



# Risk assessment form (H&S)

Name of assessor(s)	Callum McMillan	Group / Establishment:
Date	13/01/26	

<b>What is the workplace / activity</b>  <b>Buggy Building</b> – 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.	<b>How was the assessment done?</b>  Onsite consultation with lead instructors and mangers	<b>Next review date:</b>  January 2027
		<b>Is the assessment 'generic' or specific to the situation?</b>  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
<b>All participants –</b> Clothing/ hair entrapment & jewellery.	<ul style="list-style-type: none"> <li>COP guidance regarding clothing to be followed.</li> <li>Releasable knot to be used.</li> <li>Hair to be tied back and/or tucked out of the way throughout session.</li> <li>Any jewellery to be removed at start of session.</li> </ul>	2	2	4							

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

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		S	L	S x L					S	L	S x L
by equipment failure.	<ul style="list-style-type: none"> <li>The course is not to include slopes or steep hills.</li> <li>If a rope loop is being used to pull the buggies, participants must stand outside of the loop.</li> <li>Buggy is to be checked by instructor before it can be used.</li> <li>Equipment to be checked regularly.</li> <li>Equipment to be stored properly to avoid damage.</li> <li>Report any damaged equipment, and place in the 'de-com bin' in core stores with corresponding defect form filled out.</li> <li>Instructor to guide participants on construction as required.</li> </ul>										
<b>All participants –</b> Injury from falling off the buggy	<ul style="list-style-type: none"> <li>Participants briefed to keep their feet off the floor while the buggies are moving.</li> <li>Only two people to be on the buggy.</li> <li>Participants to hold onto the buggies while moving.</li> <li>Participants riding the buggy to wear helmets.</li> </ul>	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					
<b>Name of assessor's manager:</b>	Luke Hoather	<b>Date:</b>	12/1/26	<b>Manager's comments</b>	
<b>Signature:</b>	LHoather				

**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.
<b>Likelihood (Probability/Chance)</b>	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	5.	<b>Almost Certain</b>	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.	<b>Likely</b>	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.	<b>Possible</b>	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.	<b>Unlikely</b>	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.	<b>Rare</b>	L-1	L-2	L-3	L-4	M-5