



This document should be read in conjunction with PGL's General Delivery NOP and the ACOP

Risk Profile

The following risks have been identified through PGL's risk assessment process:

- a. Equipment Failure – Shock chords and wooden beams
- b. Extreme Weather
- c. Entrapment of hair, fingers, loose clothing & jewellery
- d. Slips/trips/falls
- e. Injuries when lifting, moving and carrying equipment
- f. Injury from being hit by the equipment being fired
- g. Injury from participation/physical exertion
- h. Fatigue/exhaustion/dehydration

Implementation of the following operating procedures reduces the residual risk to a level as low as reasonably practicable given the intended purpose of the activity.

Control Measures

Deployment Requirements

Instructor Qualifications: In house trained

Instructor – Participant ratio: 1:30

Total group size: 1:30

Active participation: 1:30

1. Equipment Requirements

Per Activity Base:

- 4 x large circular beams of wood
- 8 x long thin round beams of wood
- 16 x lashes of rope
- 2 x bungee sling shots
- 4 x tennis balls

Additional equipment:

- Bean bags
- Water balloons
- Hoops

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Normal Operating Procedure (inc. Risk Assessment) Catapults

2. Specific Clothing Requirements

- Closed- toe footwear
- Jewellery removed with long hair tied back and out of the way
- Shorts or trousers covering the knee

3. Session Preparation

- The instructor must check the activity area, and all equipment to be used and ensure all components are both present and safe to use.
- All equipment must be inspected to be fit for use. In particular the bungy cords for any wear or fraying.
- Any faulty equipment should not be used.

4. Session Instruction

- Have participants carry all logs safely to area. Ensure that both ends of logs and poles are held by participants.
- Distribute ropes and poles. Bungy cords should not be provided to participants until all groups are finished construction.
- Brief groups on correct lashing techniques and where necessary correct poor lashings during construction to prevent catapult failure.
- Instruct/ demonstrate to the participants clove hitch knots, square lashing and figure 8 lashing techniques.
- Using the guide sheets provided groups construct the frame of the catapults.
- Once all frames are constructed inspect each for sturdiness and adjust lashings as necessary.
- Instruct participants they are always to stand behind catapults during firing. Mark a line 3m behind catapults on the ground with a rope.
- Attach bungy cord slings and demonstrate safe techniques to draw and fire. Hands cradle ball from above and below ball, not from the sides.
- One participant from each catapult group is to approach the catapult and fire.
- When all balls are used, participants can gather balls. Ensure catapults are supervised to prevent any firing when participants are gathering the balls.
- Ensure no one approaches catapults while anyone is in front of the catapults.
- Upon completion of the activity all equipment is to be returned and stored following the above safety considerations.
- Inspect all equipment as it's returned, especially the bungy cords.

5. Session Development

- Show the group how to tie the correct knot and then explain that a catapult is to be made, do not hand out the instructions at the beginning and let them discovery learn to begin with.
- Only allow one participant to see the instruction sheet and have this participant describe the construction steps to the other group members.

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Normal Operating Procedure (inc. Risk Assessment) Catapults

- Tell participants that they will be swapping to a different catapult each round therefore they are responsible for the construction of all the catapults.
- Instruct a small group of participants in lashing techniques prior to the activity and have these participants become responsible for instructing others in lashing.
- Place all the equipment in one pile. Tell the group their mission is to construct 2 functioning catapults. Have the groups then construct the catapults, groups are led to realise that to begin the activity they need to equally distribute all equipment and work as a whole group as well as a subgroup.
- Tennis balls, water balloons, bean bags can be used as firing objects.
- Milk crates, hoops, archery targets, wooden blocks, empty bins can be used as the target.
- The targets can be move closer or further away as a development.

6. Session Conclusion

- a. The instructor must ensure that the activity area is left clear and in a safe condition.
- b. A review of the session must take place, fitting the group's needs.
- c. The instructor must ensure that unauthorised/unsupervised access to the Catapults is prevented
- d. Any faults/concerns with the structural integrity should be reported to a senior member of staff
- e. Any relevant accidents/incidents/events must be recorded on the relevant report form or centre logbook

FOR CENTER USE ONLY:

The risk assessment procedure has been completed by:

DATE	PRINT NAME	SIGNATURE

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