

The following document gives all the risk assessments required for a day visit or overnight camp at Millennium Woods Site, ISP School, Castlewood Farm, Conyer Road, Teynham, nr Sittingbourne ME9 9EA



Creed Outdoor Learning Trust Site Risk Management form

Stage 1 Areas highlighted	Stage 2 Questions to ask	What are the risks highlighted	Risk to? young people(YP),lead ers (L),staff(S) public(P)	Risk management	Severity of risk 1-5	Likelihood 1-5	risk rating severity x likelihood
Does the site have clearly marked boundaries	If unclear boundaries, make group aware of where they are allowed to go, not going off site on their own.	The site is fenced in with boundaries clearly marked on all sides, all told not to go off on their own away from group.	YP	Make the group and leaders aware of risks highlighted (welcome talk and walk)	5	1	5
Does the site have buildings, used or disused	Used building (rooms) what rooms are the group allowed to use, which rooms are out of bounds,	There are no buildings on site apart from toilet block, which groups use	YP, L	Make the group and leaders aware of risks highlighted (welcome talk)	4	1	4
Does the site have a pond/ stream lake	Size/ depth of pond/ lake, stagnant stream running, risk of drowning, throw lines/ rings available?	Yes, we have a small wildlife pond in the NE corner of the site 11'x 6' x 2'deep. It is fenced off and warning signs are in place	All	It is fenced and signposted group and leaders made aware of risks highlighted (welcome talk)	0	0	0
Play equipment (authorised / unauthorised)	What equipment are the groups allowed on when not with activity instruction staff	Activities are clearly marked only to be used with a competent instructor, no others on site	YP	Make the group and leaders aware of risks highlighted (welcome talk)	4	1	4
Intervention of strangers/ use of site by other groups	Distance from local communities, public footpaths through the site/ public access to area, danger stranger	There is a public footpath that runs alongside the site, railway line and housing a short walk away, when groups are on site public access is not allowed and the gates will be locked	YP, L	Make the group and leaders aware of risks highlighted (welcome talk)	3	1	3
Fire safety, buildings/ whole site	Access to fire extinguishers, clearly marked fire exits and fire assembly point.	Fire extinguishers located in marked areas on site, fire assembly point marked	YP, L, S, P	Make the group and leaders aware of risks highlighted (welcome talk)	5	1	5

Stage 1 Areas highlighted	Stage 2 Questions to ask	What are the risks highlighted	Risk to? young people(YP), leaders (L), staff(S) public(P)	Risk management	Severity of risk 1-5	Likelihood 1-5	risk rating severity x likelihood
Roads and vehicles on site	Roads/ tracks vehicles on site, speed/ size of vehicles	No roads or car parks on site, if vehicles need access the group will be made aware	YP, L, S, P	Make the group and leaders aware of risks highlighted (welcome talk)	4	1	4
Other permanent risks identified on site	Climbing on Machinery, Lost or climbing in woodland	There is no piled equipment on site and area for play while not on activities clearly marked, no climbing trees	YP, L, S, P	Make the group and leaders aware of risks highlighted (welcome talk)	4	1	4
Other temporary risks identified on site	Areas taped off for work/ scaffold/ wood piles	Any temporary areas deemed unsafe will be taped off and the group will be informed it is out of bounds	YP, L, S, P	Make the group and leaders aware of risks highlighted (welcome talk)	4	1	4
Night lighting for overnight stays	The camping area and route to toilet block is lit at night	Walkways to main building (toilet/ showers) at night	YP, L, S, P	Make the group and leaders aware of risks highlighted (welcome talk)	3	1	3
Risks associated with the group using the site, age, type of group (risks to staff)	Risks to activity staff of verbal or physical abuse from groups, behaviours issues etc	To be filled out for individual groups	YP, L, S, P	Make the group and leaders aware of risks highlighted (welcome talk)	3	1	3

Risk assessment carried out by	Paul Oxberry CREED-LEARNING
SCHOOL AND GROUP LEADERS SHOULD CARRY OUT THEIR OWN SITE RISK ASSESSMENT PRIOR TO THEIR VISIT ALONG WITH A MEMBER OF CREED STAFF, ANY TEMPORARY RISKS DUE TO BUILDING WORK OR OTHER OCCURANCES ON SITE WILL BE INDIVIDUALLY MENTIONED DURING THE WELCOME TALK TO THE GROUP	

**NOTE; during COVID 19, any activities are carried out on site with strict hand washing, sanitising of hands and equipment between groups, gates will be wiped down daily and social distance will be maintained, any closer and staff will wear fresh gloves and a face mask to minimise any spread of infection**

**ARCHERY**

CREED activity	ARCHERY	Location	Millennium Woods
Date of assessment	31 <sup>st</sup> January 2023	Review	31 <sup>st</sup> January 2024

ACTIVITIES INCLUDED, Point of aim taster session archery for beginners at various locations, archery range to be set out by GNAS OR Archery GB qualified staff member (to correct guidance). Sessions on archery specific range at Millennium Woods to be run by GNAS/ archery GB qualified staff where possible, or site specific trained person signed off by two experienced archery GB instructors, as per Creed training programme, Using Creed lesson plan and guidance notes.

Who is at risk	E= Everyone	I = Instructor	P= Participant	L= leader	B= Bystander
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Risk Rating	HIGH	MED/HIGH	MED/LOW	LOW
Terminology	Probable serious injury	Probable causing injury requiring medical attention	Possible causing minor injury	Unlikely but possible minor injury

Risk identified	Who is at risk	Rating	Measures in place	Outcome
Shooting injuries	Everyone	HIGH	Briefing at beginning of activity Clearly marked shooting area and waiting lines in line with GNAS guidance	MED/LOW
Bow string injuries	Participant/ leader and instructor	MED/HIGH	Briefing at beginning of activity use of protective clothing such as arm guards and finger tabs.	MED/LOW
Manual handling of equipment	Participant/ leader and instructor	MED/LOW	Clear instructions when lifting or handling equipment	LOW
Misuse of equipment resulting in cuts and stabs	Everyone	MED/HIGH	Briefing at beginning of activity instructor to stop session if behaviour compromises group or public safety	MED/LOW
Extreme weather	Everyone	MED/LOW	Talking with leaders prior to visit, reinforce on the day about warm waterproof clothes/ suncream etc	LOW
Physical or verbal abuse	Everyone	LOW	Clear guidelines about what the instructor expects from the group with regard to behaviour toward others	LOW

Risk assessment carried out by	Paul Oxberry CREED-LEARNING
Specific risks to group individuals either through physical ability or learning difficulties should be brought to the instructor's attention on the group consent forms completed prior to the activity sessions where possible or before the activity sessions on the day. None of this information will be held by CREED-LEARNING after the day of the activity session unless something has occurred to require the information in the future	

# Creed

## Outdoor Learning Trust

### ACTIVITIES AT HEIGHT

CREED activity	Climbing wall/ high ropes/ abseil, zip-line	Location	Millennium Woods
Date first assessed	31 <sup>st</sup> January 2023	Review	31 <sup>st</sup> January 2024

ACTIVITIES INCLUDED
Woodland Glade rock climbing wall, abseil using SPA/ CWA/ CWAA qualified staff (including abseil unit), climbing wall staff signed off site specific by MIC/ MIA

Who is at risk	E= Everyone	I = Instructor	P= Participant	L= leader	B= Bystander
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Risk Rating	HIGH	MED/HIGH	MED/LOW	LOW
Terminology	Probable serious injury	Probable causing injury requiring medical attention	Possible causing minor injury	Unlikely but possible minor injury

Risk identified	Who is at risk	Rating	Measures in place	Outcome
Falling from height	E	HIGH	Staff training about setting up a safe system of work, clear instructions and demonstration of what to do, belaying and clipping in	MEN/LOW
Hitting head/ falling debris	E	MED/LOW	Helmets are optional for student over the age of 8 year when taking part in activities at height. Check loose clothing and things in pockets before people climbing/ off the ground, keep abseil platform clear, spare equipment secured	LOW
Belay pulled forward or being pulled up	E	MED/LOW	Correct weight ratio of belayer/ climber, belayer attached to ground/ other person to rectify weight difference	LOW
Hair/ clothing getting caught/ entangled in equipment	E	MED/HIGH	Make sure that participants tie back hair and tuck in loose clothing so it is kept away from equipment	LOW
Poor supervision of peer belay system/ group, lack of attention to safety from group members	E	MED/HIGH	Regular staff supervision and training around group control, national governing body award showing competence in activity	MED/LOW

Risk assessment carried out by	Paul Oxberry CREED-LEARNING
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**PHYSICAL ABILITY (ASSAULT) COURSE/ LOW ROPES COURSE**

CREED activity	Assault course/ low ropes/ bridge build	Location	Millennium Woods
Date first assessed	31 <sup>st</sup> January 2023	Review	31 <sup>st</sup> January 2024

**ACTIVITIES INCLUDED**

Low ropes activities and assault course, sessions run by Creed trained staff as per Creed Training manual only as no governing body represented for these activities

Who is at risk	E= Everyone	I = Instructor	P= Participant	L= leader	B= Bystander
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Risk Rating	HIGH	MED/HIGH	MED/LOW	LOW
Terminology	Probable serious injury	Probable causing injury requiring medical attention	Possible causing minor injury	Unlikely but possible minor injury

Risk identified	Who is at risk	Rating	Measures in place	Outcome
Slips, trips and falls from low level (under 1 metre)	Participants	MED/ LOW	During safety brief at start of session, run through each activity individually and highlight the possible risks involved and discuss methods.	LOW
Scrape injuries to back, head and other limbs, caused by tunnels/ tyres/ cargo net/ low rope cables	Participants	MED/ LOW	During safety brief at start of session, run through each activity and highlight the possible risks involved. Head/ back down low, rope over body etc	LOW
Head injuries caused by running or falling into objects	Participants	MED/ HIGH (only because of head injury)	Use of spotters, positioning of staff/ activity leader during activity, constant supervision of group during activity	LOW
Falling from height (between 1 and 1.5 metres) not significant height	Participants	MED/ HIGH	Instructions about correct use of spotters within the group, High attention made to areas of the course where this could happen during safety brief. Correct training of Creed staff on activity	MED/ LOW
Unsupervised use of equipment	Everyone	MED/ HIGH	Clear signs on equipment and boundaries about behaviour on whilst on site, set out in welcome talk on arrival	LOW

Risk assessment carried out by	Paul Oxberry CREED-LEARNING
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**ORIENTEERING (on site at Millennium Woods)**

CREED activity	Orienteering	Location	Millennium Woods
Date of assessment	31 <sup>st</sup> January 2023	Review	31 <sup>st</sup> January 2024

<p>ACTIVITIES INCLUDED</p> <p><b>Orienteering on site</b> at Millennium Woods site</p>
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Who is at risk	E= Everyone	I = Instructor	P= Participant	L= leader	B= Bystander
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Risk Rating	HIGH	MED/HIGH	MED/LOW	LOW
Terminology	Probable serious injury	Probable causing injury requiring medical attention	Possible causing minor injury	Unlikely but possible minor injury

Risk identified	Who is at risk	Rating	Measures in place	Outcome
Getting lost, walking off on own, being led off by stranger (woodland locked out of use to public when group on site)	Participants	MED/ HIGH	Identify the boundaries of the site being used, also always to walk around site in groups of three, orienteering run star fashion keeping the groups coming back to base	LOW
Unauthorised use of equipment on site	Participants	MED/ HIGH	Briefing at beginning of session about staying off of activity equipment while out on the orienteering course	LOW
Around car park areas, vehicles on site,	Everyone	MED/ HIGH	Briefing the group about vehicle safety at the beginning of the session,	LOW
Slips trips and falls from low level (uneven ground)	Everyone	MED/LOW	Briefing at beginning of session about uneven ground on site, also areas that are out of bounds	LOW

Risk assessment carried out by	Paul Oxberry CREED-LEARNING
<p>Specific risks to group individuals either through physical ability or learning difficulties should be brought to the instructor's attention on the group consent forms completed prior to the activity sessions where possible or before the activity sessions on the day. None of this information will be held by CREED-LEARNING after the day of the activity session unless something has occurred to require the information in the future</p>	

### SURVIVAL SKILLS

CREED activity	Survival skills	Location	Millennium Woods
Date of assessment	31 <sup>st</sup> January 2023	Review	31 <sup>st</sup> January 2024

<b>ACTIVITIES INCLUDED</b>
Shelter building and fire lighting (using flints/ steels/ magnifying glasses/ friction)(electrical and chemical reaction demonstrated only) Site specific trained staff as per Creed Outdoor Learning training manual

Who is at risk	E= Everyone	I = Instructor	P= Participant	L= leader	B= Bystander
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Risk Rating	HIGH	MED/HIGH	MED/LOW	LOW
Terminology	Probable serious injury	Probable causing injury requiring medical attention	Possible causing minor injury	Unlikely but possible minor injury

Risk identified	Who is at risk	Rating	Measures in place	Outcome
Manual handling/ misuse of equipment, falling debris	Everyone	MEDIUM/ LOW	Safety briefing at beginning of activity to highlight the risks involved, facilitation of activity by instructor/ leaders	LOW
Slips trips and falls from low level due to uneven ground	Everyone	MEDIUM/ LOW	Safety briefing at beginning of activity to highlight the risks involved, facilitation of activity by instructor/ leaders	LOW
Burns and injuries associated with fire	Everyone	MEDIUM/ HIGH	First aid trained staff, water on hand to extinguish fire also water to submerge injured area, good clear instructions about what to do if? During safety brief	MED/ LOW
Fire in area other than that designated for lighting	Everyone	MEDIUM/ HIGH	Clear areas for fire lighting, slightly away from shelter area, these to be highlighted in safety brief. Close facilitation of group. Means of extinguishing fire close at hand and group aware of Fire assembly point	LOW
Fire starting/ Keep going after session finished	Everyone	MED/ LOW	Fires only to be lit in designated area, and instructor to make sure that all fires are out and that the area is clear and clean before they leave the area	LOW
Misuse of equipment or missing equipment	Everyone	MEDIUM/ LOW	Instructor to make sure all equipment is accounted for during and at the end of the session	LOW
Burns injuries needing medical attention	Everyone	MEDIUM/ HIGH	Local information about hospitals/ medical centres and route maps to get people there as soon as possible, address of Bexon Lane camp to get emergency services to site	MED/ LOW

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## CAMP FIRE (EVENING FOR CAMPING GROUPS)

CREED activity	Evening camp fire	Location	Millennium Woods
Date first assessed	31 <sup>st</sup> January 2023	Review	31 <sup>st</sup> January 2024

### ACTIVITIES INCLUDED

An evening camp fire with Creed groups staying on site camping at Millennium Woods

Who is at risk	E= Everyone	I = Instructor	P= Participant	L= leader	B= Bystander
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Risk Rating	HIGH	MED/HIGH	MED/LOW	LOW
Terminology	Probable serious injury	Probable causing injury requiring medical attention	Possible causing minor injury	Unlikely but possible minor injury

Risk identified	Who is at risk	Rating	Measures in place	Outcome
Starting the fire for the group	Instructor	MED/ HIGH	The instructor that sets the fire must be qualified to facilitate survival skills (NO accelerants to be used)	LOW
Burns from direct contact with the camp fire	Everyone	MED/ HIGH	Chat upon entering the camp fire area that the group remain seated on the benches provided, no closer to the fire, a Creed member of staff to remain with group to supervise	LOW
Burns from embers coming off from the fire	Everyone	MED/ LOW	Keep the seats clear in the direction that the wind (smoke) is blowing	LOW
Burns of any description	Everyone	MED/ LOW	Always have water buckets on hand in the fire pit area to submerge burn injuries to cool as per first aid guidance	LOW
Risk to tents being burnt or other buildings on site	Everyone	MED/ LOW	Only ever have evening camp fires in the designated camp fire area, camps to be set up away from the area where the camp fires are.	LOW
Injuries and damage to property from fire restarting after group have left	Everyone	MED/ LOW	Make sure that the fire is out before the staff member leaves the fire pit area. Also talk to group members about staying away from the fire pit area after the session	LOW

Risk assessment carried out by	Paul Oxberry CREED-LEARNING
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## TEAM BUILDING AND PROBLEM SOLVING ACTIVITIES

CREED activity	Team building challenges	Location	Millennium Woods
Date first assessed	31 <sup>st</sup> January 2023	Review	31 <sup>st</sup> January 2024

ACTIVITIES INCLUDED (GROUND BASED COMMUNICATION TASKS); Chasm, void, alphabet planks, pyramid challenge, rope challenges (letters and shapes), puzzle game, puzzles, spiders web, stepping stones, team races, blindfold activities, water challenges, swamp skis, bomb, crane, command tasks.  
(other tasks may be added if fitting the same risk management requirements)

Who is at risk	E= Everyone	I = Instructor	P= Participant	L= leader	B= Bystander
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Risk Rating	HIGH	MED/HIGH	MED/LOW	LOW
Terminology	Probable serious injury	Probable causing injury requiring medical attention	Possible causing minor injury	Unlikely but possible minor injury

Risk identified	Who is at risk	Rating	Measures in place	Outcome
Slips, trips and fall walking to activity and on equipment	Everyone	MED/LOW	Briefing at beginning of activity to identify risks and make the group aware, also signs in place at location	LOW
Improper use of equipment	Everyone	MED/LOW	Briefing at beginning of activity, keeping group order/ stop activity if necessary	LOW
Cuts/ splinters/ rope burns/ grazes from equipment	Everyone	MED/LOW	Briefing at beginning of activity, Check equipment before use and log damage etc on monthly check sheet	LOW
Injury from manual handling equipment and/ or people	Everyone	MED/HIGH	Briefing at beginning of activity and reinforcing safety information during activity	LOW
Extreme weather	Everyone	MED/LOW	Talking with leaders prior to visit, reinforce on the day about warm waterproof clothes/ suncream etc	LOW
Physical or verbal abuse	Everyone	LOW	Clear guidelines about what the instructor expects from the group with regard to behaviour toward others	LOW

Risk assessment carried out by	Paul Oxberry CREED-LEARNING
Specific risks to group individuals either through physical ability or learning difficulties should be brought to the instructor's attention on the group consent forms completed prior to the activity sessions where possible or before the activity sessions on the day. None of this information will be held by CREED-LEARNING after the day of the activity session unless something has occurred to require the information in the future	

CREED-LEARNING RISK MANAGEMENT FORM  
Challenge, React, Explore, Experience, Develop

CREED activity	Archery tag activities	Location	Millennium Woods
Date of assessment	31 <sup>st</sup> January 2023	Review	31 <sup>st</sup> January 2024

Archery tag games at Woodland Glade ISP Site and at any other locations that Creed management see fit, as per Creed training programme, Using Creed lesson plan and guidance notes.

Who is at risk	E= Everyone	I = Instructor	P= Participant	L= leader	B= Bystander
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Risk Rating	HIGH	MED/HIGH	MED/LOW	LOW
Terminology	Probable serious injury	Probable causing injury requiring medical attention	Possible causing minor injury	Unlikely but possible minor injury

Risk identified	Who is at risk	Rating	Measures in place	Outcome
Shooting injuries, bruising from shooting too close	Everyone	MED/HIGH	Briefing at beginning of activity and issue of protective face masks and arm guards. Clearly marked game area with non shoot zone in between team zones to assure safe distance	LOW
Bow string injuries	Participant/ leader and instructor	MED/HIGH	Briefing at beginning of activity use of protective clothing such as arm guards and finger tabs.	MED/LOW
Manual handling of equipment	Participant/ leader and instructor	MED/LOW	Clear instructions when lifting or handling equipment	LOW
Slips, trips and falls	Everyone	MED/LOW	Briefing at the beginning of the activity to warn and explain about running around on uneven ground and in an area with trees/ obstacles/ barricades	LOW
Extreme weather	Everyone	MED/LOW	Talking with leaders prior to visit, reinforce on the day about warm waterproof clothes/ suncream etc	LOW
Physical or verbal abuse	Everyone	LOW	Clear guidelines about what the instructor expects from the group with regard to behaviour toward others	LOW

**Summary of risk versus benefit**

The group may undertake activities and may be exposed to medium risks in order to learn new skills. Such activities will promote participation/ re-engagement and discussion around the activity will aid them in understanding the risks involved and how to manage risk for themselves. Behaviour around the activity will be constantly supervised and the activity stopped if the group cannot keep to the rules/ guidelines. Participants, while learning a new skill may increase self confidence through sport, learn self discipline and self control which will help them to raise their emotional wellbeing and self belief.

Risk assessment carried out by	Paul Oxberry CREED-LEARNING
Specific risks to group individuals either through physical ability or learning difficulties should be brought to the instructor's attention on the group consent forms completed prior to the activity sessions where possible or before the activity sessions on the day. None of this information will be held by CREED-LEARNING after the day of the activity session unless something has occurred to require the information in the future	

**All instructors working to guidelines clearly set out by CREED-LEARNING in the Operating Manual**

CREED-LEARNING RISK MANAGEMENT FORM  
Challenge, React, Explore, Experience, Develop

CREED activity	axe throwing	Location	Millennium Woods
Date of assessment	31 <sup>st</sup> January 2023	Review	31 <sup>st</sup> January 2024

Knife and axe throwing activities in specially allocated area at Millennium Woods site only using specific throwing axes Tomahawks and Htachets as per Creed training programme, Using Creed lesson plan and guidance notes.

Who is at risk	E= Everyone	I = Instructor	P= Participant	L= leader	B= Bystander
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Risk Rating	HIGH	MED/HIGH	MED/LOW	LOW
Terminology	Probable serious injury	Probable causing injury requiring medical attention	Possible causing minor injury	Unlikely but possible minor injury

Risk identified	Who is at risk	Rating	Measures in place	Outcome
Injuries from blades such as cuts etc	Everyone	MED/HIGH	Briefing at beginning of activity talking about the throwing range, waiting area, throwing line, target area and who/ when people go into various areas of the range	LOW
Injuries from cuts when throwing	Participant/ leader and instructor	MED/HIGH	Briefing at beginning of activity including a demonstration about throwing techniques and how to adjust your throw	MED/LOW
Manual handling of equipment	Participant/ leader and instructor	MED/LOW	Clear instructions when lifting or handling equipment (setting up activity, heavy targets)	LOW
Access to equipment when activity not used	Everyone	MED/HIGH	When equipment not in use it will be locked in a metal tool box that is bolted into the van and locked with a padlock	LOW
Slips, trips and falls	Everyone	MED/LOW	Briefing at the beginning of the activity will discuss and demonstrate good footing and balance when throwing and will include how to behave if/ when collecting knives/ axes	LOW
Extreme weather	Everyone	MED/LOW	Talking with leaders prior to visit, reinforce on the day about warm waterproof clothes/ sunscreen etc	LOW
Physical or verbal abuse	Everyone	LOW	Clear guidelines about what the instructor expects from the group with regard to behaviour toward others	LOW

Summary of risk versus benefit

The group may undertake activities and may be exposed to medium risks in order to learn new skills. Such activities will promote participation/ re-engagement and discussion around the activity will aid them in understanding the risks involved and how to manage risk for themselves. Behaviour around the activity will be constantly supervised and the activity stopped if the group cannot keep to the rules/ guidelines. Participants, while learning a new skill may increase self confidence through sport, learn self discipline and self control which will help them to raise their emotional wellbeing and self belief.

Risk assessment carried out by	Paul Oxberry CREED-LEARNING
Specific risks to group individuals either through physical ability or learning difficulties should be brought to the instructor's attention on the group consent forms completed prior to the activity sessions where possible or before the activity sessions on the day. None of this information will be held by CREED-LEARNING after the day of the activity session unless something has occurred to require the information in the future	

**All instructors working to guidelines clearly set out by CREED-LEARNING in the Operating Manual**