

Risk assessment – Jubilee House Assault Course/ Fixed Play Equipment

People potentially at risk: All staff, volunteers, members, visitors, members of the public and anyone else the activity may impact.

Where hazards may be encountered: At the meeting place, during the activity.

It is recognized that not all risks are foreseeable and that there will always be a requirement to be assessed dynamically at the time of the activity – this means they cannot always be recorded but it is good practice to try and record them either contemporaneously or as soon as possible after they have been identified and assessed.

Name of unit:	Users of Jubilee House and Campsite
Activity covered by the risk assessment:	Use of assault course/ fixed play equipment
Name of person completing the risk assessment:	Carol Dunne, Chair of JH & CS Management Committee
Date and timings of activity:	All times
Location of activity including post code:	Jubilee House, Horton Rd, Stanton St John, OX33 1 AG

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action required	Confirm local controls in place, or actions being taken and who is taking them This box must not be left blank. If not applicable, insert N/A	Date completed
Insurance	Insurance is in place for the site.	Members of Girlguiding are also covered by Girlguiding insurance. None Girlguiding users should consider having their own insurance.		22/02/25

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Effective leadership during the activity	Who's leading the activity -- is established and communicated to everyone involved before the activity starts? Generally the leader would be the leader of the unit. However, leadership could be delegated to another person or expert.	All under 18 year olds must be supervised. This can be by strategically placing leaders/ adults around the site or placing by following the girls around the course/ equipment.	User	22/02/25
Adult to child ratios to ensure adequate supervision	Girlguiding's guidance is followed at all times, so the number of adults available to supervise activities meets the required ratios.	Sometimes a supervisor needs to focus on one individual, they are not alone with them but are not available to supervise generally as they are focussed on the individual, so factor this in. What will you do if numbers of volunteers reduces?	user	22/02/25

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The presence of volunteers' family members	Girlguiding's guidance is reviewed and followed at all times.		user	22/02/25
Suitability and competence of volunteers and	No special training is necessary, but the supervising adults must be able to check	See instructions on how to use the assault course.	user	22/02/25

leaders Inadequate training and awareness	the equipment and be able to supervise under 18 years olds effectively.	Adults should have clear DBS in place, or any without are not left alone with young users.		
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Fitness and ability of volunteers, young members and others doing activities	<p>Individuals' adjustment plans are reviewed by the leader before members take part in events or activities.</p> <p>Any adjustment plans for volunteers taking part in the delivery of an event or activity are reviewed by the event organiser.</p> <p>Any issues raised when discussing the activities with girls and parents/guardians are considered.</p>	<p>Ensure reasonable level of fitness of participants. Does anyone taking part have an adjustment plan? Have you considered how it might play into the activities?</p> <p>Some of the activities planned may trigger participants to tell you they have a problem, for example they're scared of heights or aren't confident in water.</p>	User	22/02/25
Provision of specialist equipment, including manual handling equipment and protective clothing	Users should wear suitable footwear (eg trainers or walking boots). Long sleeved tops and trousers/ joggers are recommended to wear.	It is advisable to tie up long hair or wear a hat to keep it out of the way.	user	22/02/25

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Communication, and consent for activities	Information, including any safety information, about the activities is given to volunteers, young members and their parents/guardians as appropriate, and consent obtained.	Permission from parents of all under 18 year olds to use the assault course is necessary.	user	22/02/25

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Weather contingency plans	The assault course/ equipment cannot be used in extreme weather. The surfaces will become too slippery to use safely. Avoid being in the area with trees during windy weather.	Have contingency/ alternative planned activity. Be aware it can take time for some equipment to dry out.	User	22/02/25
Weather conditions and suitability of clothing and footwear worn	Dynamic risk assessments are undertaken with the weather in mind for each activity.	Have you considered the weather? What does it mean for dress code?	User	22/02/25
Lighting levels	Lighting levels must be considered ; the assault course may be used in the dark (by torchlight) but careful supervision is needed.	What's the lighting like for your activity, given the time of year and how will	user	22/02/25

	.	you reduce risk?		
Speed and movement of people and animals	Running is restricted to games/outdoor activities where there's good visibility and everyone is aware of potential hazards.	Have you communicated this to everyone taking part?	User	22/02/25

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Reporting of incidents, accidents and near misses and post-incident support	<p>Any incidents involving the following are reported to Girlguiding Oxfordshire, and if you are a member of Girlguiding, also to Girlguiding national headquarters:</p> <ul style="list-style-type: none"> • Significant injury or discomfort • Damage to property • Significant near misses • Potential insurance claims • Involving acts of aggression or violence towards a member of staff or volunteer, including verbal abuse. (Where appropriate, incidents involving young members should be reported to the HQ safeguarding team.) 	<p>Girlguiding volunteers/ leaders should have access and use the Accident notification form</p>	Users	22/02/25

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Managing the group if there's an emergency	Contingency plans are considered and written, based on any potential issues that could occur during the activity. These include a home contacts system in case of emergency. Information is given to everyone about what to do if there's an emergency – where to go if they get lost and where to meet if they get split up, for example.	Have you considered all aspects of your activity, including the logistics, in terms of potential emergencies? What, if any, contingency arrangements need to be put in place? Has this been discussed with participants and parents/carers?	users	22/02/25

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Activities at height	Girlguiding has specific guidance for these activities.	Read Girlguiding's guidance on activities at height and considered any additional controls that may be required?	users	22/02/25

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Equipment specific risks:	Instructions for checking/ using equipment is provided	Ensure users have sight of the instructions	Users/ Booking Secretary to send out	22/02/25
Area around the equipment	Users must check the ground around all pieces of equipment for rocks/ logs/ debris that could be trip hazards or cause further injury if someone falls.	ALL USERS MUST CHECK ALL EQUIPMENT AND ALL AREA BEFORE USING. If there is any damage, the equipment must not be used and the booking secretary or chair of the committee must be informed.	Users	22/02/25
Money bars/ rope climbing wall/ swinging logs	Ensure users are spread out and no one is under someone else.	Leaders must supervise groups and ensure the equipment is used safely according to the age/ height of the users.	users	22/02/25
Tyres	Check they are not worn and are stable	Users go through one at a time.	Users	22/02/25
Up and over wall	Only one user at a time	Users may rest at the top – must not jump from the top, but lower themselves down using the rope and hold.	Users	22/02/25
Balance/ stepping logs	One user at a time.	Users must not overstretch and may need to step off and then back on.	users	22/02/25

By completing and filling in controls and dating this form, you agree that you've tried your best to think about risks and put measures in place to manage them as far as is reasonably practical.

Name of person completing risk assessment:	Carol Dunne	Membership number: 416850
Role:	Chair of JH & CS Management Committee	Date review initially completed: 22/02/2025
Signature*:	<i>CM Dunne</i>	

* Both electronic and wet ink signatures are acceptable.

Review history

Date	Signature	Summary of changes