Shooting**

**EQUIPMENT SAFETY POLICY**

All Cork Guns are stored under lock and key in a suitable storage cabinet located in the Reception Area. Cork Guns shall only be issued to those groups who have completed the full booking procedure and are authorised to undertake Shooting.

**General Notes**

Bibbys Farm Limited will not allow any Cork Guns other than the Centre’s own / registered equipment to be used or brought to its Centre.

**Issuing and collecting shooting equipment**

 Shooting and related equipment should be appropriate for its usage and in good condition. It should be within manufacturers recommended retirement dates. All equipment should have a means of identification and be recorded with the purchase date, and if possible the date of manufacture.

1. Before each use the equipment must be checked.

2. This check must be undertaken by the instructor for that session.

3 The instructor should also make a visual inspection when issuing equipment.

4. If any part of the equipment is suffering from any defect it must be withdrawn and quarantined.

5. Safety concerns should be forwarded in writing to the Centre Manager or entered in the Hazard Book.

6. No person may adjust or interfere with any cork gun unless they have had the approval of a Centre Personnel Instructor.

7. No equipment should be passed on from one group to another, other than by authorised Centre Personnel.

8. Shooting equipment MUST NOT be left unattended anywhere on site.

**Periodic Checks**

1. Periodically the equipment should be checked in detail by a competent person and audited by a member of Centre Personnel.

2. The inspection should be conducted in accordance with the manufacturer's guidelines.

3. A suitable person to undertake the inspection would be a County Shooting Assessor or an experienced shooter.

4. Comments from the inspections should be recorded in the appropriate campsite logbook.

5. The checks should be carried out on at least two occasions a year.

6. The date and number of hours each time equipment is used, by whom, and for what purpose should be recorded.

**Storage of Equipment**

Shooting equipment must be returned to the lockable storage cabinet after use

The shooting storage cabinet shall remain locked when un-attended.

All guns must be checked as unloaded before storage.

Note: Only Cork Guns need to be stored in a lockable cabinet.

Maintenance of Shooting Equipment

The campsite policy is to follow the manufacturer's recommendations and guidelines.

**Retirement of Equipment**

If the person undertaking the periodic check is concerned about the safety of equipment it will be withdrawn from immediate use and quarantined pending a decision to repair or retire.

Sheet 1 of 5 - Issue 6 (2017) Ref. No. SN.6/TR

**Rifle Shooting**

**Location and Guidelines**

Location: The Centre has a permanent indoor Air Rifle Range and facilities to construct a temporary outdoor Air Rifle Range. The indoor range is located in the Activity Barn and the outdoor range is located in the grounds of Bibbys Farm Scout Campsite and Activity Centre. OS Map Sheet 109 or OS Pathfinder Series Sheet SD61/71 or Explorer Series 287 Grid Reference 604168

**Policy**

• Shooting is an optional Scouting Activity. It is not a required activity as a part of the Scout Association core programme.

• Parents and Guardians must be given all the information concerning the nature of any activity under the broad heading of "Shooting" and should positively give their permission for their child to participate in this type of activity on each occasion.

• It is the group leaders responsibility to obtain parents or guardians consent, this should be on a form containing as a minimum the same information as required on the Scout Association’s "Parental Consent Form - Shooting Activities (latest version)”

• The only Shooting allowed under Scout Association Rules must be at "Ring Targets". Shooting at targets depicting animal or humanoid shapes are specifically banned.

• Groups wishing to undertake Air Rifle Shooting must make prior bookings through the booking office or reception and have completed the above requirements under "Policy and General Notes".

* Only Air Rifles with a 0.177” Calibre are authorised for use on Site.
* Bibbys Farm Limited will not allow any Air Rifles other than the Centre’s own / registered equipment to be used or brought to its Centre.

**The Guidelines**

All instructors, whether Centre Personnel or Visitors, using the Centre’s Shooting Ranges shall follow the Centre’s guidelines.

Shooting and related equipment should be appropriate for its usage and in good condition. It should be within manufacturers recommended retirement dates.

Supervisory arrangements will vary depending on the ability and needs of the group, but should not exceed 1: 9.

Prior to collecting Air Rifle Shooting equipment the Duty Warden will ensure that the Leader in charge of the Activity has

 a) Read and signed the Range Rules book and signed the Activity Equipment Signing Out / In

 Sheet.

 b) Checked the equipment as being in good and serviceable condition

 c) Been made aware of the location of First Aid Equipment / Emergency telephone etc.

**NOTE:** TheQualifications of the Leader in Charge of the Activity must be checked at the time of booking.

**Attire of Instructors, Supervisors and Participants**

When dressing to shoot avoid baggy shirts and sleeves, chest pockets with buttons should also be avoided.

Long hair could obscure vision, either tie back or wear appropriate headgear.

A strong pair of shoes or trainers must be worn

All participants must wear suitable and well fitting Safety goggles.

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Rifle Shooting

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **At Risk** | **Control Measures** | **Severity** | **Likelihood** | **Rating** | **Further Action** |
| Impact from pellets | All | All participants issued clear instructions on range safety. Participants are supervised by NSRA qualified instructor. Pellet catchers and carpet checked prior to sessionEveryone must wear safety goggles during a session.All bounce backs to be recorded in Hazard Book | 2 | 2 | 4 | Adequately controlled  |
| Crushed fingers | Participants | Participants issued clear instructions and are supervised. | 2 | 2 | 4 | Adequately controlled  |
| Horseplay | All | Participants given clear instructions and warned that breach of safety rule will result in stopped session. Group max 12 | 2 | 1 | 2 | Adequately controlled  |
| Moving in shooting area, tripping, knocking into someone | All | Spectators asked to sit on Chairs. Only supervisor and participants on the shooting line.  | 2 | 2 | 4 | Adequately controlled  |
| Unauthorised use | All | Guns stored in locked cupboard.Guns not to be left unsupervised within the shooting range. | 3 | 1 | 3 | Adequately controlled  |

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**Rifle Shooting**

* All Rifles shall be collected from and returned to reception unloaded and with the barrel broken. They must be carried in in an appropriate case, with the safety catch on.
* All rifles will be treated as loaded at all times, no matter how certain anyone is that they are unloaded. They must not be pointed at any person or animal under any circumstances.
* On completion of shooting his / her shots, every marksman shall lay the rifle down in front of them with the barrel pointing towards the target with the safety catch on.
* No person may enter the area between the firing points and the targets unless all rifles have been broken and laid down with the safety catch on and the Range Officer has given his/her approval.
* The Range Officer, who must be a responsible adult and have suitable knowledge, must never leave a group unsupervised or be a participating member of the group.
* No person must commence firing unless directed by the Range Officer.
* No spectators or members of the group not shooting may be in the firing area.

*Further more detailed procedures and associated factsheets are at the rear of the activity book for reference*

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**rifle Shooting**

**Scout Association Factsheet**

FS 120004

#### Refer to Scoutbase Library for current versions and other relevant factsheets.

<https://members.scouts.org.uk/supportresources/search/?cat=26,407,351>

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**rifle Shooting**

**EQUIPMENT SAFETY POLICY**

All Air Rifles are stored under lock and key in a suitable storage cabinet located in the Reception Area. Air Rifles shall only be issued to those groups who have completed the full booking procedure, including Parental Consent Forms and are authorised to undertake Shooting.

**General Notes**

Bibbys Farm Limited will not allow any Air Guns other than the Centre’s own / registered equipment to be used or brought to its Centre.

**Issuing and collecting shooting equipment**

 Shooting and related equipment should be appropriate for its usage and in good condition. It should be within manufacturers recommended retirement dates. All equipment should have a means of identification and be recorded with the purchase date, and if possible the date of manufacture.

1. Before each use the equipment must be checked.

2. This check must be undertaken by the instructor for that session.

3 The instructor should also make a visual inspection when issuing equipment.

4. If any part of the equipment is suffering from any defect it must be withdrawn and quarantined.

5. Safety concerns should be forwarded in writing to the Centre Manager or entered in the Hazard Book.

6. No person may adjust or interfere with any air rifle unless they have had the approval of a Centre Personnel Instructor.

7. No equipment should be passed on from one group to another, other than by authorised Centre Personnel.

8. Shooting equipment MUST NOT be left unattended anywhere on site.

**Periodic Checks**

1. Periodically the equipment should be checked in detail by a competent person and audited by a member of Centre Personnel.

2. The inspection should be conducted in accordance with the manufacturer's guidelines.

3. A suitable person to undertake the inspection would be a County Shooting Assessor or an experienced shooter.

4. Comments from the inspections should be recorded in the appropriate campsite logbook.

5. The checks should be carried out on at least two occasions a year.

6. The date and number of hours each time equipment is used, by whom, and for what purpose should be recorded.

**Storage of Equipment**

Shooting equipment must be returned to the lockable storage cabinet after use

The shooting storage cabinet shall remain locked when un-attended.

All rifles must be checked as unloaded and the safety catch engaged before storage.

Note: Only Air Rifles and Pellets need to be stored in a lockable cabinet.

Maintenance of Shooting Equipment

The campsite policy is to follow the manufacturer's recommendations and guidelines.

**Retirement of Equipment**

If the person undertaking the periodic check is concerned about the safety of equipment it will be withdrawn from immediate use and quarantined pending a decision to repair or retire.

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**Soft ARCHERY**

**Location and Guidelines**

Location: The Centre has both indoor and outdoor Archery Ranges. The indoor range is located in the Activity Barn and the outdoor range would be located in the grounds of Bibbys Farm Scout Campsite and Activity Centre. OS Map Sheet 109 or OS Pathfinder Series Sheet SD61/71 or Explorer Series 287 Grid Reference 604168

**The Guidelines**

All instructors, whether Centre Personnel or Visitors using the Centre’s Archery Ranges shall follow the Centre’s guidelines.

Supervisory arrangements will vary depending on the ability and needs of the group, but should not exceed 1: 10.

Prior to collecting Soft Archery equipment the Duty Warden will ensure that the Leader in charge of the activity has

a) Signed the Activity Equipment Signing Out / In Sheet.

b) Checked the equipment as being in good and serviceable condition

1. Been made aware of the location of First Aid Equipment / Emergency telephone etc.

**Attire of Instructors, Supervisors and Participants**

When dressing to shoot, baggy shirts and sleeves, chest pockets with buttons and jewellery are not allowed.

Long hair could become caught in the bowstring, either tie back or wear appropriate head gear.

A strong pair of shoes or trainers must be worn.

Arm guards provided must always be worn.

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Soft Archery

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **At Risk** | **Control Measures** | **Severity** | **Likelihood** | **Rating** | **Further Action** |
| Normal hazards associated with soft archery | All involved in the session | Sessions to be run using Safety procedures.All staff must have passed the in-house training and assessment.Personal protective equipment must be used at all times. | 1 | 2 | 2 | Adequately controlled |
| Unauthorised usage | Intruders | All archery equipment to be removed when not in use | 2 | 2 | 4 | Adequately controlled |
| Hazards arising from the actions of group members i.e. Overcrowding or Disorderly behaviour. | All involved | The maximum ratio will be 1:10.Only shooters and activity leader at the firing line.Group leader must be present during sessions.If group member’s behaviour becomes dangerous all spectators to be removed and / or the activity must be ended. | 2 | 2 | 4 | Adequately controlled |
| Equipment failure | All | All equipment to be inspected and logged in accordance with the inspection and replacement policy. | 2 | 2 | 4 | Adequately controlled |
| Hazards arising from Instructor/staff | Participants | All instructors to attend and pass in house training. | 2 | 1 | 2 | Adequately controlled |

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**Soft Archery**

* All equipment to be Inspected to ensure that it is fit for use.
* Targets to be placed on the floor when indoors.
* If outdoors place targets on the ground for very small children (beavers) and on a table for older children.
* A First Aid Kit must be readily available at all times and its location should be made known to all participants. (Take one with you).
* If outside mark out a designated area for the range and allow a safe over shoot area.
* No child must step over the shooting line.
* No one must enter the shooting area of the range while shooting takes place.
* Arm guards are placed on the arm that holds the bow.
* Bows must not be handled while arrows are being collected.
* All shot arrows must be collected by an adult or responsible person.
* Arrow collector/s must not run and must collect arrows from the floor first.
* When different age groups are shooting at the same time re-position the targets to suit the ability of the child.
* Progressive coaching should be used to improve the group’s skill level and the session should be made as interesting as possible.
* It is the responsibility of the activity instructor to ensure that all equipment is stored correctly at the end of the session.

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**Soft Archery**

 **Scout Association Factsheet**

No specific Factsheet or Activity category.

Refer to FS 120406

#### Refer to Scoutbase Library for current versions and other relevant factsheets.

<https://members.scouts.org.uk/supportresources/search/?cat=26,407,351>

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**SOFT ARCHERY**

**EQUIPMENT SAFETY POLICY**

**Issuing and collecting soft archery equipment**

 Archery and related equipment should be appropriate for its usage and in good condition. All equipment should have a means of identification and be recorded within an equipment log.

1. Before and after each use the equipment must be checked.by the instructor for that session in the presence of the issuing officer..

2. If any part of the equipment is suffering from any defect it must be withdrawn, tagged with the fault, and quarantined.

3. Safety concerns should be forwarded in writing to the Centre Manager using Form SN2/H6 (Hazard Report Sheet) and entered in the Hazard Book.

4. No person may adjust or interfere with any bow unless they have had the approval of a Centre Personnel Instructor.

5. No equipment should be passed on from one group to another, other than by authorised Centre Personnel.

6. Archery equipment MUST NOT be left unattended anywhere on site.

Equipment Checks

1. Inspect the bowstring, if it is frayed or any strand of the string is broken the equipment must be tagged and placed in quarantine until .the bowstring can be replaced.

2. Inspect the bow, if there are any cracks or sharp splinters in the limbs, the equipment must be tagged and placed in quarantine.

1. Inspect the arrows; ensure no bends, dents or cracks exist. Check the fletchings, also pay attention to the knock, all shouldbe in good condition and positioned correctly. Any damage must be tagged and the equipment placed in quarantine.
2. Targets should to be checked for stability and damage. . Any damage must be tagged and placed in quarantine.

**Periodic Checks**

1. Periodically the equipment should be checked in detail by Target Sports Team Leader

2. The checks should be carried out on at least two occasions each year.

6. The date and number of hours each time equipment is used, by whom, and for what purpose should be recorded.

**Storage of Equipment**

Archery equipment must be returned to its appropriate storage areas in dry, cool, dark and ventilated conditions away from sharp edges, chemicals and direct sunlight.

The archery store must not be left unattended when unlocked.

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**AXE THROWING**

**Location and Guidelines**

Location: The Centre’s Axe Throwing Range is located in the grounds of Bibbys Farm Scout Campsite and Activity Centre. OS Map Sheet 109 or OS Pathfinder Series Sheet SD61/71 or Explorer Series 287 Grid Reference 604168

**The Guidelines**

All leaders using the Axe Throwing Range facilities shall follow the Centre’s guidelines.

Axes and related equipment should be appropriate for its usage and in good condition.

Supervisory arrangements will vary depending on the ability and needs of the group, but should not exceed 1: 10.

Prior to collecting Axe Throwing equipment the Duty Warden will ensure that the Leader in charge of the Activity has

a) Signed the Activity Equipment Signing Out / In Sheet..

b) Checked the equipment as being in good and serviceable condition

c) Been made aware of the location of First Aid Equipment / Emergency telephone etc.

**NOTE:** TheSuitability/Experience of the Leader in Charge of the Activity must be checked at the time of booking.

**Attire of Instructors, Supervisors and Participants**

When dressing for Axe Throwing avoid baggy clothing. Old clothing that is acceptable for getting wet, damaged or dirty should be worn. The carrying of items in pockets should be avoided.

A strong pair of shoes or boots must be worn, open toe sandals or wellington boots shall not be worn.

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Axe Throwing

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **At Risk** | **Control Measures** | **Severity** | **Likelihood** | **Rating** | **Further Action** |
| Misuse of the equipment | All | Instruction given and understood by participants before the activity takes place, activity supervised at all times by experienced instructors. Ensure that the rules are complied with. Axes kept in locked box when not in use | 3 | 1 | 3 | Adequately controlled |
| Impact from axe | All | Activity supervised at all times by an instructor to ensure that the rules are complied with. Target bosses checked regularly | 4 | 1 | 4 | Adequately controlled |
| Horseplay | All | Activity supervised at all times by an instructor and group leaders instructed that they are to ensure that their group complies with the operating rules and follow instructions given concerning waiting area, spectator line and throwing line. If horseplay is carried on after a warning the session will be stopped by the instructor | 2 | 2 | 4 | Adequately controlled |
| Unauthorised use | All | Range is always supervised when in use, all equipment is locked in a store when the range is unsupervised. | 3 | 1 | 3 | Adequately controlled |
| Equipment failure | All | Equipment checked before use. Any problems are logged. Equipment checked as per log book. Faulty equipment removed from service. | 2 | 2 | 4 | Adequately controlled |
| Slips and Trips | All | Range checked before use. Participants encouraged not to walk on range | 3 | 2 | 6 | Adequately controlled |

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**Axe Throwing**

All group leaders using the Axe Throwing as an activity need to read the operating procedures below and sign the log sheet to confirm that they have read and will operate the activity in accordance with the procedures laid down therein.

* All Axes shall be collected from and returned to storage after use. Axes must be cleaned after use.
* Conventional axes and felling axes as well as knives, including designated throwing knives and other sharp items must not be thrown under any circumstance. For clarity; throwing angels are also known as small hawks.
* The Range Officer, who must be a responsible adult and have suitable knowledge, must never leave a group unsupervised or be a participating member of the group.
* Activity leaders must ensure that each person taking part has the strength and can do so safely according to their own training. The age, maturity and ability of each participant should be considered.
* Only purpose made throwing angels and throwing tomahawks should be used.
* Participants should wait until instructed by the activity leader before retrieving the axe.
* When transporting a throwing axe, the participant should walk and hold the axe to the side of their body with sharp edges downwards and away from the body and other people.
* At any one time, only one thrower is to aim at each target, only one axe to be thrown at each target.
* The activity leader is the only person who can instruct a thrower to remove a throwing axe from a target unless they have explicitly delegated or shared this responsibility.
* Any observers should be instructed by the activity leader to stand in a safe location.
* Participants deemed to be deliberately throwing too aggressively should be managed appropriately by the activity leader to ensure their own and others safety.
* All people throwing must wear suitable footwear and full leg cover, trousers should be worn not shorts, to minimise the risk of any injury resulting from accidentally dropping the equipment or a rebound from the target.
* To avoid accidental head or upper body injury when retrieving throwing axe it is important to remove those items that are embedded into a target before those lying on the floor.
* If any equipment is damaged it must not be used – THIS MUST BE REPORTED IN LINE WITH BIBBYS FARM PROCEDURES.
* A throwing axe should be offered handle first to another person.
* Each throwing axe activity leader can supervise a maximum of two targets. The group size for any one target should be no larger than five ie one person throwing and four waiting to throw. If the activity includes more than 2 targets then a Range Master should be appointed, as happens with shooting, to supervise the increase numbers participating. A Range Master can supervise a maximum of three activity leaders.

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**AXE THROWING**

 **Scout Association Factsheet**

FS 120011

#### Refer to Scoutbase Library for current versions and other relevant factsheets.

<https://members.scouts.org.uk/supportresources/search/?cat=26,407,351>

Sheet 5 of 5 - Issue 1 (2017) Ref. No. SN.6/TX4

**Axe throwing**

**EQUIPMENT SAFETY POLICY**

All axes are stored under lock and key in a suitable storage cabinet located in the Reception Area. Axes shall only be issued to those groups who have completed the full booking procedure, and are authorised to undertake Axe Throwing.

**General Notes**

Bibbys Farm Limited will not allow any unapproved axes other than the Centre’s own / registered equipment to be used or brought to its Centre. Users wishing to use their own should have these checked by site staff before use.

**Issuing and collecting throwing equipment**

 Axes and related equipment should be appropriate for its usage and in good condition. It should be within manufacturers recommended retirement dates. All equipment should have a means of identification and be recorded with the purchase date, and if possible the date of manufacture.

1. Before each use the equipment must be checked.

2. This check must be undertaken by the instructor for that session.

3 The instructor should also make a visual inspection when issuing equipment.

4. If any part of the equipment is suffering from any defect it must be withdrawn and quarantined.

5. Safety concerns should be forwarded in writing to the Centre Manager or entered in the Hazard Book.

6. No equipment should be passed on from one group to another, other than by authorised Centre Personnel.

8. Axe throwing equipment MUST NOT be left unattended anywhere on site.

**Periodic Checks**

1. Periodically the equipment should be checked in detail by a competent person and audited by a member of Centre Personnel.

2. The inspection should be conducted in accordance with the manufacturer's guidelines.

3. A suitable person to undertake the inspection would be the site’s Target Sports Coordinator or an experienced Axe-Thrower who had completed the KAATA training course.

4. Comments from the inspections should be recorded in the appropriate campsite logbook.

5. The checks should be carried out on at least two occasions a year.

6. The date and number of hours each time equipment is used, by whom, and for what purpose should be recorded.

**Storage of Equipment**

Axe throwing equipment must be returned to the lockable storage cabinet after use

The axe storage cabinet shall remain locked when un-attended.

Note: Only axes need to be stored in a lockable cabinet.

Maintenance of Axe Throwing Equipment

The campsite policy is to follow the manufacturer's recommendations and guidelines.

**Retirement of Equipment**

If the person undertaking the periodic check is concerned about the safety of equipment it will be withdrawn from immediate use and quarantined pending a decision to repair or retire.

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**BELL BOATING**

**Location and Guidelines**

Location: The Centre’s Bell Boating activities are located offsite at Adlington Canoe Club Centre based on the Leeds-Liverpool Canal. OS Map Sheet 109 or OS Pathfinder Series Sheet SD41/51 or Explorer Series 287 Grid Reference 590145

**The Guidelines**

All instructors, whether Centre Personnel or Visitors using the Centre’s Bell Boating facilities shall follow the Centre’s guidelines.

Bell Boats and related equipment should be appropriate for its usage and in good condition. Supervisory arrangements will vary depending on the ability and needs of the group, but should not exceed 1: 10.

The Bell Boat and Paddles are stored at Adlington Canoe Club, Buoyancy aids shall be taken from the Site Water Sports Cabin

Prior to collecting Bell Boating equipment the Duty Warden will ensure that the Instructor has

a) Signed the Activity Equipment Signing Out / In Sheet.

b) Checked the equipment as being in good and serviceable condition (Note:- It is the responsibility of the Instructor to check all equipment stored at the Canoe Club)

c) First Aid Equipment and Emergency Telephone available.

**NOTE:** TheQualifications of the Instructor must be checked at the time of booking (if using Own Instructor).

**Attire of Supervisors and Participants**

When dressing for Bell Boating old clothing that is acceptable for getting wet, damaged or dirty should be worn. The carrying of items in pockets should be avoided.

A pair of shoes, water shoes or trainers must be worn, wellington boots or open toe sandals are not suitable.

Suitable buoyancy aids must be used by all participants and helmets must be used by all participants under 16 years of age.

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**Bell Boating**

* The Duty Warden must be informed before leaving the Centre. An emergency communication system must be arranged before starting the activity.
* Emergency kit consisting of a Throw line and a First Aid kit must be carried at all times and their location should be made known to all participants.
* The bell boat must be launched by at least two adults using good lifting techniques.
* Due regard for other canal users and canal wildlife must be observed at all times.
* A safety briefing shall be provided by the instructor to all participants.
* Participants should warm up before commencing the activity.
* Participants and instructors must wear their buoyancy aid and suitable footwear at all times both on and off the water; helmets must be used by participants under 16 years of age.
* The steps from the club to the canal can be slippery. No running, pushing or horseplay will be tolerated.
* An instructor must be on the bell boat and be responsible for its operation.
* The instructor must NEVER leave a group unsupervised.
* The club building must be left locked when leaving the club site either by water or road.
* The whole group must be kept active with a mix of skills and games to prevent boredom and misbehaviour.
* Horseplay of any kind should be discouraged throughout the session.
* It is the responsibility of the activity instructor to ensure that all equipment is stored correctly at the end of the session.
* The instructor must inform the Duty Warden of their return to the Centre.

Sheet 3 of 4 - Issue 5 (2017) Ref. No. SN.6/WB3

**BELL BOATING**

 **Scout Association Factsheet**

FS 120650

#### Refer to Scoutbase Library for current versions and other relevant factsheets.

<https://members.scouts.org.uk/supportresources/search/?cat=26,407,351>

Sheet 4 of 4 - Issue 4 (2017) Ref. No. SN.6/WB4

**BELL BOATING**

**EQUIPMENT SAFETY POLICY**

**Issuing and collecting bell boat equipment**

 Bell Boats and related equipment should be appropriate for its usage and in good condition. The Bell Boat shall be subject to assessment by the County Assessor, all associated equipment shall be inspected by the Centre. A Register shall be maintained for all equipment.

1. All equipment shall be collected from and returned to the Anderton Centre and carried in a safe manner (Limited to Bell Boat and Paddles).

2. The bell boat(s) must be completely emptied of water and checked for damage before being stored away.

3. The bell boat(s)must be chained and locked when not in use.

4. The bell boat cover must be fastened so that the wind will not blow it loose.

5. Throw lines must be dried out if wet before being stored in their bags.

6. Paddles must be stored neatly in a suitable container.

7. Buoyancy aids must be hung up with zips and clips fastened (At Bibbys Farm Water Sports Cabin).

8.. Any damage must be reported to the Duty Warden or the Activities Manager.

9. No equipment should be passed on from one group to another, other than by authorised Centre Personnel.

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**KAYAKing / CANOEING**

**Location and Guidelines**

Location: The Centre’s Paddle Sport activities are located on the Environmental Agency’s Reservoir adjacent to Bibbys Farm Scout Campsite and Activity Centre. OS Map Sheet 109 or OS Pathfinder Series Sheet SD61/71 or Explorer Series 287 Grid Reference 604168

**The Guidelines**

All instructors, whether Centre Personnel or Visitors using the Centre’s Paddle Sport facilities shall follow the Centre’s guidelines.

Kayaks, canoes and related equipment should be appropriate for its usage and in good condition. Helmets should be within manufacturers recommended retirement dates.

Supervisory arrangements will vary depending on the ability and needs of the group, but should not exceed permit authorisation numbers..

Prior to collecting equipment the Duty Warden will ensure that the Leader in charge of the Activity has

a) Signed the Activity Equipment Signing Out / In Sheet.

b) Checked the equipment as being in good and serviceable condition

c) Been made aware of the location of First Aid Equipment / Emergency telephone etc.

**NOTE:** TheQualifications of the Leader in Charge of the Activity must be checked at the time of booking.

**Attire of Instructors, Supervisors and Participants**

Helmets must be worn by Instructors and participants for Kayaking and by all participants under the age of 16 for Canoeing.

When dressing for Kayaking or Canoeing old clothing that is acceptable for getting wet, damaged or dirty should be worn. The carrying of items in pockets should be avoided.

A strong pair of shoes or trainers must be worn, wellington boots or open toe sandals are not suitable..

Suitable buoyancy aids must be used by all participants.

**NOTE:** TheQualifications of the Leader in Charge of the Activity must be checked at the time of booking.

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Generic Water Activities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **At Risk** | **Control Measures** | **Severity** | **Likelihood** | **Rating** | **Further Action** |
| Injury caused by inexperience of staff  | Participants  | Staff will receive site specific training for the environment within which they operate and hold the necessary external qualifications or scouting permit relevant to their organisation.  |  |  |  |  |
| Inexperience of group and/or group behaviour  | Participants  | An activity safety briefing is delivered at the start to help orientate guests and identify any particular hazards:- • Cold water (see separate risk assessment) • Wind chill (if appropriate) • Correct measures to undertake if falling in the water Behaviour monitored and managed appropriately, vigilance of all staff during activity and while participants get off the water and put away equipment. Constant line of sight will be kept when on the water. Clear responsibilities are outlined in the pre-course information sent out to all groups. The instructor and group leader will communicate  |  |  |  |  |
| Venue specific hazards  | All  | Venue choice will be determined by guest wants, needs and ability, and environmental conditions within the remit of the instructor. Alternative venues will be considered if appropriate. The instructor will inspect the area for any hazards and conduct ongoing dynamic risk assessments.  |  |  |  |  |
| Effects of the weather  | Participants  | Obtain a weather forecast and constantly monitor weather and water conditions. Assess whether group will be able to cope with any wind. Be aware of the effect of off shore wind and wind chill. Adapt the activity accordingly or run an alternative activity if necessary. Groups will be advised on appropriate clothing.  |  |  |  |  |

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Generic Water Activities (Sheet 2 of 2)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **At Risk** | **Control Measures** | **Severity** | **Likelihood** | **Rating** | **Further Action** |
| Capsize or immersion  | All  | Staff are fully trained including practice incidents.Clear information is given prior to the session as to the clothing required and participants are visually dhecked for proper dress for weather conditions prior to start. No bare feet. Correctly fitting buoyancy aids and helmets worn by all participants. Visually check all equipment prior to use. Activity instructors will carry a knife, towing system along with a bailer when using canoes. Equipment inspections are carried out for boats, buoyancy aids and helmets before each use. Annual boat and buoyancy aid inspections are completed and recorded. This includes a sample floatation test for buoyancy aids.  |  |  |  |  |
| Strains, sprains and soft tissue injury  | Participants  | Instruction in safe manual handling will be given. Helmets worn for whole session. Appropriate warm up undertaken. Activities varied to avoid excessive strain. Paddles with damaged blades or shafts not to be used. Boats with protruding screw head/bolts should not be used.  |  |  |  |  |
| Illness  | Participants  | Check cuts etc are covered with waterproof plasters. Check medical requirements, ensuring any essential medication is accessible. Ensure protection from the weather (heat and cold).  |  |  |  |  |
| Unauthorised use  | Participants  | Instructor ensures equipment is returned to correct storage area and secured. All equipment secured when not in use. Equipment will not be left unattended by the instructor or responsible adult.  |  |  |  |  |
| Health issues  | Participants  | All groups to provide information about significant medical requirements and will ensure that any essential medication is accessible.  |  |  |  |  |

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**Kayaking / Canoeing**

* Emergency kit consisting of a Throw line and a First Aid kit must be available at all times and their location should be made known to all participants.
* A tow line must be carried at all times.
* A Safety Briefing shall be provided by the Instructor to all participants. All participants need to be briefed properly regarding manual handling skills whilst moving boats on land and / or from / to the water.
* At least two people are required to lift boats to avoid slips and strains.
* Under no circumstances should participants be allowed to move or empty single handedly boats that have water in them. This should always be done with assistance of at least one other adult.
* Groups should be warned about uneven or slippery surfaces and instructed to be careful where they walk.
* Horseplay of any kind should be discouraged on or off the water, with particular emphasis being given to deliberate capsizing of craft.
* Capsize drills must be explained fully to all participants.
* Activity instructors must take account of the weather conditions when planning a session, e.g., wind strength and temperature.
* Participants should warm up before commencing the activity.
* Group members and instructors must wear their buoyancy aids and suitable footwear at all times both on and off the water.
* Equipment must be checked that it is the correct size for the paddlers and adjusted accordingly.
* All paths must be kept clear of equipment.
* Any mess should be cleared from the launching area before starting the session.
* Launch the group carefully and beware of participants slipping whilst getting into or out of boats.
* Instructors must be able to go into the water at anytime, with or without his / her boat if the need arises.
* Instructors must be aware of their responsibility for the whole group at all times and not allow themselves to be distracted. Any distracting behavioural problems must be referred to the group’s own leader.
* Efforts should be made to keep the group dry until the later part of the session to avoid cold.
* Instructors must respect individual preferences as not every group member may wish to get immersed.
* The whole group must be kept active with a mix of skills and games to prevent boredom and misbehaviour.
* It is the responsibility of the activity instructor to ensure that all equipment is stored correctly at the end of the session.

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**KAYAKING / CANOEING**

**Scout Association Factsheet**

FS 120651 - Canoeing

FS 120654 - Kayaking

#### Refer to Scoutbase Library for current versions and other relevant factsheets.

<https://members.scouts.org.uk/supportresources/search/?cat=26,407,351>

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**KAYAKING / CANOEING**

**EQUIPMENT SAFETY POLICY**

**Issuing and returning equipment**

 Kayaks, canoes and related equipment should be appropriate for its usage, and should be registered for usage in accordance with POR and identified within an equipment log

1. All equipment to be collected from and returned to the storage cabins adjacent to the reservoir

 and carried in a safe manner.

2. The instructor, who must be a responsible adult and have suitable knowledge, must NEVER leave a group unsupervised or be a participating member of the group.

3. The kayaks and canoes must be completely emptied of water and checked for damage before being stored away.

4. Throw lines and tow lines must be dried out if wet before being stored in their bags.

5. Paddles must be stored neatly in a suitable container.

6. Spray decks must be stored hung up.

7. Buoyancy aids must be hung up.

8. Helmets must be stored in the appropriate container.

9.. Any damage must be reported to the Duty Warden or a member of the Centre Personnel.

10. No equipment should be passed on from one group to another, other than by authorised Centre Personnel or Activity Instructors.

**Periodic Checks**

1. Periodically the equipment should be checked in detail by a competent person..

2. The inspection should be conducted in accordance with the requirements of POR.

3. A suitable person to undertake the inspection would be a County Paddle Sports Assessor or an experienced paddler.

4. Comments from the inspections should be recorded in the appropriate campsite logbook.

**Storage of Equipment**

All equipment should be stored in its appropriate sections in the container.

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**RAFTing**

**Location and Guidelines**

Location: The Centre’s Rafting activities are located on the Environmental Agency’s Reservoir adjacent to Bibbys Farm Scout Campsite and Activity Centre. OS Map Sheet 109 or OS Pathfinder Series Sheet SD61/71 or Explorer Series 287 Grid Reference 604168

**The Guidelines**

All instructors, whether Centre Personnel or Visitors using the Centre’s Rafting facilities shall follow the Centre’s guidelines.

Rafts and related equipment should be appropriate for its usage and in good condition. It should be within manufacturers recommended retirement dates.

Supervisory arrangements will vary depending on the ability and needs of the group, but should not exceed permit authorisation numbers.

Prior to collecting Rafting equipment the Duty Warden will ensure that the Leader in charge of the Activity has

a) Signed the Activity Equipment Signing Out / In Sheet.

b) Checked the equipment as being in good and serviceable condition

c) Been made aware of the location of First Aid Equipment / Emergency telephone etc.

**NOTE:** TheQualifications of the Leader in Charge of the Activity must be checked at the time of booking.

**Attire of Instructors, Supervisors and Participants**

Canoeing Helmets must be worn by Instructors and participants.

When dressing for Rafting old clothing that is acceptable for getting wet, damaged or dirty should be worn. The carrying of items in pockets should be avoided.

A strong pair of shoes or trainers must be worn, wellington boots or open toe sandals are not suitable..

Suitable buoyancy aids must be used by all participants.

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**Rafting**

* Emergency kit consisting of a Throw line and a First Aid kit must be available at all times and their location should be made known to all participants.
* Instructors must carry a knife when dealing with ropes and water, but it MUST NOT be visible to participants or onlookers when not in use.
* If a group is on the water there MUST be an activity instructor with them in a floating craft. If there are two instructors, one may be on the bank with a throw line but the other MUST be on the water. Instructors must have a boat with them!
* Under no circumstances should a raft be dismantled whilst still on the water. The raft must be moved from the water to dry land.
* Participants should warm up before commencing the activity.
* Groups should be warned about uneven or slippery surfaces and instructed to be careful where they walk.
* Activity instructors must take account of the weather conditions when planning a session, e.g., wind strength and temperature.
* Group members and instructors must wear their buoyancy aids and suitable footwear at all times both on and off the water.
* Equipment must be checked that it is the correct size for the paddlers and adjusted accordingly.
* Two people must be used to carry each barrel and spar.
* Instructors should warn participants about friction burns caused by knotting the ropes.
* Participants should be instructed on how to lift a constructed raft using good lifting techniques.
* All paths must be kept clear of equipment.
* Any mess should be cleared from the launching area before starting the session.
* The raft should be launched carefully and instructors should be aware of the danger of participants slipping whilst launching, boarding or alighting from the raft.
* An instructors must be on the water at all times once the raft has been launched.
* Instructors must be aware of their responsibility for the whole group at all times and not allow themselves to be distracted. Any distracting behavioural problems must be referred to the group’s own leader.
* Instructors should allow sufficient time for the dismantling of the raft during the session.
* Instructors must respect individual preferences as not every group member may wish to get immersed.
* The whole group must be kept active with a mix of skills and games to prevent boredom and misbehaviour.
* It is the responsibility of the activity instructor to ensure that all equipment is stored correctly at the end of the session.

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**RAFTing**

**Scout Association Factsheet**

FS 120668

#### Refer to Scoutbase Library for current versions and other relevant factsheets.

<https://members.scouts.org.uk/supportresources/search/?cat=26,407,351>

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**RAFTing**

**EQUIPMENT SAFETY POLICY**

**Issuing and collecting rafting equipment**

 Rafting related equipment should be appropriate for its usage, and should be within manufacturers recommended retirement dates. All equipment should have a means of identification and be recorded with the purchase date, and if possible the date of manufacture.

1. All equipment to be collected from and returned to the storage cabins adjacent to the reservoir and carried in a safe manner.

2. The instructor, who must be a responsible adult and have suitable knowledge, must NEVER leave a group unsupervised or be a participating member of the group.

3. Rafting Spars should be checked for splitting and must be stored neatly in a manner to facilitate their drying out.

4. Rafting Barrels must be checked for leaks and stored neatly.

5. All knots should be untied from rafting ropes and ropes hung to dry out before storing in their container.

6. Throw lines must be dried out if wet before being stored in their bags.

7. Paddles must be stored neatly in a suitable container.

8. Buoyancy aids must be hung up with zips and clips fastened.

9. Helmets must be stored correctly.

10. Any damage must be reported to the Duty Warden or the Activities Manager.

11. No equipment should be passed on from one group to another, other than by authorised Centre Personnel.