



**Camelot Events Ltd
Nuts Challenge Ltd
London Youth Action Ltd**

Henfold Lakes Site

GENERIC RISK ASSESSMENT

Original draft, 20 February 2020

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ABBREVIATIONS USED IN ASSESSMENTS

P = Public and schoolchildren; S = Event staff/ Contractors; A= All persons on site.

EVENT INFRASTRUCTURE – INCLUDING ONGOING BUILD

<i>Subject Area</i>	<i>Code</i>	<i>Hazards and Effect</i>	<i>Persons at Risk</i>	<i>Control Measures</i>	<i>Likelihood x Severity + Severity = Risk</i>			<i>Additional Controls Needed</i>	<i>Comments</i>
Arrival and installation procedures	B-1	Failure to maintain control of equipment	P, S	All contractor vehicles/plant movement is supervised All persons are trained and competent	1	3	6	Low risk – none considered necessary	
Lighting	B-2	Insufficient visibility for working	S	Adequate lighting levels are ensured if build is taking place during hours of darkness	1	2	4	Low risk – none considered necessary	
Electrical equipment	B-3	Electrical Shocks or Burns	S	Use of 110V or battery operated tools where practicable Portable tools, etc owned by Camelot are examined and certificated as PAT tested	1	3	6	Low risk – none considered necessary	
Fire	B-4	Damage by fire or smoke to persons and/or property	P, S	Combustibles are kept to a minimum Fire extinguishers are provided to site and in structures If petrol generators are used, they are never filled when running and are allowed to cool before refuelling	1	3	6	Low risk – none considered necessary	

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Storage of Materials	B-5	Falls, trips, unsafe stacking or collision	P, S	Safe storage locations are identified in advance Fencing, cones, hazard tape and hazard lighting are erected as necessary where public have access or where there is a significant risk of vehicle collision	1	2	4	Low risk – none considered necessary	
Welfare and First Aid	B-6	Lack of Welfare and First Aid Issues	P, S	First Aid trained staff on site If working overnight, access to sanitary facilities is available	1	3	6	Low risk – none considered necessary	
Lack of protection for head, hands, feet, ears	B-7	Staff undertaking repairs or building new obstacles	S	Owner ensures that they have appropriate Personal Protective Equipment (PPE) for the activities which they are undertaking and ensures the exclusion of all other persons from areas where PPE is required	1	3	6	Low risk – none considered necessary	
Manual Handling	B-8	Back injuries, strains, sprains, etc	S	Dynamic risk assessment by individual staff	1	3	6	Low risk – none considered necessary	

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Erection and Breakdown of Structures	B-9	Falling materials Vehicle movement Unstable part of completed structures	P, S	Areas where structures are being erected are “off limits” to others not involved in the work If working on or adjacent to a road and especially at night, high visibility jackets are worn Head protection is worn where necessary	1	3	6	Low risk – none considered necessary	
Incorrect and/or Unstable Structures	B-10	Potential for total or partial collapse	P, S	The structures are erected by experienced staff The final structure, on completion, is checked by the site operator	1	3	6	Low risk – none considered necessary	

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Weather Conditions	B-11	Adverse weather causing hazards, ie high winds, heavy rain, Exposure to extreme weather conditions – Hypothermia, heat exhaustion, sunburn	S, P	<p>In the event of severe weather, which constitutes a severe risk to the health and safety of those on site, the senior member of staff has the authority to stop all activities until conditions improve</p> <p>Obstacles are taken out of use on a dynamic risk assessment basis</p> <p>Access to suitable and sufficient welfare facilities and drinking water</p> <p>Site Operator reminds staff of the need for sun-block or other measures as appropriate</p>	3	2	8	Medium risk – no additional controls are considered practicable	
Site Clearance	B-12	Cuts and puncture wounds	P, S	<p>Site is thoroughly cleared prior to public being admitted</p> <p>Suitable containers are provided by medical supplier at First Aid Treatment Centres for the correct disposal of needles and other sharps</p> <p>Clinical waste is removed from site by the medical provider</p>	4	2	10	Medium risk – no additional controls are considered practicable	

CATERING AND TRADING

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General Arrangement of Temporary Units	C-1	Overcrowding and risk if Pinch points produced Crushing	P	All units are located in areas where excessively high crowd densities not to be expected and aligned to not obstruct crowd flows Unauthorised vendors are removed from site	1	3	6	Low risk – none considered necessary	
Generators	C-2	Fire and electric shock	P, S	Portable diesel generators are used Generators are located in secure areas away from public access and are checked periodically by staff	1	3	6	Low risk – none considered necessary	
Cable Runs	C-3	Trips	P, S	Minimum number of cable runs used In public areas, acceptable cable covers in high visibility colours are used or suitable cables are dug in	1	2	4	Low risk – none considered necessary	

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LPG	C-4	Fire followed by explosions in stocks of Liquid Petroleum Gas (LPG) cylinders	P, S	<p>LPG cylinders are limited to a maximum in use on each unit</p> <p>Vehicles and units are checked for compliance</p> <p>Unit operators submit certification in advance that gas installation has been installed and checked within the last twelve months by competent approved contractor</p> <p>An LPG storage facility is located away from all other structures</p>	1	4	8	Medium risk – no additional controls are considered practicable	
Fire	C-5	Fire, explosion	P, S	Fire-fighting equipment is carried and accessible on all units	1	4	8	Medium risk – no additional controls are considered practicable	Units cooking foods are typically provided with one ABC Powder Extinguisher (2kg) and one light duty Fire Blanket

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Waste Storage	C-6	Fires	P, S	<p>Waste storage is provided by bins in the units, which are emptied daily</p> <p>Daily removal of all waste from the site</p> <p>No build-up of cardboard is permitted by catering units</p>	1	1	2	Low risk – none considered necessary	
Emergency situations	C-7	Injuries or sudden illness	P, S	Trained medical staff on site and in radio contact with event control	2	2	6	Low risk – none considered necessary	
Cleanliness of Operation	C-8	Food poisoning	P, S	<p>Event Organiser ensures that all Caterers are reputable companies / individuals and able to produce evidence of Food Hygiene training and Public Liability Insurance</p> <p>All units have hand washing facilities, separate to food preparation sinks, with hot running water</p>	1	3	6	Low risk – none considered necessary	

MARQUEES

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Means of Escape (Marquees for public occupation)	M-1	Anxiety Crushing Inability to escape	P, S	<p>A suitable and sufficient number of emergency exits is positioned around the perimeter of the marquee in accordance with the MUTA guidance</p> <p>Guys ropes and stakes near exits are maintained clear of pedestrian routes and clearly marked or protected to avoid tripping</p> <p>No vehicles are parked obstructing emergency exits</p> <p>Hire and supply contracts ensure signage and emergency lighting is specified where needed</p>	1	3	6	Low risk – none considered necessary	

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					1	3	6		
Fire	M-2	Damage by fire or smoke to persons and/or property	P, S	<p>Combustibles kept to a minimum</p> <p>No storage of combustible or explosive material permitted in tent</p> <p>Smoking prohibited by law in all Marquees All entrances to signed, by supplier, according to legislation</p> <p>Suitable and sufficient fire extinguishers provided at exits</p> <p>Staff aware of location of extinguishers</p> <p>Fabric of tent, drapes, linings and any floor covering is required to be flame retardant to BS5348 Test 2, BS7157 Annex BS7837, BS 5287 Table 1 or BS5867 Part2 Type B as appropriate</p> <p>Certificates are required to be available for inspection</p>	1	3	6	Low risk – none considered necessary	
Flooring (if used)	M-3	Trips	P, S	No portable flooring is ever used	-	-	-	No risk	

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Stakes and Ropes	M-4	Trips, impacts	P, S, A	<p>Guy ropes, stakes and other anchorages are positioned and protected in such a manner as to reduce the potential for members of the public to walk into or trip over them</p> <p>Guy ropes near exit routes or near pedestrian routes are clearly marked or barriered off</p> <p>Stakes and pegs are provided with cushioning by either the tent supplier or the client (contract item to be clarified with tent supplier) to prevent abrasion injuries or clearly separated from public areas</p>	1	2	4	Low risk – none considered necessary	
Services	M-5	<p>Gas, electric, water etc services either overhead or underground</p> <p>Fire, explosion, damage to services</p>	P, S	<p>Site survey shows there are electrical supply cables overhead across part of the course and water pipes buried below the site Neither of these services is impacted by activities at the site</p> <p>Marquees are never erected near either of these services</p>	1	3	6	Low risk – none considered necessary	Note: this item particularly relevant to marquees requiring deep ground anchors

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Anchorages, Poles and Ropes	M-6	Defects leading to structural instability	P, S, A	<p>Timber poles and ridges are free from splits caused by damage</p> <p>Ropes are free from defects</p> <p>Tent inspected by a competent person prior to public entering</p> <p>Tents and anchorages re-inspected daily where strong winds have been experienced</p> <p>Contracts include an emergency call-out for problems or advice relating to damage or weather</p>	1	3	6	Low risk – none considered necessary	

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Wind, Snow Loading	M-7	Overload conditions leading to structural instability and collapse	P, S, A	<p>Weather forecasts are obtained at regular intervals and, where strong winds are forecast, the high wind procedures specified by the tent supplier are consulted</p> <p>All suppliers provide details of the maximum wind speed that structure can remain occupied</p> <p>Where wind gust speeds are predicted to exceed 18m/s or supplier stated figure, the tent and the immediate area is evacuated and secured against re-entry</p> <p>Tent dismantling or strengthening is carried out as determined by the tent supplier</p> <p>All tent suppliers leave a 24 hour contact number for emergency advice with the Event Organiser</p>	1	3	6	Low risk – none considered necessary	

ACTIVITIES IN MARQUEE

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Overcrowding	E-1	Consequence of entertainment failure or public disturbance Drunk disorder	P, S	Capacity of marquee calculated using MUTA formula having regard to sight lines, seating and standing arrangements.	1	3	6	Low risk – none considered necessary	
Weather Conditions	E-2	Heavy rain, wind	P, S	Heavy rain not likely to have effect on structures, equipment or persons If adverse weather that can affect structures, i.e. wind etc Event Operator has authority to stop all activity until conditions improve Thus marquees are taken out of use on a dynamic risk assessment basis	3	1	3	Low risk – none considered necessary	
First Aid	E-3	Illness or injury untreated and patient deteriorates	P, S	First aider cover provided commensurate with audience numbers and activities.	1	3	6	Low risk – none considered necessary	

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Explosion of pyrotechnics	G - 1 <ul style="list-style-type: none"> - during transport - during storage - during installation - during use 	P, S	<p>Only Enola Gaye smoke grenades and thunder flashes are used</p> <p>No pyrotechnics are sold to participants</p> <p>Safe separation distances are maintained for containers</p> <p>Compliance with Fireworks (Safety) Regulations 1997</p> <p>Compliance with Explosives Act and HSE exemptions and guidance</p> <p>No smoking</p> <p>All sources of ignition banned from working areas</p> <p>Number of personnel in working areas minimised</p> <p>Number of open containers minimised</p> <p>Pyrotechnics are never used for school activities</p> <p>Pyrotechnics covered in the disclaimer on the website</p>	1 4 8	Medium risk – no additional controls are considered practicable	

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Premature or Accidental Ignition	G - 2		P, S,	No smoking All sources of ignition banned from working areas No energy sources connected to firing systems during set-up Number of personnel in working areas minimised	1	4	8	Medium risk – no additional controls are considered practicable	
All areas – sale or taking of illegal substances	G -3	Illness, injury, violent or aggressive behaviour	P	Zero tolerance to the use or supply of illegal substances Immediate removal from site for anyone in possession of such substances with no right of return Police called as required to assist event staff	2	2	6	Low risk – none considered necessary	
All areas – Police assistance required	G-4	Ground is soft or vehicle access is difficult	P, S	Site layout has hard-standing and tracks	1	1	2	Low risk – none considered necessary	

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All areas – Fire or medical emergency	G-5	Ground is soft or vehicle access for heavy vehicles is difficult	P, S	Roadways to the buildings 4x4 vehicles available Helicopter access available. A temporary landing site is created in the field nearest to the casualty.	1	1	2	Low risk – none considered necessary	
Whole Site	G-6	Fire spreading from tent to tent on site	P, S	Advice to clients on location of tents and allowing sufficient fire breaks Fire Crews on site Fire Risk Assessment for whole site completed Stewards and Security have a fire risk briefing and detailed plan of action for outbreak of fire Event Safety Office carry full PPE and portable fire fighting equipment with various media	1	3	6	Low risk – none considered necessary	
Whole Site	G-7	Injury or illness overnight and untreated patient deteriorates	P, S	First aid trained staff on site overnight	1	3	6	Low risk – none considered necessary	

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Whole site	G-8	Fire - General	P, S, A	<p>Fire Risk Assessment in line with the guidance for outdoor events published as a result of the Regulatory Reform (Fire Safety) Order 2005</p> <p>Portable fire fighting equipment with suitable media for the risks placed at fire points through-out the site (CO2 and ABC Powder)</p> <p>All marquees and public tents have fire fighting equipment available to staff</p>	1	4	8	Medium risk – no additional controls are considered practicable	

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Whole Site – Severe weather – Excessive heat	G-9	Heat wave resulting in related illness	P, S	<p>Event Staff monitor weather forecasts and UK Heat Wave Alert levels</p> <p>Staff provided with bottled water and sun block</p> <p>PA announcements advise on use of sun block and increased intake of water whilst reducing intake of alcohol</p> <p>PA reminders to parents regarding children and risk of sunburn / heat exhaustion and heat stroke</p> <p>Potable water available from taps on the site</p> <p>Bars and other caterers selling bottled and chilled water</p>	1	3	6	Low risk – none considered necessary	
Whole site – Severe weather – Excess rain	G-10	Heavy rain resulting in loss of private tents or excessive surface water or mud on site	P, S	<p>Historically this site tends to drain well</p> <p>Visitors able to travel home if very bad so unlikely that temporary accommodation will be required</p>	1	1	2	Low risk – none considered necessary	

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Car Parks – Severe weather resulting in mud conditions	G-11	Emergency vehicles unable to respond to incidents Vehicles unable to move from car parks	P, S	Hard standing and roadways for emergency access to within 50 metres of all areas of entertainment marquees and catering areas Towing vehicles with 4x4 capability available on site	1	1	2	Low risk – none considered necessary	
Raft Building (current) Canadian Canoe Racing (potential)	G-12	Drowning	P	The part of the lake used is less than 5’6” deep when full and divided off with from the deeper water with a float line. Staff present and watching for incidents All participants wear a helmet and a life jacket Safety briefing before they start 2 x lifesaving canoes with trained staff deployed Additional safety briefing on what to do if raft capsizes For larger events a diver or divers may be supplied	1	4	8	Medium risk – no additional controls are considered practicable	

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Raft Building (current) Canadian Canoe Racing (potential)	G-13	Weather hazard, electrical storm	P, S	All persons off lake during a storm	1	3	6	Low risk – none considered necessary	
Fields – Obstacle Course Corporate Clients	G-14	Participants unfit and become ill or injured due to their lack of fitness	P	All groups are assessed by in-house trained and course-experienced personnel Physical Test to assess groups – three stages – run and crawl, tug of war and astronaut training Advised if need to limit activities Full safety briefing given and helmet provided before the fitness tests	4	2	10	Medium risk – no additional controls are considered practicable	

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Various events	G-15	Participants become unwell due to existing medical condition Ill or injured during event	P	Full safety briefing given before starting the course Asked about existing conditions and sign a disclaimer to state they have no medical problems Weather condition advice given See also controls under G-16 below	2	4	12	Medium risk – no additional controls are considered practicable	One unforeseen death occurred in 2019 due to an undiagnosed existing medical condition

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Various events	G-16	Participants becomes ill on the course and it is not seen Injured attempting an obstacle beyond their capability	P	Instructors go around course with groups Never left unattended, all stay together in a group Minimum two instructors per 20 participants Children aged under 14 Adult must be with them on the course Over 14 then adult by any water obstacles All participants briefed that they may go around any obstacle that they do not feel able or willing to complete Participants never forced to complete an obstacle	2	4	12	Medium risk – no additional controls are considered practicable	

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NUTs Challenge	G-17	Participants are too unfit or have a medical condition	P	Website contains information on the requirements of the course All participants sign a medical declaration and disclaimer All participants briefed on safety at the start and are reminded that they can go around any obstacles they feel uncomfortable/uncertain about Staff repeat the above to each group at each obstacle All start in waves after a warm- up is advised Instructors around course Medical staff around the course Surrey Search and Rescue around the course	4	2	10	Medium risk – no additional controls are considered practicable	

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Obstacle Course	G-18	Participants isolated or become unwell / injured and not seen	P	Up to 20 very experienced staff on site 30-40 less experienced staff acting under direction of experienced staff Section Leaders designated to an area of course with a group of staff under their command	1	3	6	Low risk – none considered necessary	

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Obstacle Course	G-19	Staff uncertain what to do Obstacles damaged or unsafe Participants unaware how to tackle obstacle	P	All staff briefed before event Section Leaders take staff around and check obstacles in their section, brief them on each obstacle and give advice on what to tell participants Section checklist. Check each obstacle for wear and tear, damage or danger Check signage and direction tape Brief staff on each obstacle Brief staff on advice to give to participants Emergency Procedures Section leader in radio contact with medical staff	1	3	6	Low risk – none considered necessary	

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Obstacle Course	G-20	Participant injured or unwell on course	P	<p>Staff have basic first aid training</p> <p>Each section of the course has a name allowing immediate identification of the location of an incident</p> <p>First Aid kits in 4x4 vehicles and in office</p> <p>Staff carry some emergency equipment</p> <p>Events have medical cover from fully trained medical staff</p>	2	2	6	Low risk – none considered necessary	
Obstacle course	G-21	Participants get lost	P	All routes roped and signed	1	1	2	Low risk – none considered necessary	
Obstacles In and out of water	G-22	Obstacle unfit for purpose	P	<p>All supplied with cargo nets or ropes</p> <p>All checked before event starts and repaired or taken out of use as needed</p> <p>Staff on course to supervise</p>	1	1	2	Low risk – none considered necessary	

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Obstacles Crawl through	G-23	Obstacle not fit for purpose	P	<p>Tubes are checked before event starts to ensure no animals, glass or other dangerous objects present</p> <p>Bunker – checked before the event starts</p> <p>Access and egress checked</p> <p>Checked for animals or dangerous items Observation port checked and visibility ensured</p> <p>Under barbed wire – plastic wire used</p>	1	1	2	Low risk – none considered necessary	
Obstacles Walls	G-24	Obstacle not fit for purpose	P	<p>Wooden – ropes checked for climbing up</p> <p>Platform on decent side to prevent jumping off / falling</p> <p>Soft mud and water on decent side</p> <p>Scaffold boards used sideways on to make steps</p> <p>Platform on decent side to prevent jumping or falling</p>	1	1	2	Low risk – none considered necessary	

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Obstacles Swing	G-25	Participants fall from height	P	Platform is only at 4 ft high Over water and mud Ropes handed to them by staff Instructions given by staff Can elect to walk through and not use rope swing	2	3	9	Medium risk – no additional controls are considered practicable	
Obstacles Fireman Pole	G-26	Participants fall from height	P	Cargo net provided at an angle to climb to top Instructor advises if participant appears unsuitable for the obstacle Instructor advises all how to complete obstacle safely Crash mats at foot of pole for a safe landing	2	3	9	Medium risk – no additional controls are considered practicable	One accident occurred on 07/03/2020 resulting in a helicopter evacuation of a casualty with a broken leg

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<i>Subject Area</i>	<i>Code</i>	<i>Hazards and Effect</i>	<i>Persons at Risk</i>	<i>Control Measures</i>	<i>Likelihood x Severity + Severity = Risk</i>			<i>Additional Controls Needed</i>	<i>Comments</i>
Obstacles	G-27	Too difficult for participants so they attempt and are injured	P	All obstacles have two routes – one for those tackling the obstacle and the other for those going around it Overseen by instructors who advise if they feel obstacle is unsuitable for a participant No one is forced to complete an obstacle, can bypass or abandon with assistance from staff	2	3	9	Medium risk – no additional controls are considered practicable	One accident occurred on 07/03/2020 resulting in a helicopter evacuation of a casualty with a broken leg
Obstacles Cargo Nets	G-28	Too steep and participants fall vertically	P	All nets at angle of 45 degrees, no vertical nets Fallers roll down net and are slowed and held by the net	2	3	9	Medium risk – no additional controls are considered practicable	
Obstacles Pontoons	G-29	Drowning	P	Pontoons on shallow part of lake Divers in water if required (NUTS Challenge) Supervised by staff Course adapted if there has been heavy rain and the water levels are too high	1	4	8	Medium risk – no additional controls are considered practicable	

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Obstacles Lake	G-30	Water quality	P	Water quality checked by farmer as required by Environment Agency Water obstacles taken out of use where water quality fails checked.	1	2	4	Low risk – none considered necessary	
Whole site	G-31	Trips and falls	P	Signage advising that it is agricultural land Staff include in briefings	3	2	8	Medium risk – no additional controls are considered practicable	
Whole site	G-32	Participants stranded or unable to get back to base	P	4x4 vehicles on site and can access all areas of site for retrieval Staff oversee whole site when in use Staff follow last participants around the course to finish line	1	1	2	Low risk – none considered necessary	
Whole site	G-33	Welfare of participants after completing event	P	Hot showers available Hot drinks available Cold potable water available	1	2	4	Low risk – none considered necessary	

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Youth Groups Camping	G-34	Food hygiene	P	New Ration packs and instructions issued to groups Adults on site to supervise	1	2	4	Low risk – none considered necessary	
Camping	G-35	Safety and facilities	P	Toilets on site Security at entrance (Henfold Lakes camping site) Own adults on site to supervise Full safety briefing given by staff All tents are at least four metres apart	1	2	4	Low risk – none considered necessary	
Archery or Air Rifle shooting	G-36	Participants hit by arrows	P	Range Officer always on site when range operational Range Officers are all experienced in the role Full safety briefing to participants Warning signs that range is in use	1	3	6	Low risk – none considered necessary	

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Action Knife Throwing	G-37	Participants hit by knife	P	Supervised by instructor Full safety briefing given Small groups with single participant throwing at a time Only thrower is forward and no others in front or behind them Non-participants stand well away to the side in defined area	1	4	8	Medium risk – no additional controls are considered practicable	
Whole site	G-38	Emergency services required and no fixed phone available	P	Mobile phones have signal on site Event staff and Camelot staff have mobile phones Camelot has its own radio system in use for all events – staff can communicate and ask for 999 Landline available at Henfold Lakes Camp site and at café	1	1	2	Low risk – none considered necessary	

GENERAL AND SITE SPECIFIC

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Obstacles – Greater difficulty	G-39	Persons who are unfit or not capable are injured on more challenging obstacles	P	A dynamic risk assessment of participants is undertaken Obstacles are restricted to suitable participants	1	2	4	Low risk – none considered necessary	
Road entrance Hostile Vehicle Attack	G-40	A vehicle is driven into site at speed into crowds in a deliberate act to kill or injure	All	Entrance is narrow with stop/go traffic into car park Difficult to get up any speed when turning of the road People spread out from car park en route to start, so few crowded places Landrovers and larger vehicles available as Hostile Vehicle Mitigation, if required, should National Threat Level rise to Critical	1	5	10	Medium risk – no additional controls are considered practicable	Changes if National Threat Level at Critical or on advice from police
Trespassers	G-41	Non-participants trespass onto the site, use the obstacles/equipment without permission and suffer injury	P	Signage around the perimeter of the site and on sections of obstacles warn trespassers of the risk of injury and death	1	3	6	Low risk – none considered necessary	

EVENT SPECIFIC ADDENDUM TEMPLATE

<i>Subject Area</i>	<i>Code</i>	<i>Hazards and Effect</i>	<i>Persons at Risk</i>	<i>Control Measures</i>	<i>Likelihood x Severity + Severity = Risk</i>			<i>Additional Controls Needed</i>	<i>Comments</i>
<i>Choose a title</i>	<i>A-0</i>	<i>What could happen and what impact would it have?</i>	<i>P? S? A?</i>	<i>List what you are going to do to control the hazard and effect</i>				<i>For all high risks and any medium risks where practicable</i>	