This document will highlight the hazards for taking part in a team challenge or pioneering session with The Outdoor Ed School and the actions which will be taken to reduce the risk of those hazards.

The instructor providing this session will have a current first aid qualification and would have completed the relevant activity sign off assessment.

The instructor will provide first aid in line with their first aid training.

As part of the freelance instructor induction, the freelancer is required to read through the following documents, standard operating procedures (SOP), emergency action plan (EAP), and the relevant activity risk assessments (RA).

The instructor will provide this activity in line with the policies and statements found in The Outdoor Ed School's SOP, EAP, and this RA to create a safe, fun, and educational experience for the participants.

Observations will take place to ensure freelancers are following the policies and procedures stated within the prementioned documents.

This document has been produced using the relevant national governing body guidance and the advice of industry professionals.

This document will be amended and reviewed as needed.

If you have any questions about the information contained in this document, please contact Dan Pritchard directly on 07513783253.

The Outdoor Ed School – Laser Tag – Risk Assessment

Generic Risk Section:

Hazard:	Who is at risk:	Actions to reduce risk:
Pre-existing medical conditions.	Instructor Participants	- Freelancers and staff members are required to complete a 'freelance work agreement' form which includes declaring any medical requirements that may affect their ability to provide this activity. - Instructors are required to carry any medication they may need on their person while providing this activity. - Freelancer / staff member to inform other instructors of their medical requirements and how to support if appropriate. - The participants are required to declare any medical conditions ether during the online booking process or by completing and bring along a paper medical form (which they would receive via email) if they booked over the phone. - All online medical forms can be found on Fareharbor if the session is for the public or Google Forms if it's a private group like schools. - The instructor will check with the group leader that they have a completed medical form for all participants. - Participants confirmation will state at any medication which may be require must be kept on their person or with the instructor throughout the session. - The timings and content of this session can be adapted to fulfil most needs. - The instructor will provide any first aid in line with their first aid training. - The instructor will refer to the EAP document 'incident flow sheet' if required.
Slips, Trips, and Falls	Instructors & Participants	- The instructor will complete a pre-use check on all activity equipment and activity area. If they identify any hazards like uneven ground, they with inform the participants as part of their activity brief. - The activity area must meet the required sizes stated in our 'activity station set up' document.

		- We do not recommend running in any activity but there is a strict no running rule in activities such as archery and axe throwing. - Within the booking confirmation email participants will be ask to where suitable footwear which must be close toed. - The activity will be supervised by an instructor throughout. - The instructor will adapt the session delivery to fulfil the groups needs.
Physical contact	Instructors & Participants	- All our activities have a strict no contact rule except for Team Challenges where permission must be asked first. - Any violence towards instructors or participants is not acceptable and the individual will be removed for the session immediately. - Participants will be briefed on safe movement and the importance of being aware of others.
General Public entering activity area.	Pubic	- All activities except watersport activities will be provided on private land such as schools or one of our activity sites where a fence and gates keep the activity area secure. - Most activity areas such as laser tag, archery, axe throwing, and pioneering will be marked out using signs and/or lines. Please refer to the 'activity station set up' document. - If someone enters the activity area, the activity will be stopped, participants will be regrouped at the briefing area or waiting line, and the instructor will guide the member of public out of the activity area. - The activity cannot continue until the member of public has exited the activity area.
Lifting and carrying	Instructors	- Instructors will use correct manual handling practices while lifting and carrying equipment. - Instructors will work together to move heavier items when possible.

	Participants	- Where possible the vehicle will be moved to / closer to the activity area to reduce the distance required to move the equipment. - Participants are not required to move or lift anything heavier that 5kg during any of our activities. - Participants will be briefed on how to move the equipment safely by the instructor. - Teamwork is encouraged. - Session content can be adapted to meet all abilities.
Malfunction or faulty equipment	Instructors & Participants	- All equipment is logged and checked monthly. - All equipment is stored, transported, and used in line with the manufacture's guidance. - All custom-built equipment for team challenges has been built under the guidance of an experienced builder. - The instructor will complete pre-use checks on all equipment prior to the session starting. - Any equipment which is deemed unsafe will be removed from service. - The instructor will show participants how to inspect some equipment like arrows and axes in between rounds. - Activities will be supervised by a signed off instructor throughout.
Environmental	Instructors & Participants	- Due care taken on slippery surfaces. - Long trousers worn to protect against tics, bites & stings. - Visual check of site for potential hazards such as deadwood, Tree stumps, ditches, submerged objects in water, prior to and during sessions. - Activity camps should avoid pitching tents under trees. - Due care taken around any spillages (petrol etc) & reported where possible. - Use of weather report to highlight adverse conditions.

Dehydration and sun stroke	Instructors & Participants	- Included in the participant's booking confirmation is a 'What to bring' list which asks participants to dress for the weather and bring a bottle of water with them. - The instructor will direct participants to a place to refill water bottles prior to starting the activity. - The instructor will encourage participants to apply sunscreen and wear a hat. - A gazebo will be erected for shade if the location is suitable. - Regular water breaks can be arranged. - A spare bottle of water will be kept on / in the instructor's craft when providing a watersport activity.
Hypothermia	Instructors & Participants	- Included in the participant's booking confirmation is a 'What to bring' list which asks participants to dress for the weather and bring a drink with them. - The instructor will encourage participants to wear warm layers and to keep their coats on. - A gazebo will be erected for shelter if the location is suitable. - Really cold participants will be sent inside (school, bunkhouse, or activity hut) to warm up. - A spare XXL warm top, XXL waterproof top, and group shelter will be kept on / in the instructor's craft when providing a watersport activity. - Watersport participants will have access to hot showers at perch pool scout campsite. - Each first aid kit will include a foil blanket.
Miscommunication and/or lack of understanding	Participants & Public.	- The instructor will provide demonstrations where possible. - The instructor will provide a clear and simple brief to cover key activity and safety points. - The instructor will ask the group if they have any questions and understand all part of the safety or activity brief. - The instructor will ensure there is another time for every participant to practice and will recover basic skills if required Instructors. - The activity content can be adapted to fulfil the groups needs.

		- The instructor will ask for support from teachers, other instructors, and participants if required.
Misuse of equipment	Instructors, Participants, & Public.	- Participants should understand all instructions given to them and demonstrate safe use of equipment before being able take part in the activity independently. - The activity will always be supervised by an experienced and signed off instructor. - Participants will be expected to behave in accordance with The Outdoor Ed School participants agreement. - Participants which continue to ignore instructions or present a risk to themselves, or others will be removed from the session.
Unsupervised use of equipment.	Public	- All sessions provided by The Outdoor Ed School are instructor led. - When an activity is set up but is not being used an instructor will still be present to ensure no one will start playing, breaking, or steal the equipment. - Any items which have a sharp edge or point will be locked away in a vehicle. - Activities will be packed away after use where appropriate. - Any fires from bushcraft must be put out with water. The ashes, fire trays, and fire pit must be cool before the activity can be left.
Entanglement		- Loose jewellery will be removed or tucked away. - Hair tied back if appropriate. - Loose baggy clothing will be tucked in. - When providing a watersport session, the instructor will cover the clean line principle and will carry a knife.
Losing activity equipment.	Instructor, Participants, and Public.	- Equipment to be counted out and back in every session. - Equipment to be recovered before dismissing group. - Any items with a sharp edge or point to be kept under constant supervision.

		- Any items with a sharp edge or point to be kept on the instructor's person or in a locked vehicle when not in use. - Any equipment not in use should be stored in a vehicle is appropriate.
Getting separated and/or lost from the group.		- Please refer to the emergency action plan.

Activity Specific Risk Section:

Hazard:	Who is at risk:	Actions to reduce risk:
Players running into each other.	Instructors & Participants.	- Participants are briefed that running is not recommended. - Participants are informed of any tripping hazards which the activity area contains. - Participants are advised to keep the gun at arm's length to avoid face injuries. - The instructor will provide games like 'Push and Hold' to slow down players movement. - This is a non-contact activity failure to comply with this rule will result in being removed from the play. - Participants are required to have good closed toed footwear for this activity.
Accidently hit by a gun.	Participants	- Participants are briefed not to run during the session. - Participants are briefed to keep their gun at arm's length. - Participants are briefed to keep both eyes open to avoid walking trees, people, or barricades. - Participants are recommended to stay at least 1.5 metres apart from one another. - The instructor will remind participants not to hold the gun sight against the eye when appropriate.

Electric shock from equipment.	Instructors & Participants	- The laserwar equipment is waterproof. - The instructor will complete a pre-use check on the equipment prior to handing it out. - If there are any exposed wires the equipment will be removed from surface. - Participants are briefed not to submerge any equipment in bodies of water such as ponds and streams.
Violence.	Instructors & Participants	- This is a non-contact experience. - Anyone who displays any form of violence towards participants or staff will be removed from the session immediately. - Sessions can be adapted for groups with additional needs. -
Crushed	Instructors & Participants	- The activity area will be inspected as part of the instructor's pre-use checks. - The activity area will be moved to avoid hanging deadwood, and up rooted trees which are being held upright by neighbouring trees.
Over crowding	Instructors & Participants	- Only participants are allowed to be inside the activity area. - Spectators must remain at the briefing area. - The activity area will be set up in line with the activity station set up document.
Fires	Instructors, Participants, & Public	- There is a strict no smoke grenades, flashbangs, or stun grenades rule. - Please refer to the emergency action plan.
Impaled	Instructors & Participants	- The activity area will be inspected as part of the instructor's pre-use checks. - The spike of the pop-up barricades must be completely pushed into the ground. - Participants are briefed not to run during this activity.

Weather	Instructors, Participants, & Public	- This activity cannot take place in a lightning storm or snow. - Use of the local weather report.

Created by		Dan Pritchard	17/02/2021
COVID 19 Update		Dan Pritchard	13/07/2022
Covid 19 removed, transferred on to word, wording updated.		**Dan Pritchard**	**22/01/2023**
Reviewed by	Daniel Pritchard	20/02/2024	Rebranded from Everyone's Adventure to The Outdoor Ed School
Reviewed by	Dan Pritchard	22/02/2025	
Reviewed by	Dan Pritchard	01/03/2026	Risk assessment review log created.

This risk assessment is subject to an annual review and will also be reviewed whenever there are significant changes to activities, equipment, legislation, guidance, or following an incident or near miss.

All reviews are documented within the Risk Assessment Review Log. Instructors are actively involved in the review process, both during their induction and as part of the annual review cycle, ensuring that practical experience and operational feedback are incorporated into the assessment. Please refer to the Annual Risk Assessment Review Log for full details of all reviews and amendments.