

RISK ASSESSMENT: Ferny Crofts Ferny Fest

Completed by: Activities Management Team

Date:10/01/2026

Review Date: Before Next Event

General



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 are to be aware about exposed tree roots and potential trip hazards. All participants instructed to wear appropriate footwear prior to arrival on site. All young people must always have a responsible adult on site. First aid is available from unit leaders and our designated Event First Aid Team 	3	3	9
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 and during the event and is suitable for the activity they are taking part in. Staff and volunteers at activity areas to be vigilant for signs of participants feeling cold. All young people must always have a responsible adult on site. 	1	3	3
Equipment failure	All	Electric shocks, concussion, Cuts, Contusions	4	4	16	<ul style="list-style-type: none"> Electrical appliances should be PAT tested or have a thorough visual inspection before use Only staff with suitable knowledge or training should operate equipment. Pre-Use checks of equipment should be carried out before and monitored during use and defective or broken equipment reported to FC Staff and fixed or removed from use 	2	4	8

RISK ASSESSMENT: Ferny Crofts Ferny Fest



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Adverse Weather (Activities)	All	See 'Exposure'	3	3	9	<ul style="list-style-type: none"> At the first sign of thunder and lightning continue until the flash to bang is no less than 30 secs, at which point activities stop immediately. Activities may continue 30 minutes after thunder is last heard and once confirmation from a Ferny Crofts Duty Manager or Event Lead has been given If there are high winds, severe rain then activities which may be affected will stop. This decision will be made by a Ferny Crofts Duty Manager or Event Lead and can only resume after approval of one of the previously defined people. Refer to 'Adverse Weather' policy 	2	3	6
Adverse Weather (Camping)	All	See 'Exposure'	3	3	9	<ul style="list-style-type: none"> Participants are to bring suitable clothing and camping equipment appropriate for rain, wind and cold weather. Participants should bring extra protection from cold conditions including spare layers and other items i.e. Blankets, hand warmers etc. Spare blankets both fleece and foil blankets will be available from the first aid team if required and indoor spaces can be used to escape the conditions. Sheltered spaces will be made available in adverse weather including the building main halls, marquee and secure structures. Warm drinks are available throughout the day and can be made available overnight. 	2	3	6
Vehicular access to site other than the car park	All	Hit by moving vehicle, Site Damage, Vehicle Becoming Stuck	2	3	6	<ul style="list-style-type: none"> Gates to the site to be kept locked shut throughout the event. Any vehicles entering the site to collect equipment to be escorted by Ferny Crofts staff or a volunteer Vehicles must not exceed 5MPH and must have hazard lights on while moving. Vehicles must stick to hard ground surfaces unless approved by the Ferny Crofts Management Team 	1	3	3

RISK ASSESSMENT: Ferny Crofts Ferny Fest



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Personal hygiene and spread of infections/ disease	All	Virus's, Infections, Bacterial Infection, Diarrhoea, Sickness	2	2	4	<ul style="list-style-type: none"> Toilet Facilities to be kept clean and regularly checked through the day Hand Sanitiser stations to be within area with a high volume of contact points or adverse risk of bacteria (Goat Yoga risks managed within own Risk Assessment) Group Leaders and participants themselves to be responsible for participants own person hygiene 			

RISK ASSESSMENT: Ferny Crofts Ferny Fest



Arcade Area

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, grazes and abrasions.	3	2	6	<ul style="list-style-type: none"> Arcade to be set up on flat ground, away from potential trip hazards. Stewards to supervise area and ensure participants are using the equipment correctly and be first aid trained, or with the ability to contact a first aider. The area is to be suitably lit with overhead lighting Pathways and access routes must be left clear of items such as bags, coats and other equipment Cables for electrical elements must be appropriately managed and avoid pathways where possible or be covered with cable matting/cable traps Ground condition will be monitored by the event core team and assessed for its suitability 	2	2	4
Misuse of equipment	All	Various injuries.	3	3	9	<ul style="list-style-type: none"> Steward to ensure that the equipment is being used in the appropriate manner. 	1	3	3
Equipment failure	All	Electric shocks, concussion.	4	4	16	<ul style="list-style-type: none"> All electrical appliances to be in good full working order and either hold a PAT test sticker or be thoroughly checked before use. Equipment will be supervised during the activity. Electrical equipment must be outdoor rated or be suitable protected against rain and the conditions Only people with knowledge of the equipment should set up, operate and pack down. 	2	4	8

RISK ASSESSMENT: Ferny Crofts Ferny Fest



Chill Out Zone

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
Misuse of equipment	All	Various injuries.	3	3	9	<ul style="list-style-type: none"> Staff/ Volunteers assigned to the area to supervise and instruct participants. Staff/ Volunteers trained in how to use equipment according to manufacturer's guidelines. 	1	3	3
3D Printer	All	Burns, Entrapment Inhalation of contagions	1	2		<ul style="list-style-type: none"> 3D printers are to only be operated by trained Staff/ Volunteers 3D Printer must be in a well ventilated or large space. 3D printer to be blocked off so no unauthorised persons can access them. 	1	2	2
Woggle Building	All	Skin Irritation	2	2	4	<ul style="list-style-type: none"> Super Glue to be supervised by Staff/Volunteers Participants given disposable gloves to reduce risk of glue coming in contact with skin. When not supervised glue is to be removed from the area. 	1	2	2
Drink Station	All	Burns, Allergic Reaction	2	2	4	<ul style="list-style-type: none"> Signs to be displayed where hot water access is The area is to be kept clean and hazard free Disposable stirrers or regular cleaning of the spoons to avoid cross contamination Allergen Information to be available 	1	2	2

RISK ASSESSMENT: Ferny Crofts Ferny Fest



Sumo Suits

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, falls and collisions	All	Cuts, grazes and abrasions.	3	2	6	<ul style="list-style-type: none"> All participants instructed to take footwear off when on activity. Staff/ Volunteers to supervise area and ensure participants are using the equipment correctly. Staff/ Volunteer present to be first aid trained, or with the ability to contact a first aider. Sumo suits only to be used on padded safety mat provided. 	2	2	4
Ground Conditions	All	Cuts, grazes and abrasions.	4	3	12	<ul style="list-style-type: none"> Ground area must be checked prior to use. Any sharp objects to be removed. Activity must be set up in an area that is free from ground hazards (i.e. tree stumps, sticks, steep ground etc) 	2	3	6
Group Behaviour	All	Loss of control of the group, participants being distracted/ not listening.	3	2	6	<ul style="list-style-type: none"> Staff/ Volunteers are to ensure that the group is under control at all times. Staff/ Volunteers have the right to stop the activity if they deem the participants' behaviour to be dangerous. 	1	2	2
Equipment Failure	Participants	Entrapment and panic attacks	3	3	9	<ul style="list-style-type: none"> Equipment is checked prior to use. Any faulty equipment found is to be removed from use immediately, logged and reported. 	1	3	3
Unauthorised Use/Access	All	Incorrect supervision/ use of equipment resulting in injury.	4	3	12	<ul style="list-style-type: none"> The sumo suits activity should not be left unattended. If it needs to be left unattended then the suits must be locked away. Sumo suits to only be used on padded safety mat. 	1	3	3
Manual Handling	All	Manual handling related injuries	4	4	16	<ul style="list-style-type: none"> Staff/ Volunteers to manoeuvre the equipment with correct manual handling techniques. A minimum of two people to set up the activity due to heavy lifting. 	1	4	4

RISK ASSESSMENT: Ferny Crofts Ferny Fest



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. 	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 during peak times. Stewards to wear Hi-Vis jackets and have torches in hours of darkness. 5mph 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 other than when approved by Duty Manager or Event Lead. No vehicles to be moving around the site during the main event times other than when approved by Duty Manager or Event Lead. 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 in case they are required to move. 	2	4	8

RISK ASSESSMENT: Ferny Crofts Ferny Fest



Evening Entertainment/Activities inc Opening Ceremony, Film, Disco, Live Band, Bingo

Slips, trips and falls	All	Cuts, bruises, grazes, breaks and sprains.	5	3	15	<ul style="list-style-type: none"> Stewards to supervise area and ensure participants are using the equipment correctly and be first aid trained, or with the ability to contact a first aider. Activity area's is to be suitably lit Pathways and access routes must be left clear of items such as bags, coats and other equipment Cables for electrical elements must be appropriately managed and avoid pathways where possible or be covered with cable matting/cable traps Ground condition will be monitored by the event core team and assessed for its suitability 	3	3	9
Special effects inc; Smoke, Snow, Pyrotechnics	All	Inhalation, Allergic reaction	3	2	6	<ul style="list-style-type: none"> Warning signs to be displayed at all entrance points Only competent staff/volunteers to operate the sparkler and confetti machines. Manufacturers guidance to be followed on the operation of both machines Exclusion/Safety Zones will be appropriate and in place for Spark Machines and Confetti Cannons 	2	2	4
Flashing/ Bright Lights	All	Epileptic Seizure, Temporary visual impureness	3	3	9	<ul style="list-style-type: none"> Participants with light sensitive conditions monitored Strobe lighting is to be reduced and can only last a maximum of 3 seconds on each occasion. 	2	3	6
Excessive Amplified Noise	All	Temporary loss of hearing, Overstimulation	3	2	6	<ul style="list-style-type: none"> Volume to be controlled by a responsible person Sound level of music must not exceed 120db A quiet area is designated for those needing a breakout space Staff/Volunteer is to leave site and go to nearest neighbouring property to ensure noise cannot be heard. 	2	2	4
Unauthorised access to marquee	Participants	Unsupervised access to the set up of the evening activities	4	3	12	<ul style="list-style-type: none"> Access to the marquees to be limited to authorised persons during set up times. Doors to the marquee are to be laced shut when not in use 	2	3	6

RISK ASSESSMENT: Ferny Crofts Ferny Fest

Inappropriate Content	Participants	Phycological Exposure, Safeguarding concerns	3	1	3	<ul style="list-style-type: none"> • Music played by the event will be non explicit / radio edit versions • The film rating must be U, PG or 12a, 12 • Entertainers/Hosts to be made aware of participants age's and must stick to age appropriate material. 	1	1	1
Overcrowding	All	Trampling, Pushing and Shoving, Bruises, Phycological impact	2	2	4	<ul style="list-style-type: none"> • Activity Areas to be large enough for all equipment and the safe use by a reasonably expected quantity of people. • Spaces to be monitored by Staff/Volunteers and access restricted if needed • A safe evacuation process can be carried out if needed whereby staff/volunteers start from entrances/exits clearing people. This is to be done without the full knowledge of the area to avoid mass movement of people. 	1	2	2
Uncontrolled Fire	All	Burns, Smoke Inhalation,	1	4	4	<ul style="list-style-type: none"> • A CO2 Fire Extinguisher to be placed at the side of the stage • Only trained Staff to use extinguisher if appropriate • Fire Exit signs to be above the exits • An air horn and mega phone to be in the area to aid with evacuation. 	1	3	3

RISK ASSESSMENT: Ferny Crofts Ferny Fest



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

Ferny Croft Activities: Abseiling, Adventure Course, Aeroball, Archery, Climbing, Crate Stacking, Campfire, Crazy Golf, Crossbow, Frisbee Golf, Gladiator Challenge, Go Karts, Jacobs Ladder, Leap Of Faith, Low Ropes, Mobile Climbing Wall, Pioneering, Quick Jump, Rifle Shooting, Table Tennis, Tomahawks, Three Stack, Tunnelling, Wobbly Pole, Zip Wire.

External: Laser Clay Pigeon Shooting, Segways, King Bounce lot Inflatables, Glitter Fairy's, Digger Land

Ferny Crofts Site: General Site, Amenities Block and Leaders Wet rooms, The Mountbatten Lodge, Waste Area, Wood Pile, Tuck Shop and Store

You can find all of these (except the external ones) through our website - <https://www.fernycrofts.org.uk/risk-assessments>

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.

Remaining Risk Level	Description
1-5	Very low, minimal risk, control measures more than adequate
5-10	Low, control measures satisfactory
10-15	Medium, control measures adequate

RISK ASSESSMENT: Ferny Crofts Ferny Fest



15-20	High, control measures need further consideration
20-25	Very high, intolerable, stop Job

