

RISK ASSESSMENT: Ferny Crofts Fright Night

Completed by: Activities Team

Date: 9/10/2024

Review Date: 19/10/2025



Spooky Trail

What is the Hazard?	Who may be harmed?	How might people be harmed?	Risk Rating			Control Measures in Place	Remaining Risk		
			Probability	Severity	Risk		Probability	Severity	Risk
Slips, trips and falls	All	Cuts, bruises, grazes, Breaks and sprains etc.	5	3	15	<ul style="list-style-type: none"> Participants warned in welcome briefing about exposed tree roots and potential trip hazards. All participants instructed to wear appropriate footwear prior to arrival on site. All young people must be accompanied by a responsible adult leader. All props and displays placed away from the path. Lighting in place throughout the trail. Stewards at each display zone, who are first aid trained or can contact a first aider. 	3	3	9
Unauthorised access to trail	Participants	Unsupervised access to constructions on the trail.	4	3	12	<ul style="list-style-type: none"> Young people kept in designated activity zones during the day, prior to trail opening. Fences will be put up to prevent access to trail prior to opening. 'No Entry' signs placed at all entrances. Participants to be warned in welcome briefing to stay in their activity zones throughout the day. 	2	3	6
Exposure/ Hypothermia	All	Sun burn, feverish, and other symptoms	3	3	9	<ul style="list-style-type: none"> Staff and participants urged to make sure they have suitable clothing prior to the activity. Stewards at display zone areas to be vigilant for signs of participants feeling cold. All young people must be accompanied by a responsible adult leader. 	1	3	3
Equipment failure	All	Electric shocks, concussion	4	4	16	<ul style="list-style-type: none"> Staff members to test all electrical appliances before setting out in the trail. Stewards will be supervising each display area whilst trail is in use. All staff members will carry emergency torches in case of loss of power to lighting. 	2	4	8

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Pumpkin Carving

What is the Hazard?	Who may be harmed?	How might people be harmed?	Risk Rating			Control Measures in Place	Remaining Risk		
			Probability	Severity	Risk		Probability	Severity	Risk
Cuts, grazes, bruising and abrasions	All	Cuts, grazes bruising and abrasions.	5	2	10	<ul style="list-style-type: none"> • Staff members to provide clear safety briefing prior to commencing the activity. • Staff members to closely supervise participants using carving tools. • Participants' Group Leader to help manage supervision. • First Aid Kit located close to the activity area 	2	2	4
Allergic reaction	All	Allergic reaction.	2	3	6	<ul style="list-style-type: none"> • Staff members running this activity to verbally check for medical issues before allowing participant to partake in the activity. 	1	3	3
Slips, Trips and Falls	All	Cuts, grazes and abrasions.	3	3	9	<ul style="list-style-type: none"> • All tables and benches to be checked prior to use. • Staff members to ensure area is kept clear of rubbish and obstructions throughout the activity. • Staff Member to wipe any pumpkin residue from tables and benches after each session, and if any areas are seen to be particularly messy. 	2	3	6

Paper Crafts

What is the Hazard?	Who may be harmed?	How might people be harmed?	Risk Rating			Control Measures in Place	Remaining Risk		
			Probability	Severity	Risk		Probability	Severity	Risk
Cuts	All	Cuts	4	2	8	<ul style="list-style-type: none"> • Close supervision of participants using scissors. • Scissors not to be left unattended between sessions. 	1	2	2

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Popcorn / Slush Machines

What is the Hazard?	Who may be harmed?	How might people be harmed?	Risk Rating			Control Measures in Place	Remaining Risk		
			Probability	Severity	Risk		Probability	Severity	Risk
Burns	All	Burns	4	3	12	<ul style="list-style-type: none"> Staff to be trained on how to use each machine according to manufacturer's guidelines. Machines always supervised by a member of staff. Staff members to wear long sleeves whilst operating both machines. 	1	3	3
Allergic reaction	All	Allergic Reaction	2	3	6	<ul style="list-style-type: none"> Ingredients information sign displayed at serving location. Management to ensure staff member placed on this activity has no relevant allergies. Staff members to check medical before allowing participant to partake in the activity or consume any of the products. 	1	3	3
Equipment failure – Overheating/ Malfunctioning	Staff Member	Electric shock, burns, etc	2	2	4	<ul style="list-style-type: none"> Staff to be trained on how to use each machine according to manufacturer's guidelines. Staff member to turn off machine and cease use if any malfunction is suspected, and inform Duty Manager 	2	1	2
Lifting Injuries (muscular strains)	Staff Member	Manual Handling related injuries	3	3	9	<ul style="list-style-type: none"> Manual Handling Training provided to all staff members. Staff to follow safe procedures according to Manual Handling Regulation. Minimise frequency and extent of lifting. 	1	3	3

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Fairground Games & Space Hopper Racing

What is the Hazard?	Who may be harmed?	How might people be harmed?	Risk Rating			Control Measures in Place	Remaining Risk		
			Probability	Severity	Risk		Probability	Severity	Risk
Slips, trips and falls	All	Cuts, grazes and abrasions.	3	2	6	<ul style="list-style-type: none"> All participants instructed to wear appropriate footwear. Course to be set up on flat ground, away from potential trip hazards. A specific safety briefing will be given to all participants regarding rules for the safe use of the space hoppers. Stewards to supervise area and ensure participants are using the equipment correctly. Staff member present to be first aid trained, or with the ability to contact a first aider. 	2	2	4
Collision between participants – causing impact injuries	Participants	Concussion, bruises and cuts.	3	3	9	<ul style="list-style-type: none"> Course constructed to ensure a good amount of space between racers. All participants briefed not to stray from their racing area Stewards to closely supervise and ensure participants stay in their racing line. 	1	3	3
Misuse of equipment	All	Various injuries.	3	3	9	<ul style="list-style-type: none"> Staff members assigned to each stall to supervise and instruct participants. Staff members trained in how to use equipment according to manufacturer's guidelines. 	1	3	3

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Car Parking

What is the Hazard?	Who may be harmed?	How might people be harmed?	Risk Rating			Control Measures in Place	Remaining Risk		
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Slips, trips and falls	All	Cuts, bruises and abrasions	3	3	9	<ul style="list-style-type: none"> All site users instructed to wear appropriate footwear prior to arrival. Pedestrians to use Gateway instead of walking over the cattle grid. Additional lighting provided for guests' departure from site Young people to be dropped off and picked up by parents and with adult leader at Quiet Area or Marquee, away from the car park. 	2	3	6
Pedestrians hit by vehicles	All	Broken bones, concussion and bruises	3	3	9	<ul style="list-style-type: none"> Stewards in car park to control entry, minimising the number of vehicles moving around at any one time. Staff members to wear Hi-Vis jackets and have torches in hours of darkness 15mph signed speed limit in place on the entrance track, 5mph in place in the car park. One way system in place to control flow of traffic. Stewards to ensure any pedestrians are being directed away from the car park to designated drop off points once leaving their vehicles. 	1	3	3
Vehicular access to site other than car park	All	See above, damage to property and ground.	4	3	12	<ul style="list-style-type: none"> Gates from the car park to other areas of site kept locked shut throughout the event. No vehicles to be moving around the site during the main event times. Any supplier vehicles entering the site to collect equipment to be escorted by Ferny Crofts staff wearing high-vis vest. Gates to main field kept shut. 	1	3	3
Emergency access blocked	Injured persons on site	Person in need unable to receive medical treatment.	4	4	16	<ul style="list-style-type: none"> Car Park Stewards to ensure that no car blocks any access points for emergency vehicles to pass through. Event equipment set up to ensure access routes to all areas of site are kept clear. Customers who are remaining on site to be given a parking permit stating where they are located, in case they are required to move. 	2	4	8

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Please see separate relevant Risk Assessments already in place at Ferny Crofts Scout Activity Centre, or undertaken by any third-party provider, for the following activities:

Backwoods Cooking, Archery, Tomahawks (Pop Up), Campfire, Bouldering, Adventure Course, Table Tennis, King Bounce A-Lot, Creature Teachers and Dinomania.

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Level	Likelihood Factor	Severity Description
1	Very Unlikely	Insignificant – No injury or No First Aid required.
2	Unlikely	Minor – Minor injuries requiring first aid such as cuts, grazes, bruising.
3	Fairly Likely	Moderate – Injuries resulting in up to three days' absence from work.
4	Likely	Major – Injuries resulting in a week or more absence from work, for example broken bones, deep cut etc.
5	Very Likely	Catastrophic – Amputations or Death.