





Outdoor Adventure Team Risk Assessment



Details of assessment				Equipment Involved (if applicable)			
Operation covered by this assessment: (HA008)				Bushcraft knife, hammer, bow saw, mallet, secateurs, flint & steel, bill hook, hand drill, gardening tools, gloves			
Tools							
Location: Haigh Woodland Park							
Date of assessment:	31/10/2023	Issue No:	2				
Assessor name: Vicky Lopez							


Step 1		Step 2		Step 3		Step 4	
What are the hazards?	Who might be harmed and how?	What are you already doing?		What further action is necessary?	Action by whom	Action by when	Done
		<ul style="list-style-type: none"> • Use this Risk Assessment alongside: • HA001 General Bushcraft Risk Assessment • HA001.1 Bushcraft Manual Handling Risk Assessment 					
Hazard: Unsafe or incorrect use of tools Risk: Cuts, bleeding, injury to self or others	Staff Participants General Public	<ul style="list-style-type: none"> • A Health and Safety Tool Talk will be given prior to the use of any tool, with visual checks ongoing and reminders given when necessary. • Participants will be shown safe positions to sit/stand and hold their body, protecting the vital V. • Tools will only be used under the direct supervision of a qualified adult. • Prior to the use of any tools, the group leader will assess tool usage and participant competency. • Under no circumstances will participants be allowed to use tools in an aggressive manner. This will be discussed in the introductory session 		Full briefing given before session starts	Trained member of staff	Pre session starting	

		<p>so that everyone is aware.</p> <ul style="list-style-type: none"> The session leader has the right to refuse use of a tool if is deemed unsafe. 				
<p>Hazard: Personal Protective Equipment (PPE)</p> <p>Risk: Cuts, bleeding, caught in equipment</p>	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> Long hair should always be tied back. Scarves should be removed or tucked in. Jewellery such as necklaces, bracelets or dangling earrings should not be worn. Appropriate footwear should always be worn. Protective gloves to be worn on the helping hand when appropriate. 	Full briefing given before session starts	Trained member of staff	Pre session starting	
<p>Hazard: Storing tools & equipment</p> <p>Risk: cuts, bleeding, muscle injury – back, arms, legs</p>	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> Participants to be reminded how to carry tools safely. The Forest Leader will model this. All tools to be stored correctly when not being used. If available, tools to have a protective guard attached to them. When being transported to the site, tools to be in a secure container. If the weight of the box is unmanageable for one person, then two people must carry it or it should be on a trolley, refer to HA001.1 Bushcraft Manual Handling RA Tools will be counted in and out. 	Full briefing given before session starts	Trained member of staff	Pre session starting	
<p>Hazard: Poor maintenance of tools</p> <p>Risk: Cuts & bleeding</p>	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> All tools to be checked prior to being used. If a tool is broken whilst being used, the session leader should be informed so the tool can be removed. Damaged tools to be marked and stored separately. Tools will be kept clean and dried after use. 	Full briefing given before session starts	Trained member of staff	Pre session starting	

<p>Hazard: Safe area for tool use</p> <p>Risk: Injury to self and others</p>	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> • A safe area should be clearly marked for tool use. • Only the participant and the qualified adult should enter the safe tool use area. At the end of the session all trace should be removed. 	<p>Full briefing given before session starts</p>	<p>Trained member of staff</p>	<p>Pre session starting</p>	
<p>Hazard: Bow saw</p>  <p>Risk: Cuts, bleeding, injury to self & others</p>	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> • Participants will be told and shown how to hold the saw safely, and the object being cut. • Participants to be told and shown how to hold the saw safely whilst standing or walking. • Ensure hands are dry when using the saw. • Participants to wear a rigger glove on their helping hand. • The blade should be checked for debris and carefully cleaned after use. • When not in use the blade cover should be replaced. 	<p>Full briefing given before session starts</p>	<p>Trained member of staff</p>	<p>Pre session starting</p>	
<p>Hazard: Bill Hook</p>  <p>Risk: Cuts, bleeding,</p>	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> • Participants will be told and shown how to hold the bill hook safely, and the object being cut. • Participants will only use the bill hook if the session leader thinks they are confident enough. • Participants to be told and shown how to hold the bill hook safely whilst standing or walking. • Ensure hands are dry when using the bill 	<p>Full briefing given before session starts</p>	<p>Trained member of staff</p>	<p>Pre session starting</p>	

<p>injury to self & others</p>		<p>hook.</p> <ul style="list-style-type: none"> Gloves should NOT be worn when using the bill hook to ensure the tool or hand does not slip. When not in use the bill hook must be stored safely away in the tool area. 				
<p>Hazard: Hand drill / Carpenters Brace</p>  <p>Risk: Cuts, bleeding, injury to self & others</p>	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> Participants will be told and shown how to hold the hand drill safely, and the object being drilled. Participants to be told and shown how to hold the hand drill safely whilst standing or walking. Participants will only use the hand drill under the supervision of the session leader if they are deemed to be ready. Ensure hands are dry when using the hand drill. When not in use the hand drill must be stored safely away in the tool area. 	<p>Full briefing given before session starts</p>	<p>Trained member of staff</p>	<p>Pre session starting</p>	
<p>Hazard: Mallet / hammer</p>  <p>Risk: Injury to self & others</p>	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> Participants will be told and shown how to hold the mallet, and the object being hit. Participants to be told and shown how to hold the mallet whilst standing or walking. Ensure hands are dry when using the mallet. 	<p>Full briefing given before session starts</p>	<p>Trained member of staff</p>	<p>Pre session starting</p>	

<p>Hazard: Bushcraft Knife</p>  <p>Risk: Cuts, bleeding, injury to self & others</p>	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> • Participants will only use the bush craft knife under the supervision of the session lead if they are deemed to be ready. • The session leader has the right to refuse the use of a knife by a participant if it is deemed unsafe. • Participants will be shown safe positions to sit and hold their body. • Participants will be told and shown how to hold the bush craft knife safely, and the object being cut. • The bush craft knife should be securely placed in its sheath when standing or walking. • Ensure hands are dry when using the knife. • Participants to wear a rigger glove on their helping hand. • Never leave the knife unattended on the ground, always place in its sheath when not in use. • Knives must be returned to the tool area and placed in a locked box when not in use. 	<p>Full briefing given before session starts</p>	<p>Trained member of staff</p>	<p>Pre session starting</p>	
<p>Hazard: Secateurs</p> 	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> • Participants will be told and shown how to hold the secateurs safely, and the object being cut. • Participants to be told and shown how to hold the secateurs safely whilst standing or walking. 	<p>Full briefing given before session starts</p>	<p>Trained member of staff</p>	<p>Pre session starting</p>	

<p>Risk: Cuts, bleeding, injury to self & others</p>		<ul style="list-style-type: none"> • Ensure hands are dry when using the secateurs. • Participants to wear a rigger glove on their helping hand. • The blade should be checked for debris and carefully cleaned after use. • When not in use the safety clip should be replaced. 				
<p>Hazard: Flint & Steel</p>  <p>Risk: Burns, potential forest fire</p>	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> • Flint and Steel only to be used in the location of the fire circle. • Only one participant to use the flint and steel ant any one time. • The session leader to supervise at all times. • Participants will be taught to use the flint and steel safely in the briefing and the session leader will model how to strike it safely. • The flint and steel will be transported in the palm of the hand and not swung around. It must never be thrown. • Once the flint and steel has been used it must be returned to the tool box. • Flammable clothes such as fancy dress costumes are not allowed in the fire circle. • The session leader will decide if a participant is ready to use the flint and steel confidently, taking into account their maturity, dexterity and experience. 	<p>Full briefing given before session starts</p>	<p>Trained member of staff</p>	<p>Pre session starting</p>	

		<ul style="list-style-type: none"> • See additional HA005 Camp Fire Risk Assessment 				
<p>Hazard: Gardening tools – spade, rake, trowel, fork, wheelbarrow</p> <p>Risk: Cuts, bleeding, injury to self & others</p>	<p>Staff Participants General Public</p>	<ul style="list-style-type: none"> • Participants will be told and shown how to hold the gardening tools safely when in use. • Participants to be told and shown how to hold the tools safely whilst standing or walking. • Participants only to use gardening tools under the supervision of a qualified adult. • Ensure hands are dry when using the tools. • After use the gardening tools should be returned and stored safely. 	Full briefing given before session starts	Trained member of staff	Pre session starting	
<p>Step 5</p> <p>Next Review Dates: 31/10/24 Issue 1 08/07/22 VL Issue 2 31/10/23 VL</p>						

