



Risk assessment form (H&S)

Name of assessor(s)	Callum McMillan	Group / Establishment:
Date	13/01/25	

What is the workplace / activity Buggy Building – Buggy building is an activity where participants will design and build a buggy using barrels, poles, planks, and rope. The buggy will be ridden upon, while other participants pull and steer, to perform tasks and challenges set by the instructor.	How was the assessment done? Onsite consultation with lead instructors and mangers	Next review date: January 2026
		Is the assessment 'generic' or specific to the situation? Specific

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done	Residual Risk Rating Severity x Likelihood		
		S	L	S x L					S	L	S x L
All participants – Clothing/ hair entrapment & jewellery.	<ul style="list-style-type: none"> COP guidance regarding clothing to be followed. Releasable knot to be used. Hair to be tied back and/or tucked out of the way throughout session. Any jewellery to be removed at start of session. 	2	2	4							

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		S	L	S x L					S	L	S x L
All participants – Slips, trips, falls & minor injuries	<ul style="list-style-type: none"> Walking always expected. Group to be always kept under control. All staff to have first aid kit on session.	2	2	4							
All participants – Extreme weather.	<ul style="list-style-type: none"> Check weather prior to start of session/day. Cease activity if lightening is within 2 miles (1 mile per second from thunder to lightening). Alternative activity identified if winds are high. 	2	1	2							
All participants – Manual handling, lifting, and carrying equipment.	<ul style="list-style-type: none"> Instructor to brief and monitor correct manual handling techniques to the participants. Buggies should be built in a suitable area in accordance with weather and ground conditions. Storage of the buggy building equipment should be as close to the activity location to avoid unnecessary lifting. Participants to be encouraged to be aware of their surroundings when planning to move equipment. Instructors to ensure the group have sufficient people to move large or heavy objects. 	2	2	4							
All participants – Injuries/ Entrapments caused	<ul style="list-style-type: none"> A clearly defined area marked by cones for the buggies to stay within. Only active participants to be allowed on the course when it is being used. 	4	1	4							

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by equipment failure.	<ul style="list-style-type: none"> The course is not to include slopes or steep hills. If a rope loop is being used to pull the buggies, participants must stand outside of the loop. Buggy is to be checked by instructor before it can be used. Equipment to checked regularly. Equipment to stored away properly to avoid damage. Report any damaged equipment, and place in the 'de-com bin' in core stores with corresponding defect form filled out. Instructor to guide participants on construction as required. 										
All participants – Injury from falling off the buggy	<ul style="list-style-type: none"> Participants briefed to keep their feet off the floor while the buggies are moving. Only two people to be on the buggy. Participants to hold onto the buggies while moving. Participants riding the buggy to wear helmets. 	3	2	6							

* Please refer to the risk rating matrix below. Further guidance on how to calculate a risk rating from the matrix is on the [Risk Assessment policy HS 004](#).

Please now pass this assessment to your manager for approval

Name of assessor's manager:	Karl Watson	Date:	17/02/2025	Manager's comments
Signature:	K Watson			

Risk Matrix

Risk Rating				Consequence (Impact/Severity of Injury)				
Very High (VH) 16-25	High (H) 10-12	Medium (M) 5-9	Low (L) 1-4	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
Likelihood Descriptor		Consequence Descriptor		• Near Miss. • No treatment required.	• First-Aid treatment (e.g. minor cuts, bruises, bumps)	• Medical treatment • Lost time of >3 working days.	• Serious injury/ medical treatment. • Hospitalisation. • Lost time (RIDDOR)	• Loss of life. • Permanent disability.
Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	5.	Almost Certain	M-5	H-10	VH-15	VH-20	VH-25
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.	4.	Likely	L-4	M-8	H-12	VH-16	VH-20
	The event has occurred before or could again. Between 35% - 65% chance of occurring.	3.	Possible	L-3	M-6	M-9	H-12	VH-15
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.	2.	Unlikely	L-2	L-4	M-6	M-8	H-10
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.	1.	Rare	L-1	L-2	L-3	L-4	M-5