Bonaly Scout Centre – Activity Risk Assessment

Mini Beast Hunt Instructions

The leader supervising the activity must read and comply with the Standard Operating Procedure, Risk Assessment and these instructions and must have completed the sign out sheet before using the activity; they must supervise the activity for its entire duration and not hand over responsibility to any other person at any time.

A member of the Bonaly team is available to offer guidance and answer any questions at this time.

Please meet at the Blair Barn for all self-led activities

Description: Mini beast hunt is the discovery, study and identification of various insects which are then to be returned to the wild unharmed at the end of the session.

Location: Mini Beast Hunt can take place across the site, but there is a designated area beside the Roman Bath

Set up: A member of the Bonaly team will issue the equipment; all equipment is to be returned to them at the same place at the end of the session.

Equipment provided:

Identification Charts Collection Jars Plastic collection trays Magnification Jars Plastic spoons

Running the session:

1) Explain to the group the purpose of the activity; to collect study and identify various insects and to return them unharmed at the end of the session.
2) Explain to group the safety considerations, refer to sop and risk assessment but include the following:
   Warn participants of prickly/stinging plants and animals Ensure participants do not pick plants Ensure care is taken when participants lift logs or stones
   Brief participants on boundaries of the activity area, particularly out of bounds areas/danger areas such as archery range, car park and roads
   Brief participants on the dangers of running through and around wooded areas Ensure under 18's are in groups of at least 3
3) Be aware of any specific insect or plant allergies of participants.
4) Take group on a guided walk around the site.
5) Use pooters provided to collect fauna from the site.
6) Deposit Fauna in the jars or trays provided.
7) Individual fauna can be placed in the magnifying jars for study.
8) Use identification charts to categorise and identify collected fauna.
9) At the end of the session return all collected Fauna to the site.
10) Ensure participants wash hands after activity

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Mini Beasts

No	Hazard	Who it effects	Unmanaged risk	Control measures	Managed risk
1	Insufficient Instruction/Supervision	Participants/Instructor	Medium	Mini Beast sessions to be run by suitably qualified /experienced inst Boundaries of area used should be set dependent on group age and ability. Maximum instructor ratio of 1 to 12.	Low
2	Low Branches (Eyes)	Participants/Instructor	Medium	Instructor to brief participants to take care when moving through wooded areas. No running through woodland	Low
3	Stings (bees, wasps and other insects)	Participants/Instructor	Medium	Instructor to be aware of any participants who have specific insect allergies and know how to deal with such emergencies.	Low
4	Plants	Participants/Instructor	Medium	Instructor to be aware of any participants with specific plant allergies or hay fever and carry the necessary medication. Participants must be warned of prickly and stinging plants in woods. Participants must wash their hands before eating. Participants must not pick plants.	Low
6	Lifting logs and stones	Participants/Instructor	Medium	Care to be taken of fingers and toes when lifting stones or logs. If participants can't lift object easily on their own then instructed to leave it.	Low
7	Hypo/Hyperthermia and exposure	Participants	Medium	Instructor to ensure participants have appropriate clothing for the prevailing conditions and to monitor participants during the session.	Low
8	Medical conditions that could affect the activity	Participants	Medium	Instructor to check with group if there are any medical conditions/Injuries which may affect their participation.	Low
9	Slippery/uneven surfaces and trip hazards	Participants/Instructor	Medium	Instructor to make participants aware of conditions underfoot. No running through woodland.	Low

Assessor	Date	Review Date
Sean Crossan	25/01/26	25/01/27

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Standard Operating Procedure – All Activities

Supervisors will be given copies of the Standard Operating Procedure, Risk Assessment and Instructions for the activity.

The safety of participants is at all times the responsibility of the supervisor.

The supervisor must:

Read and comply with the Standard operating procedure, Risk Assessment and Activity instructions.

Complete the sign out sheet before using the activity

Must supervise the activity for its entire duration and not hand over responsibility to any other person at any time.

Ensure there is adequate first aid provision.

Maintain adequate group control at all times.

Ensure participants are suitably attired for the prevailing weather conditions and activity.

Be aware of any participant medical conditions that may affect the activity.

Make participants aware of conditions underfoot.

Fully brief participants on the activity, paying particular attention to risks highlighted in the Risk Assessments and Standard Operating Procedures.

Report any loss or damage to the equipment/activity.

Standard Operating Procedure – Mini Beasts

Maximum group size per supervisor of 12

The Supervisor must:

Warn participants of prickly/stinging plants and animals.

Ensure participants do not pick plants.

Ensure care is taken when participants lift logs or stones.

Brief participants boundaries of the activity area, particularly out of bounds areas/danger areas such as archery range, car park and roads.

Brief participants on the dangers of running through and around wooded areas.

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Ensure under 18’s are in groups of at least 3.

Be aware of any specific insect or plant allergies of participants.

Ensure participants wash hands after activity.