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Bushy Wood  
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Operated by Eastbourne District Scout Council. Registered Charity Number : 305846

# **ORIENTEERING COURSE** **ACTIVITY PACK**

Thank-you for booking the Orienteering, this is a self-operated activity, please read this guidance carefully, safety is of course paramount, by placing the booking **YOU** have accepted responsibility for the safe use of the course and associated equipment.

Any consequences of a breach of the enclosed guidance and risk assessed procedures will not be the responsibility of Bushy Wood Scout Camp & Activity Centre.

This activity pack contains;

- 1 LEADER GUIDANCE
- 2 RISK ASSESSMENT

**REMEMBER** this is a self-supervised activity, **YOU** are responsible for the safe retrieval of the equipment from the store, it's appropriate use, and safe return of the equipment following the activity.

# **ORIENTEERING LEADER GUIDANCE – PLEASE READ CAREFULLY**

## **GENERAL INFORMATION**

1. At present we have one orienteering course which explores all corners of the wood
2. The orienteering markers are standard white/orange markers, they are large wooden boards fixed approx 3 metres above the ground on trees
3. Each marker has a two digit letter code on it which should be written on the answer sheet/map provided
4. The maps are accurate enough for compass bearings to be used, but observation skills are the key to locating the markers !
5. The equipment is located in the Campers Room (grey door on the end of the Activity Centre)

## **WHAT DO WE DO THEN?**

1. Go to the store, open up, retrieve the equipment crate
2. **Lock the store behind you by ensuring the door is fully closed**
3. Hand out the compasses, clipboards and pens/pencils to the participants
4. Brief the participants and off they go !
5. Check their answers against the laminated master sheet provided
6. Once you are finished, return all of the equipment where you found it
7. **Lock the store behind you by ensuring the door is fully closed**

## **WHAT ARE THE SAFETY INSTRUCTIONS FOR THE GROUP?**

1. BE AWARE OF OBSTRUCTIONS / TREES / FENCES WHEN MOVING AROUND THE WOOD
2. DO NOT GO THROUGH SITES IF THEY ARE IN USE, FIND A WAY AROUND
3. THERE IS NO NEED TO ENTER CAR PARK AREAS, OR THE AREAS IMMEDIATELY AROUND THE MAIN BUILDINGS

# HAVE FUN – BE SAFE

## Activity Risk Assessment Form

DATE	ACTIVITY	LOCATION	REVIEW DATE
01/03/2016	<b>ORIENTEERING</b>	Bushy Wood	01/03/2017

### RATING SYSTEM

Likelihood : 1. Low (possibly may occur) 2. Medium (likely to occur) 3. High (certain to occur)  
 Severity : 1. Slight (minor first aid injuries) 2. Serious (medical assistance required) 3. Major (fatal or life-changing injuries)

**RISK RATING = (SEVERITY x LIKELIHOOD) 1 : LOW 2-4 : MEDIUM 6-9 : HIGH**

Hazard	Who might be harmed and how	Likelihood	Severity	Risk rating (severity x likelihood)	Control measures to mitigate risk
Manual handling – moving equipment in / out of store.	Activity leaders and participants may suffer strains or other injuries from moving equipment	1	1	LOW	<ul style="list-style-type: none"> <li>Ensure equipment is stored safely and appropriately</li> <li>Routine checks to include storage system</li> <li>Activity guidance - limit access to store to leaders only</li> </ul>
Slips, trips, falls on the course	All users	2	1	MEDIUM	<ul style="list-style-type: none"> <li>Leader guidance to brief users on environment</li> <li>Woodland environment is essentially safe and familiar to the majority of users</li> </ul>
Users wandering into areas where vehicles may be moving	All users	2	3	HIGH	<ul style="list-style-type: none"> <li>Leader guidance to brief users on remaining in the woodland area and to avoid the car park areas</li> <li>5 mph speed limit in place</li> <li>Clear lines of sight for drivers in car park areas</li> </ul>
Weather; sessions may become dangerous due to adverse weather conditions	All site users	2	3	HIGH	<ul style="list-style-type: none"> <li>Leader guidance covers the issue</li> <li>Warning sign displayed on range shelter</li> </ul>