

Scout Adventures –Hawkhirst

Activity Risk Assessments (Generic and Element Specific)

This document contains the risk assessment and controls for each of our activities on the centre.

Off Ground activities:

- Abseil
- Climbing
- Crate Stacking
- Jacobs Ladder
- Zip Wire

On Ground activities:

- Adventure Course
- Archery
- Backwoods Cooking
- Bouldering
- Fire Lighting/Campfire
- Evening Sessions
- Hike
- Games / Have a Go Show
- Orienteering
- Pioneering
- Rifles
- Sensory Trail (Night Line)
- Shelter Building
- Team Building
- Tomahawk Throwing





Water activities:

- Bell Boats
- Canoe
- Jetty Jumping
- Kayak
- Launch Trip Raft Build
- Sailing
- Stand Up Paddleboard
- Jetty Jumping

To use this risk assessment:

- 1) Read the Generic risk assessment, **THEN**
- 2) Read the Element specific risk assessment for the activity.

The controls in the risk assessments are split into 4 categories:

	Systematic Controls – these are processes or management actions. They happen outside of the instructed session time.
	What to say – these are instructions or information that the instructor leading the session has to give to the participants.
	What to do – these are actions that the instructor leading the session has to take either before or during the session.
	What to check – these are the key things the instructor leading the session must confirm – they can be either physical things or participant understanding.

Severity Factor & Remaining Risk Assessment










The following descriptors are used in each risk assessment. Note that a **MEDIUM** residual risk is used to show that a hazard requires dynamic risk assessment and deliberate management within the session by the instructor.



















Level	Severity Description	Residual Risk Description
Low	Minor injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood to minimal levels.
Medium	Injury would require the participant to stop doing the activity; medical treatment is beyond the skills of a basic first aider.	Control measures have reduced severity and/or likelihood to an adequate level but hazard still requires dynamic risk assessment and conscious consideration.
High	Injury would require expert medical attention and/or be fatal.	Control measures haven't reduced severity or likelihood to an acceptable level.

Generic Off ground Risk Assessment

Hawkhurst

- ! This document should be used in conjunction with the Element Specific Risk Assessment for off ground activities.
- o A qualified rescuer must be on site and contactable during all high ropes activities.















Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place <small>( Systematic controls,  What to say,  What to do,  What to check)</small>	Residual Risk
General injuries or accidents from poor behaviour, or novice participants taking part in adventurous activities.	Participants	Medium	<ul style="list-style-type: none"> o Suitable session ratios are detailed in the activity APS and are normally a ratio of 1:12 for group members to instructors.  o Physical boundaries or markings may be used to indicate higher risk areas. o Clear responsibilities are outlined in the terms and conditions to ensure accompanying adults understand that they are responsible for supervising the group's behaviour 	Low
			<ul style="list-style-type: none"> o Give an activity safety briefing to help orientate guests and identify any specific hazards and safety rules they must follow.  o Set boundaries for the base or operating areas in the safety briefing. o Where participants are able to move beyond visual supervision then set and explain clear time limits, boundaries and emergency procedures 	
			<ul style="list-style-type: none">  o Choose the venue (if possible) based on guest needs and environmental conditions. 	
			<ul style="list-style-type: none">  o Check that rules (including boundaries) were understood, and are followed. o .and understanding checked by the instructor. o Ask visiting staff to provide extra or alternative supervision if appropriate. 	
General injury sustained during participation in the activity	Participants	Medium	<ul style="list-style-type: none">  o All instructors hold a minimum of First Response training and can deal with minor and emergency first aid scenarios. o The Duty Manager holds a full first aid at work qualification. o A large capacity "reactive" first aid kit is available at reception. 	Low

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
			<ul style="list-style-type: none">  ○ The centre has a “significant injury plan” if needed to ensure emergency services can get to injured parties quickly  ○ If the injury cannot be managed with a first aid kit then tell the duty manager – if you think an ambulance is needed tell them if there is a <u>significant injury</u>.  ○ Use the SHIFT safety procedure in any emergency: <ul style="list-style-type: none"> ○ S – Stop and get everyone safe. Use other adults to help you. ○ H – Help, get assistance from other staff (radio, phone, or in person message) ○ I/F – Deal with the incident or first aid. If you were trained on specific procedures for that activity then use them (e.g. Abseil, 3G swing, Belay) ○ T – Tell someone, afterwards report the incident and review learning.  ○ Check that you have access to a first aid kit, and a means of communication (e.g. radio, phone) at all times. 	
Injury caused by a fall from height	Participants	High	<ul style="list-style-type: none">  ○ Safety systems & procedures are in place (and approved by independent technical advisors) to protect participants ensuring they are safeguarded from falling, including safe routes to activity areas, use of PPE and activity safety systems.  ○ All instructors are trained in approved procedures and their competence is assessed by a competent assessor.  ○ Internal monitoring is completed to validate competence on first deployment.  ○ Explain how PPE is correctly fitted and demonstrate its fitting.  ○ Explain safety areas and waiting areas to the group.  ○ Explain and demonstrate how the relevant safety system works, and what they MUST and MUST NOT do to use it safely.  ○ Follow any specific instructions for equipment – these are detailed in technical support document, manufacturer’s instructions, or when you were trained.  ○ Manage the safety system as you were trained – in most cases this needs direct supervision (the ability to immediately physically intervene)  ○ Check all PPE is correctly fitted at the start of the session.  ○ Complete a Final Departure CHECK (FDC) before participants start the activity; <ul style="list-style-type: none"> ○ C – Clothing - check clothing and hair are safe, no entanglement hazards. ○ H – Helmet and Harness – check for correct fit. ○ E – Environment – check for other hazards (e.g. people in the activity area) ○ C – Connections – check carabiners and devices are closed and functioning. 	Low

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			<ul style="list-style-type: none"> o K – Knots and ropes – check they are in places and not tangled or twisted up. 	
Injury caused by failure of an item of equipment/ the base/ or the surroundings.	Participants	Medium	<ul style="list-style-type: none">  Quarterly checks of activity bases and equipment are completed by people competent people to identify any defects or developing hazards. o Annual external independent inspections are carried out on activity bases. 	Low
			<ul style="list-style-type: none">  Brief the group on any specific hazards identified from your daily check. 	
			<ul style="list-style-type: none">  Follow any specific instructions for equipment – these are detailed in technical support document, manufacturer’s instructions, or when you were trained. o Isolate any new hazards if possible, or add additional supervision. 	
			<ul style="list-style-type: none">  Prior to use each day check the venue and equipment for hazards, and record a daily check. If the venue/equipment cannot be made safe do not run the session. o Carry out visual checks of equipment and the base throughout the session. 	
Injury caused by objects falling from height.	Participants	Medium	<ul style="list-style-type: none">  Bases and systems designed so that equipment is fixed/attached to the structure. o Base checks identify developing hazards – e.g. loose climbing holds. 	Low
			<ul style="list-style-type: none">  Brief the group on the requirement to wear helmets in the activity area, identify the boundaries of this area for them. o Tell the group to remove items from pockets which may fall out e.g. phones 	
			<ul style="list-style-type: none">  Ensure that any equipment you have at height is in a safe place (away from an edge), or secured to the structure / yourself. 	
			<ul style="list-style-type: none">  Prior to use each day check the venue and equipment for hazards, and record a daily check. If the venue/equipment cannot be made safe do not run the session. o Monitor that participants are wearing helmets when inside the activity areas. o Check for correct fitting of helmets in your Final Departure Check. 	
Injury from misuse of equipment, an element or structure	Participants	Medium	<ul style="list-style-type: none">  Brief the group about what must and must not be done on the activity and with the equipment. Use demonstrations and check understanding. 	Low
			<ul style="list-style-type: none">  Manage the safety system as you were trained – in most cases this needs direct supervision (the ability to immediately physically intervene). o Give participants the opportunity to practice using safety critical equipment safely before a participant starts. (e.g. connecting a carabiner, practice belaying) o Stay vigilant for developing hazards as the session progresses. 	

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			 <ul style="list-style-type: none"> Monitor and manage group behaviour and use of equipment throughout – if appropriate use accompanying adults to help check instructions are followed. Be especially vigilant when new participants are managing safety systems they are not yet familiar with (e.g. Belayers) 	
Injury from unsupervised use of equipment	Anyone in vicinity	High	 <ul style="list-style-type: none"> Visual deterrents used where deemed to benefit – e.g. signage, fences, etc.  <ul style="list-style-type: none"> Where possible remove equipment or make inaccessible when you leave a venue. E.g. locking doors to towers/gates, placing banners over climb faces, removing staples/foot pegs, or clipping safety systems out of reach. (check APS for specifics) 	Low
Risk of equipment failure due to weight	Participants	High	 <ul style="list-style-type: none"> Maximum weight limit of 18 stone (120kg) for off ground activities. All activity safety systems have a factor of safety inherently built in to design. This will be communicated to customers through pre-arrival information.  <ul style="list-style-type: none"> If you believe that a participant is over the weight limit then you must not let them participate. Call the duty manager if you need support communicating this. 	Low
Injury in the activity waiting area (e.g. trips or falls, misbehaviour)	Participants	Medium	 <ul style="list-style-type: none"> Activity bases must be equipped with lighting if used in hours of darkness. Quarterly checks of activity bases and equipment are completed by people competent people to identify any defects or developing hazards.  <ul style="list-style-type: none"> Make participants aware of any specific hazards of the waiting area – e.g. if there are trip hazards, or areas which should be avoided.  <ul style="list-style-type: none"> Ask the accompanying adult to supervise the group, ensuring rules are followed. Tidy away any unused equipment and manage safety systems (e.g. tidy ropes)  <ul style="list-style-type: none"> Check everyone has suitable clothing during the activity, including suitable footwear for the conditions and task (consider grip, closed toes, ankle support) Be vigilant for behavioural issues if group members are become disengaged, use the accompanying adult to manage these. 	Low
Injury caused by entrapment (including strangulation, and hair entanglement)	Participants	High	 <ul style="list-style-type: none"> Safety systems are designed to minimise the risk of entanglement, or entrapment. An instructor should always be positioned in direct supervision of entrapment hazards when in use – e.g. next to belayers, next to the 3G swing pole.  <ul style="list-style-type: none"> When briefing participants on use of ropes ensure they clearly understand where to place their hands, and the hazards of things becoming caught in devices. (e.g. figures of eight abseil device, Gri-Gri, Pro-Traxion) 	Medium

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			<ul style="list-style-type: none"> ○ If participants are descending instruct them to use their feet and hands to fend off from the element – minimising the chance of getting their harness/helmet caught. ○ When participants are descending watch for developing hazards and control the descent to fix the problem. ○ If a participants helmet (or similar) is caught causing strangulation; <ul style="list-style-type: none"> 1) Tell them to step or climb up if possible 2) Tell them to unclip the helmet/remove the item if possible 3) Use the rest of the group to help lift them if possible/safe to do. ○ If a participant becomes entrapped and you cannot resolve thorough the procedures you were trained (e.g. stepping up) then call a rescuer.  ○ Complete a final departure check (FDC) to check for hazard – e.g. loose hair, loose clothing, shoe laces, jewellery, twisted ropes or safety systems. 	
Injury resulting from poor visibility if operating at night.	Participants	Low	<ul style="list-style-type: none">  ○ Activity bases must be equipped with lighting if used in hours of darkness.  ○ No activity without fixed lighting should be used in hours of darkness without an additional an RA being completed to ensure sufficient lighting is available.  ○ Adapt rules and instructions to control for the lack of visibility – this may include reducing the size of the operating area to that visible by the instructor. ○ Be equipped with an additional light source (e.g. a torch) in case the mail lighting fails at a critical time.  ○ Return all participants swiftly to a place of safety if the lighting fails. ○ Place additional controls to highlight or isolate hazards which are now harder to identify. E.g. on stairs, of where there are trip hazards.  ○ Check that lighting systems are working correctly as part of your pre-use check. 	Low
Injury resulting from environmental/weather conditions	Participants	Low	<ul style="list-style-type: none">  ○ The duty manager will check the weather forecast prior to the day's activities and pass on relevant information to each instructor.  ○ If extreme weather is forecast then the Duty Manager must use the centres Inclement Weather Plan to make alternative arrangements for safety.  ○ Make participants aware of the ground they will be working on and explain the implications for how they should behave. Consideration the surroundings e.g. trees and fences, slippery or wet ground, and visibility levels/distances. 	Low

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			<ul style="list-style-type: none">  ○ Be ready to dynamically change or adapt the activity if the environmental condition compromise the safety, or learning of the group.  ○ Follow the 30:30 rule; if the gap between thunder and lightning (flash to bang) is under 30 seconds go to safety for 30 minutes. Restart with each new lightning.  ○ Check everyone has suitable clothing during the activity, including suitable footwear for the conditions and task (consider grip, closed toes, ankle support)  ○ Be vigilant for signs of foreseeable conditions related to the weather conditions (e.g. hypothermia, dehydration) and take appropriate action (e.g. shelter) 	
Participants becoming psychologically stuck, scared or frightened.	Participants	Low	<ul style="list-style-type: none">  ○ Sessions are designed to be progressive and offer options for participants to set their own level of challenge.  ○ Tell participants that they can set their own level of challenge (Challenge by choice) – e.g. they can climb to half way, or just leave the floor.  ○ If a participant freezes first try to talk them out of the situation.  ○ Use the techniques you were trained to lower off or safely release a participant who is frozen – these are detailed in the Technical Support Document.  ○ Check what each participant wants to achieve, challenge them to move beyond their comfort zone, but don't push them beyond their stretch zone into panic. 	Medium
Pre-existing health issues including personal injury or illness	Participant	Medium	<ul style="list-style-type: none">  ○ All groups are required to provide information about significant medical requirements during the booking process. The duty manager will ensure that instructors have access to this information.  ○ Discuss health risks with the group leader at the start of the session.  ○ Carry out a warm up activity at the start of active sessions, repeated if needed.  ○ Vary activities if appropriate to avoid excessive strain.  ○ Check that accompanying adults have any essential medication accessible (e.g. asthma inhalers, auto-injectors for allergies) 	Low
Injury from activities involving self-led equipment/sessions	Participants	Medium	<ul style="list-style-type: none">  ○ Supervising adults must be given access to Self-Led Guidance before the activity.  ○ The supervising adults are responsible for their own activity risk assessment.  ○ An induction for the activity must be completed and be recorded on the intranet.  ○ Give them information about the specific hazards of the venue or equipment.  ○ Tell them that centre staff will intervene if they observe unsafe activity. 	Low

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			<ul style="list-style-type: none">  <input type="checkbox"/> Show them the activity base or equipment.  <input type="checkbox"/> Provide them with Self Led Guidance sheet.  <input type="checkbox"/> Check proof of qualification/permit for relevant activities.  <input type="checkbox"/> Check that they are familiar with the type of equipment used.  <input type="checkbox"/> Check that they understand the emergency procedures and arrangements. 	
Clients with additional abilities or needs	Individuals with additional needs	Medium	<ul style="list-style-type: none">  <input type="checkbox"/> Groups must share information prior to arrival using the inclusion pro-forma.  <input type="checkbox"/> This should be reviewed by the relevant supervisor/manager and any specific adaptations determined with an individual risk assessment.  <input type="checkbox"/> Adaptations to sessions should conform to any approved techniques included in Technical Support documentation where relevant.  <input type="checkbox"/> Instructors should be informed about additional needs or adaptations by supervisors. Additional support should be given if necessary to manage safety.  <input type="checkbox"/> Check what adaptations need to be made with your supervisor/manager.  <input type="checkbox"/> Additional adults can be used for extra supervision or specialist competence.  <input type="checkbox"/> Consult accompanying adults for advice during the activity. 	Low

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Abseil









Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place <small>(⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)</small>	Residual Risk
Falling from the top of the tower	Trespassers, Participants, Instructors	High	<ul style="list-style-type: none"> ⚙️ The tower platform has safety rails around all open edges. ⚙️ The system is designed for the participant safety to attach inside the safety rails. 🗣️ Instruct waiting participants to stand in the middle of the tower, touching the rails around the stair case. 🖐️ You must be clipped to the instructor safety rope before moving past the safety rails. 🖐️ Participants must be attached to the abseil safety system before moving past the safety rails. 🔍 Check that the tower is secured when not in use and the door locked. 	Low
Finger/Hair entrapment in the figure of Eight	Participants	Medium	<ul style="list-style-type: none"> 🗣️ Give clear instructions about hand positioning during the safety talk 🖐️ Demonstrate correct hand positioning in the safety talk. 🖐️ Use the trained rescues to resolve the problem if entrapment occurs. 🔍 Complete a final departure check (FDC) to check for hazard – e.g. loose hair, loose clothing, shoe laces, jewellery, twisted ropes or safety systems. 	Medium
Participants freeze or are unable to continue descending	Participants	High	<ul style="list-style-type: none"> ⚙️ Abseil process is designed to allow a participant to be quickly lowered off. 🗣️ Brief participants on how to descend correctly, including a demonstration. 🖐️ Use the trained rescues to resolve the problem if participant can't continue. 	Low
Uncontrolled descent while abseiling leading to impact with floor or wall.	Participants	High	<ul style="list-style-type: none"> ⚙️ System uses industry benchmark Italian hitch as a friction knot to control descent. ⚙️ Abseil system set up with a “double ended” safety rope to remove the need for the knot to be retied mid-session. 🗣️ Instruct participants how to safely “bounce” – with knees bent, and small jumps that don't take them more than a meter from the tower. 	Low












Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
			<ul style="list-style-type: none">  o Always maintain a grip on the control (dead) rope – alternate grip between hands to allow a smooth descent.  o If a participant trips or slips sideways stop the descent while they regain position.  o Complete a Final Departure Check (FDC) before each abseil that the system is correct. 	
Falling on the stairs while ascending the tower	Participants Instructor	High	<ul style="list-style-type: none">  o Stairs in towers are protected by hand rails.  o Tell participants to climb up the tower and wait at the top, not on the stairs.  o Give clear instructions so participants know when to come up and when to wait. 	Low

Climbing








Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Access to the Tower	Trespassers	High	<ul style="list-style-type: none">  o The tower door must be shut unless abseil/zip is in progress, lock the tower whenever the tower is unsupervised.  o Clip the cover in place over the climbing wall when activity is not in use. 	Low
Items dropped from zip /distracted belayers.	Participants	High	<ul style="list-style-type: none">  o Slab face not to be used while zip session in in progress 	Low
All other hazards covered by generic risk assessment				

Crate stacking

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Participant struck by falling crates	Participants	High	<ul style="list-style-type: none">  o Crate stack bases should allow sufficient separation from belayers to ensure falling crates do not normally reach this area.  o Teach the crate passers that they can only pass crates by either physically handing them to the climbers, using the crate haul rope, or the “Posting” method.  o Tell the group that the area 3m around the crate stack is the “danger zone”. If they are in this area they must face towards the stack and prepare to move out of the way  o Remain vigilant for stacks falling and give clear instructions about when to move away from the “danger zone” 	Medium

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
			<ul style="list-style-type: none"> When the climbers reach the maximum height/end of their turn encourage them and to push the crates away from them and other participants in a controlled way.  Check that the crate tower is orientated so that the long edge faces away from the belayers – encouraging the crates to fall in that direction. Check that the “danger zone” is clear when climbers step up/push the stack down. 	
Injury from damaged/sharp crates	Participants	Low	<ul style="list-style-type: none">  Quarterly checks of activity bases and equipment are completed by people competent people to identify any defects or developing hazards.  Complete a daily check of the activity identifying any crates which are too damaged to be used. Crates with sharp edges, large sections missing, missing feet, or with cracks which could pinch peoples fingers should be removed from service. 	Low
Climbers landing on crates in descent and twisting ankles	Participant	Medium	<ul style="list-style-type: none">  Tell other group members when to clear the crates away from the landing area (this should be after the crates have fallen and before the climbers are lowered)  Lower the climbers under control, watching them all the way to the floor and be vigilant for obstructions – stopping the lower if necessary. 	Low
Low level fall causing injury to ankles and feet during climbing	Participants	Medium	<ul style="list-style-type: none">  Low stretch ropes are used to minimise dynamic elongation in a fall which may result in a ground impact.  Build the crates in a stair case as shown in the TSD to allow climbers to quickly ascend so a protective safety knot can be placed in the belay system. Only on climber should ascend at a time to the safety knot height, with the instructor playing close attention to their belayer, and assisting to minimise any slack rope. 	Low

Jacobs Ladder

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Unsupervised use of the activity	Trespassers	High	<ul style="list-style-type: none">  Lower removable rungs to be taken off the activity when not in use. 	Low
Manual handling injury moving rungs	Instructors	Medium	<ul style="list-style-type: none">  Instructors must work in pairs to move and attach the removable rungs 	Low
Collision with activity equipment	Participants	Medium	<ul style="list-style-type: none">  Instruct all participants to sit back into their harnesses and hang on their ropes together – wait until they are stable before commencing any lowering. Tell those being lowered to protect themselves from collision using hands and feet. 	Low

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			🔍 o Visually check the is safe all the way to the floor	
Injury from metal splinters, wires or sharp edges on metal components.	Participants	Medium	⚙️ o Quarterly checks of activity bases and equipment are completed by people competent people to identify any defects or developing hazards. 🗣️ o Tell participants not to touch any metal components while they climb	Low
Injury caused by climbers climbing on or over each other	Participants	Medium	🗣️ o Brief climbers on the allowable climbing techniques; standing on knees (not heads or shoulders), holding gear or leg loops (not waist loops), strong hand grips. 🖐️ o Use climbing aids for groups so they don't have to climb on each other.	Low
Climbers becoming entangled in SRBS	Participants	Medium	🗣️ o Tell climbers that they can only climb as far as touching the last rung of the ladder, they must not climb on top of it. 🔍 o Be vigilant that climbers stop at the correct point.	Low
Entrapment or Strangulation from climbing aids	Participants	Medium	⚙️ o Only climbing aids with small loops are allowed to be used – hand cuff style ropes or etriers. Open slings or rope loops are not to be used. Full details of how to use there effectively are includes in the Technical Support document. 🗣️ o Brief the group on how to use the climbing aids, demonstrate techniques.	Low
Entanglement in the element	Participants	Medium	🗣️ o Tell participants to stay on their own side, not climbing through or around.	Low
Falling because climbers have pulled slack into their own belay system	Participants	High	🗣️ o Tell climbers that they can only use their partners rope to hold, and ONLY if their partner is stationary. 🔍 o Be vigilant that climbers are not pulling on their own ropes as this will prevent belayers from tightening the safety system.	Medium














Zip Wire

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Rope burn while being lowered off	Participant	Low	🗣️ o Give clear instructions that both hands must be used on the rig handle in decent, this should also be included in the demonstration. 🖐️ o Use downwards pressure on the rope to control the speed of the descent.	Low

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Participant lowers onto their safety rope during descent	Participant	Medium	 <ul style="list-style-type: none"> Give clear instructions on the process to follow when descending as detailed in the Technical support document. This should be included in the demonstration and while lower is happening. 	Low
			 <ul style="list-style-type: none"> If this occurs position the step ladder and get the participant to climb up so they can release their system – hold the rope not the ladder so that they can release the safety. If they cannot complete this action themselves climb the step ladder to help perform the task yourself. Have other group members secure the ladder in place If you cannot complete the action then contact a rescuer who can use the activity rescue from the zip wire rope. 	
			 <ul style="list-style-type: none"> Check that participants remember the instructions immediately before they zip 	
Entrapment in lowering device during lowering	Participant	Medium	 <ul style="list-style-type: none"> Give clear instructions on the process to follow when descending as detailed in the Technical support document. This should be included in the demonstration and while lower is happening. Tell the participant to stop lowering entrapment occurs. 	Low
			 <ul style="list-style-type: none"> If this occurs position the step ladder and get the participant to climb up so they can take the pressure off the item entrapped – ask them to try and free the entrapment. If they cannot complete this action themselves climb the step ladder to help. Have other group members secure the ladder in place. If possible put the participant's safety rope back on, then disconnect the entire descent device, remove the entrapment and replace on the system. If you cannot complete the action then contact a rescuer who can use the activity rescue from the zip wire rope. 	
			 <ul style="list-style-type: none"> Complete a final departure check (FDC) to check for hazard – e.g. loose hair, loose clothing, shoe laces, jewellery, twisted ropes or safety systems. 	
Being hit by return rope	Instructor	Low	 <ul style="list-style-type: none"> Slab climbing face not to be used while zip session in in progress 	Low
			 <ul style="list-style-type: none"> Ask the returning participant to wait a few meters from the base of the tower until you are ready to receive the returning rope. 	
	Participant	High	 <ul style="list-style-type: none"> Holds removed/banner placed in front of slab climbing face. 	Low

OFF GROUND RISK ASSESSMENT – HAWKHIRST

Document Managed by: Hawkhirst - lead Instructor

Last Edited: 26 February 2024 Formal review date: + 1 year

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place <small>(⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)</small>	Residual Risk
Participants climbing face and not stairs			🗣️ <ul style="list-style-type: none"> Clearly explain to participants how to get to the top of the tower, show them the entrance to the stair case and check they have understood. 	
Recoil onto end stop of zip wire	Participant	Medium	⚙️ <ul style="list-style-type: none"> Zip wires are checked so that the speed of impact at the end of the wire is acceptable. A rubber end stop is used so that participants stop before they reach the end pole. 	Low
Zippering into an under wire obstruction	Participant Other person	High	🔍 <ul style="list-style-type: none"> Use the "Clear" check to visually check the wire is clear, and communicate this to the ground instructor, they should reply with a verbal (radio) and visual signal. 	Low
Falling from the top of the tower	Trespassers, Participants, Instructors	High	⚙️ <ul style="list-style-type: none"> The tower platform has safety rails around all open edges. The system is designed for the participant safety to attach inside the safety rails. 	Low
			🗣️ <ul style="list-style-type: none"> Instruct waiting participants to stand in the middle of the tower, on the safe side of the gates where the waiting benches are located. 	
			🖐️ <ul style="list-style-type: none"> You must be clipped to the instructor safety rope before moving past the safety gate. Participants must be attached to the zip wire safety system before moving past the safety gates 	
			🔍 <ul style="list-style-type: none"> Check that the tower compound is secured when not in use. 	
Falling on the stairs while climbing tower	Participants Instructor	High	⚙️ <ul style="list-style-type: none"> Stairs in towers are protected by hand rails. 	Low
			🗣️ <ul style="list-style-type: none"> Give clear instructions so participants know when to come up and when to wait. 	

OFF GROUND RISK ASSESSMENT – HAWKHIRST













Document Managed by: Hawkhirst - lead Instructor





















Last Edited: 26 February 2024 Formal review date: + 1 year

















Generic On ground Risk Assessment

















Hawkhurst













! o This document should be used in conjunction with the Element Specific Risk Assessment for on ground activities.

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Injuries or accidents from poor behaviour, or novice participants taking part in adventurous activities.	Participants	Medium	<ul style="list-style-type: none">  Suitable session ratios are detailed in the activity APS and are normally a ratio of 1:12 for group members to instructors. Physical boundaries or markings may be used to indicate higher risk areas. Clear responsibilities are outlined in the terms and conditions to ensure accompanying adults understand that they are responsible for supervising the group's behaviour 	Low
			<ul style="list-style-type: none">  Give an activity safety briefing to help orientate guests and identify any specific hazards and safety rules they must follow. Set boundaries for the base or operating areas in the safety briefing. Where participants are able to move beyond visual supervision then set and explain clear time limits, boundaries and emergency procedures 	
			<ul style="list-style-type: none">  Choose the venue (if possible) based on guest needs and environmental conditions. 	
			<ul style="list-style-type: none">  Check that rules (including boundaries) were understood, and are followed. .and understanding checked by the instructor. Ask visiting staff to provide extra or alternative supervision if appropriate. 	
Pre-existing health issues including personal injury or illness	Participant	Medium	<ul style="list-style-type: none">  All groups are required to provide information about significant medical requirements during the booking process. The duty manager will ensure that instructors have access to this information. 	Low
			<ul style="list-style-type: none">  Discuss health risks with the group leader at the start of the session. 	
			<ul style="list-style-type: none">  Carry out a warm up activity at the start of active sessions, repeated if needed. Vary activities if appropriate to avoid excessive strain. 	
			<ul style="list-style-type: none">  Check that accompanying adults have any essential medication accessible (e.g. asthma inhalers, auto-injectors for allergies) 	

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Injury sustained during participation in the activity	Participants	Medium	<ul style="list-style-type: none">  All instructors hold a minimum of First Response training and can deal with minor and emergency first aid scenarios.  The Duty Manager holds a full first aid at work qualification.  A large capacity “reactive” first aid kit is available at reception.  The centre has a “significant injury plan” if needed to ensure emergency services can get to injured parties quickly 	Low
			<ul style="list-style-type: none">  If the injury cannot be managed with a first aid kit then tell the duty manager – if you think an ambulance is needed tell them if there is a <u>significant injury</u>. 	
			<ul style="list-style-type: none">  Use the SHIFT safety procedure in any emergency: <ul style="list-style-type: none"> S – Stop and get everyone safe. Use other adults to help you. H – Help, get assistance from other staff (radio, phone, or in person message) I/F – Deal with the incident or first aid. If you were trained on specific procedures for that activity then use them (e.g. Orienteering, Tunnel Trail) T – Tell someone, afterwards report the incident and review learning. 	
			<ul style="list-style-type: none">  Check that you have access to a first aid kit, and a means of communication (e.g. radio, phone) at all times. 	
Injury caused by failure of an item of equipment/ the base/ or the surroundings	Participants	Medium	<ul style="list-style-type: none">  Quarterly checks of activity bases and equipment are completed by people qualified to instruct the activity to identify any defects or developing hazards. 	Low
			<ul style="list-style-type: none">  Brief the group on any specific hazards identified from your daily check. 	
			<ul style="list-style-type: none">  Follow any specific instructions for equipment – these are detailed in technical support document, manufacturer’s instructions, or when you were trained.  Isolate any new hazards if possible, or add additional supervision. 	
			<ul style="list-style-type: none">  Prior to use each day check the venue and equipment for hazards, and record a daily check. If the venue/equipment cannot be made safe do not run the session.  Carry out visual checks of equipment and the base throughout the session. 	
Injury from misuse of equipment, an element or structure	Participants	Medium	<ul style="list-style-type: none">  Brief the group about what must and must not be done on the activity and with the equipment. Use demonstrations where appropriate and check understanding. 	Low
			<ul style="list-style-type: none">  Choose a venue and equipment suitable for the group and conditions if you have options. Plan ahead but also be ready to dynamically change the plan.  Stay vigilant for developing hazards as the session progresses. 	

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
			 <ul style="list-style-type: none"> Monitor and manage group behaviour and use of equipment throughout – if appropriate use accompanying adults to help check instructions are followed. Be especially vigilant if participants own senses are hindered – e.g. by blindfolds 	
Injury from handling or moving of activity materials, equipment, or people.	Participants	Medium	 <ul style="list-style-type: none"> Activities are designed so that any items to be moved are only as part of the session content, e.g. moving logs for pioneering. Unnecessary lifting is avoided. 	Low
			 <ul style="list-style-type: none"> Give clear rules given about what can be used or moved, and how to do this safely Use simple rules e.g. moving large sticks that “if it’s bigger than you, it takes two” For heavy items give clear simple instructions e.g. “Use your legs to lift, head up, natural back position, walk don’t run”. 	
			 <ul style="list-style-type: none"> If people are carried ensure that a plan is agreed, the person consents, that there is support for their back, neck and head, and that the route is planned to reduce the chance of them being dropped, and that ground hazards are minimised. 	
			 <ul style="list-style-type: none"> Check that participants have understood the rules for lifting. 	
Injury from the collapse of elements built by participants (e.g. shelters, pioneering)	Participants	Medium	 <ul style="list-style-type: none"> Activities take place at low level so there is minimal risk of falling from height. 	Medium
			 <ul style="list-style-type: none"> Warn participants that structures need testing before they can be used. 	
			 <ul style="list-style-type: none"> Teach the group correct building techniques, such as correct knots or lashings. 	
			 <ul style="list-style-type: none"> Perform a visual and tactile inspection before use. E.g. look at and shake a shelter. 	
Injury from low levels falls and slips on activities involving balance on elements.	Participants	Medium	 <ul style="list-style-type: none"> Activity bases are checked quarterly to ensure they are not in dangerous condition. Actions from daily checks are completed to mitigate developing hazards. 	Low
			 <ul style="list-style-type: none"> Make participants aware of slip hazards on wires or platforms, and instruct them to plan their crossing, use spotters, and step down before falling down. Tell participants not to wrap ropes around their body parts to avoid entrapment. 	
			 <ul style="list-style-type: none"> Clear platforms of slippery items such as mud and leaves before use. Demonstrate to the group how to use the equipment safely. Teach the group the correct spotting technique for balance elements PPE must be worn if directed by the activity APS. Ensure that no one uses the activity base unless they have received a briefing and are being supervised by a suitable instructor, or approved accompanying adult. 	

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
			 <ul style="list-style-type: none"> Check that everyone has suitable clothing for the activity, including suitable footwear for the conditions and task (consider grip, closed toes, ankle support) Check participants understanding of correct spotting and remind them throughout. 	
Injury from unsupervised use of equipment	Anyone in vicinity	High	 <ul style="list-style-type: none"> Visual deterrents used where deemed to benefit – e.g. signage, fences, etc.  <ul style="list-style-type: none"> Where possible remove equipment or make inaccessible when you leave a venue. 	Low
Injury resulting from environmental/weather conditions	Participants	Low	 <ul style="list-style-type: none"> The duty manager will check the weather forecast prior to the day's activities and pass on relevant information to each instructor. If extreme weather is forecast then the Duty Manager must use the centres Inclement Weather Plan to make alternative arrangements for safety. 	Low
			 <ul style="list-style-type: none"> Make participants aware of the ground they will be working on and explain the implications for how they should behave. Consideration the surroundings e.g. trees and fences, slippery or wet ground, and visibility levels/distances. 	
			 <ul style="list-style-type: none"> Be ready to dynamically change or adapt the activity if the environmental condition compromise the safety, or learning of the group. Follow the 30:30 rule; if the gap between thunder and lightning (flash to bang) is under 30 seconds go to safety for 30 minutes. Restart with each new lightning. 	
			 <ul style="list-style-type: none"> Check everyone has suitable clothing during the activity, including suitable footwear for the conditions and task (consider grip, closed toes, ankle support) Be vigilant for signs of foreseeable conditions related to the weather conditions (e.g. hypothermia, dehydration) and take appropriate action (e.g. shelter) 	
Injury from activities involving self-led equipment/sessions	Participants	Medium	 <ul style="list-style-type: none"> Supervising adults must be given access to Self-Led Guidance before the activity. The supervising adults are responsible for their own activity risk assessment. An induction for the activity must be completed and be recorded on the intranet. 	Low
			 <ul style="list-style-type: none"> Give them information about the specific hazards of the venue or equipment. Tell them that centre staff will intervene if they observe unsafe activity. 	
			 <ul style="list-style-type: none"> Show them the activity base or equipment. Provide them with Self Led Guidance sheet. 	
			 <ul style="list-style-type: none"> Check proof of qualification/permit for relevant activities. Check that they are familiar with the type of equipment used. Check that they understand the emergency procedures and arrangements. 	
	Participants	High	 <ul style="list-style-type: none"> All tools are inspected quarterly, as well as pre-use checks by instructors. 	Low

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Cuts from tools on sessions which use them (e.g. knives, flint and steels)			<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Tools are selected to be appropriate to the activity and groups of novices. o Give clear rules for the safe use of the tool, including handling, and storage. . o Tell participant where a tool can be used and warn them about any safe distances they must observe – e.g. to other people, or objects.  <ul style="list-style-type: none"> o Complete a pre-use check of any tools to identify faults or defects. o Use a demonstration to show the correct usage technique for the tool. o In normal use provide direct supervision of tool use by (or delegate to a designated adult), if participants have higher competence then supervision can be visual.  <ul style="list-style-type: none"> o Check for appropriate footwear, that loose clothing is tied back or removed, and hair tied back to minimise risk of entanglement. o If using cutting tools check that items to be cut are stable with no risk of slipping and no risk of blade slipping towards people. 	
Ticks (and associated Lyme Disease)	Participants	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o If the centre is prone to Ticks then information posters should be displayed on notice boards and the Tick information leaflet should be available in reception.  <ul style="list-style-type: none"> o Tell participants to avoid livestock, ferns and bracken where possible. o Recommend self-inspection after the activity, and tell the accompanying adults about what to do if a tick is found. (Including information about Lyme disease.)  <ul style="list-style-type: none"> o Check that participants are wearing long trousers and sleeves if operating near areas of ferns/bracken. 	Low
Clients with additional abilities or needs	Individuals with additional needs	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Groups must share information prior to arrival using the inclusion pro-forma. o This should be reviewed by the relevant supervisor/manager and any specific adaptations determined with an individual risk assessment. o Adaptations to sessions should conform to any approved techniques included in Technical Support documentation where relevant. o Instructors should be informed about additional needs or adaptations by supervisors. Additional support should be given if necessary to manage safety.  <ul style="list-style-type: none"> o Check what adaptations need to be made with your supervisor/manager. o Additional adults can be used for extra supervision or specialist competence. o Consult accompanying adults for advice during the activity. 	Low

Element specific on ground Risk Assessment

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! o This document should be used in conjunction with the Generic Risk Assessment for on ground activities.

Adventure Course

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place <small>(⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)</small>	Residual Risk
Falling Tree Branches.	All.	Medium.	<ul style="list-style-type: none"> ⚙️ o Quarterly base checks completed to detect developing hazards and concerns. ⚙️ o Trees are inspected by a competent person annually to check that they are still structurally sound. ⚙️ o Participants all wear helmets in case their heads connect with a tree branch. 	Low
			<ul style="list-style-type: none"> 🔍 o Complete a daily check of the base to identify hazards 	
Injury to group out of instructor's line of sight.	Participants.	Medium.	<ul style="list-style-type: none"> ⚙️ o Course is designed so that there is a good field of visibility throughout. 🖐️ o Use dynamic positioning to be able to adequately supervise the entire group. 🖐️ o Use accompanying adult to assist in supervision of parts of the course which are further away. 	Low
Injury from falling off elements	Participants	Medium	<ul style="list-style-type: none"> ⚙️ o This hazard covered in the generic risk assessment 	Low
Injury from entrapment of fingers	Participants	Medium	<ul style="list-style-type: none"> ⚙️ o Quarterly base checks completed to detect developing hazards and concerns. 🗣️ o Tell the group not to put fingers in chains, rings, eyes, staples or similar connections. 	Low

Archery

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place <small>(⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)</small>	Residual Risk
Misuse of Bows	All	High	<ul style="list-style-type: none"> ⚙️ o Instructors hold their Archery GB instructor award or TSA Archery Permit 🗣️ o Tell participants not to dry shoot (shoot without arrow) the bow. 🗣️ o Tell participants that bows should be kept pointing down the range at all times and never towards a person or away from the range. 🖐️ o Keep the bows at the shooting line at all times. 🖐️ o Don't allow anyone to use the bows without supervision. 	Low



























Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
			🔍 ○ Check understanding of the safety rules.	
Misuse of arrows	All	High	⚙️ ○ Instructors hold their Archery GB instructor award or TSA Archery Permit 🗣️ ○ Participants are instructed to ensure that arrows are always pointing down the range or towards the ground at all times. 🖐️ ○ Give a demonstration (VAK) of how to load and shoot an arrow. ○ Remove all spare arrows from the shooting line if you need to step away from it. 🔍 ○ Make sure arrows are counted at the start and end of the session	Low
String hitting the arm	Participants	Low	🗣️ ○ Demonstrate and explain the correct shooting process, including keeping the bow arm slightly bent to prevent over extension of the elbow. 🖐️ ○ Give participants an arm bracer for their bow arm and teach them to fit it correctly 🔍 ○ Check that participants have long sleeves when they are shooting.	Low
Walking into arrows in the target and on the ground	Participants	High	⚙️ ○ Ranges have clear marked pathways 🗣️ ○ Tell participants that when collecting arrows they must walk, and they must follow the route around the sides of the range to their target. ○ Tell participants to collect arrows in the target first, then arrows on the floor second.	Low
Injury removing arrows from target, or boss falling over	Participants	Medium	⚙️ ○ Archery Bosses are secured to the floor to prevent them tipping over. 🗣️ ○ Give a VAK demo of how to safely remove an arrow, it should include, placing one hand on the boss, looking around for other people, and then gripping and removing the arrow close to the target. ○ Provide clear instructions when it is time for groups to collect their arrows. 🔍 ○ Check that you do not leave any spare arrows at the shooting line when you go down range	Low
Falling with the arrows when returning to the shooting line	Participants	Medium	⚙️ ○ Path ways are marked and clear of obstructions 🖐️ ○ Demonstrate to the group how they should carry the arrows – with the piles in their hand and the shaft of the arrow in line with their arm.	Low
Someone entering the range , or crossing the shooting line	Person in the range	High	⚙️ ○ Ranges are enclosed with clear physical boundaries to the sides and aback. ○ No other activity to be schedule in Barn at the same time 🗣️ ○ Tell the group about the “STOP” command and what to do if someone shouts stop (gently take the tension off a bow and remove the arrow) 🖐️ ○ Demonstrate how to safely remove an arrow from a drawn bow.	Low

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Arrows overshooting or flying out of the range	Other site users	High	<ul style="list-style-type: none"> ⚙️ Range designed to meet requirements for have a go range, including overshoots / nets to protect surrounding areas. 	Low

Backwoods Cooking – also read Fire lighting section

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Burns from hot food, the fire or equipment.	Participants	Medium	<ul style="list-style-type: none"> ⚙️ Water/fire buckets available in immediate vicinity of fire. ⚙️ Water tap nearest to activity area to be used for burns/scolds first aid. 	Low
			<ul style="list-style-type: none"> 🗣️ Tell participants that they must be careful around the fire, not running, jumping etc. 🗣️ Tell them they must not reach into the fire, and must use the utensils if they want to take food items in or out. 🗣️ Ask them not to add more fuel (wood) to the fire unless instructed. 🗣️ Tell participants to avoid touching food until cooled. 	
			<ul style="list-style-type: none"> 🖐️ Use long sticks to cook with to avoid reaching into flames 🖐️ Provide direct supervision around fire or delegate to an accompanying adult with suitable instructions. 	
			<ul style="list-style-type: none"> 🔍 Check that safety instructions have been understood 	
Hygiene, and food poisoning.	Participants	Medium	<ul style="list-style-type: none"> ⚙️ Only low risk foods should be cooked – avoid cooking meat. 	Low
			<ul style="list-style-type: none"> 🗣️ .Tell the groups about the importance of hygiene and the need to regularly wash their hands throughout. 🖐️ Build regular hygiene routine into the session, washing hands regularly. Ensure all who are participating clean and then sanitise their hands before handling food substances. 	
			<ul style="list-style-type: none"> 🔍 Check that participants maintain good food hygiene procedures – e.g. not mixing raw and cooked foods, use clean equipment. 	
Allergic Reactions	Participants	High	<ul style="list-style-type: none"> ⚙️ Recipes do not include common severe allergens – e.g. Nuts ⚙️ Supervisors/manager should ensure information about allergies is given to instructors. 	Medium
			<ul style="list-style-type: none"> 🗣️ Ask the accompanying adult about any special dietary requirements within the group 	

Bouldering

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place <small>( Systematic controls,  What to say,  What to do,  What to check)</small>	Residual Risk
Head injury from impact with the wall or floor	All	High	<ul style="list-style-type: none">  Helmets must be worn by all participants and staff at all times  In normal (traversing) operation all climbers will have a 'buddy' and supervisors will ensure correct spotting at all times.  Check that helmets are correctly fitted 	Low
General injury from falling off the wall	All	High	<ul style="list-style-type: none">  Bouldering mats are in place to cushion a fall  Tell participants they must keep their feet below the foot line at all times.  Train participants to spot for each other and use some practice games to ensure they know how to do this.  Give some simple coaching on effective movement techniques – see the Bouldering Self Led guidance document for details.  Participant should have a spotter (buddy) behind them during traversing activities  Check spotters are alert with good foot and hand positioning.  Check participants are not climbing higher than the foot line. 	Medium
Ankle injury when falling/stepping down.	Participants	Medium	<ul style="list-style-type: none">  Bouldering mats provide cushioning to protect from foot/ankle injuries.  Spotters must be briefed to stay vigilant for the mats so they do not trip over them.  Make sure that in normal (traversing) operation all climbers will have a spotter.  In games where participants do not move along the wall (are static) and you are confident of their ability then you may choose not to use spotters for the game.  Check spotters are alert with good foot and hand positioning.  Check participants are not climbing higher than the foot line. 	Low
Finger entrapment/falling due to loose holds			<ul style="list-style-type: none">  Quarterly base checks completed to detect developing hazards and concerns.  Tell participants to alert you if there is a loose hold, if so identify it to the group and ask them not to use it – if you think it is dangerous call the Duty Manager. 	Low
Other area users – unauthorised use	All (anyone in the area)	Low	<ul style="list-style-type: none">  The building should be locked when not in use.  Archery should not be scheduled in Barn at the same time  Other instructors should be vigilant for behaviour of their own groups.  Ensure that other users stay outside the activity area at all times during the session. 	Low

Campfire and Firelighting

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place <small>(⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)</small>	Residual Risk
Injury whilst collecting wood	All	Medium	<ul style="list-style-type: none"> ⚙️ Activity areas are inspected to be clear from significant hazards, some natural hazards remains (e.g. branches on trees) ○ Tell the group to stay within designated boundaries. ○ Tell them the size of fuel (wood) they should collect – small diameter up to the thickness of their fingers, and not to carry too much at one time. 🗣️ Brief the group on hazards – not moving large/heavy objects, look up and around them as well as at the floor. 	Low
Scratches and splinters	All	Low	<ul style="list-style-type: none"> ⚙️ All instructors are first aid trained and have access to a first aid kit. 🗣️ Warn the group about the possibility of splinters and tell them avoid any wood which looks like a hazard, this includes 🖐️ Show them any hazardous vegetation such as stinging nettles or thorns. 	Low
Toxic smoke production (and breathing in smoke)	All	Medium	<ul style="list-style-type: none"> 🖐️ Do not allow the burning of live trees ○ Do not allow the burning of plastics 🔍 Check where the wind is blowing and be prepared to move the group if they are being exposed to large amounts of smoke. 	Low
Burns from the fire	Participants	Medium	<ul style="list-style-type: none"> ⚙️ Water/fire buckets available in immediate vicinity of fire. ○ Water tap nearest to activity area to be used for burns/scolds first aid. 🗣️ Tell participants that they must be careful around the fire, not running, jumping etc. ○ Tell them they must not reach into the fire. ○ Tell them that once wood is on the fire it must not be removed. ○ Ask them not to add more fuel (wood) to the fire unless instructed. 🖐️ Provide direct supervision around fire or delegate to an accompanying adult with suitable instructions. 🔍 Continually monitor the fire, don't allow it to become too big. 	Medium
Fire spreading / out of control	All	High	<ul style="list-style-type: none"> ⚙️ Fires should only be lit in designated areas, with a fire base, or an altar fire. ○ Water/fire buckets available in immediate vicinity of fire. 🖐️ Clear the area of all combustible material before the fire is set and lit ○ Do not build fires too big or allow groups to build fires too big. 🔍 Check that a fire is out before leaving unsupervised, pour water on until the embers/ashes are cool. 	Low
	Participant	High	<ul style="list-style-type: none"> ⚙️ Water/fire buckets available in immediate vicinity of fire. 	Low

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
A person becoming alight	Instructor		<ul style="list-style-type: none"> ○ Give the group the simple Fire Check list to ensure they will be safe and get them to address any actions they see. ○ C – Clothing – make sure it's not loose, and tuck away anything which may dangle. ○ H – Hair – tie back any long hair ○ E – Environment – clear away any combustible materials around the fire location. ○ C – Can I? Tell them that they can only light fires where they have permission to do so ○ K – Kit – Check that they have equipment to put the fire out. 	
			<ul style="list-style-type: none"> 🔍 ○ Continually monitor for developing hazards and appropriate behaviour. 	

Evening Sessions, including wide games, activities in a box, and craft type activities.





Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Injury from a catapult elastic or projectile in activities using this equipment.	Participants	Medium	<ul style="list-style-type: none"> ⚙️ ○ Tasks and materials only allow small and controlled objects to be built. 🗣️ ○ Tell spectators to stay behind the shooting area, give a demonstration shot. 🖐️ ○ Supervise construction and use of tools, or creations. 🔍 ○ Check any object built prior to use for obvious hazards. 	Low
Injury from misuse of sports kit or other equipment.	Participants	Medium	<ul style="list-style-type: none"> ⚙️ ○ Activity areas are inspected for hazards prior to use. ○ Give a clear explanation of the task and how any equipment should be used. 🗣️ ○ Set suitable boundaries Activity supervised by a competent adult at all times to ensure that rules are complied with. ○ Discuss any specific responsibilities with accompanying adults. 🖐️ ○ Provide demonstrations for any equipment which is unfamiliar to participants. ○ Provide supervision at all times to ensure rules are followed. Use accompanying adults to provide support. 🔍 ○ Check comprehension of key safety rules. 	Low
Cuts from paper edges and laminated plastic edges.	Participants	Low	<ul style="list-style-type: none"> ⚙️ ○ All instructors are first aid trained and have access to a first aid kit. 🖐️ ○ Provide supervision at all times to ensure rules are followed. Use accompanying adults to provide support. 	Low
	Participants	Medium	<ul style="list-style-type: none"> 🗣️ ○ Discuss the activities planned with the accompanying adults to ensure selection matches the needs of the group. 	Low

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Choice of games incompatible with conditions			<ul style="list-style-type: none"> 🖐️ ○ Consider the environmental conditions (weather, areas, hazards, and light levels), equipment available and objectives of the group when planning sessions and select games which are appropriate to conditions. 🔍 ○ Continually monitor conditions (weather, light, and ground) and be prepared to end or adapt the session if conditions are likely to increase risk. 	
Injuries resulting from poor visibility at dusk or night.	Participants	Medium	<ul style="list-style-type: none"> ⚙️ ○ When games are played in low light conditions then torches should be used where the game area includes significant hazards or obstructions. Torches should also be used when the function of the game does not require darkness (e.g. games involving stealth do not require the use of torches, but those involving exploration do) 🗣️ ○ Brief participants on the hazard of low light and the need to be vigilant for hazards. 🗣️ ○ Agree the game with the group leader – selecting an appropriate game for the conditions and the abilities of the group. 🖐️ ○ Identify and point out significant hazards or obstructions in the playing areas to participants. 🔍 ○ Continually monitor conditions and make dynamic decisions to adapt ongoing play. 	Medium
Lack of support provided by additional adults.	All	Medium	<ul style="list-style-type: none"> ⚙️ ○ Booking information and centre staff should ensure accompanying adults are informed of off the additional support for ratios. 1 adult for every 12 participants 🗣️ ○ Talk to the accompanying adult about the sessions, and their role and responsibility they have with in. 🖐️ ○ Do not run the session if you do not have enough adults to ensure safe supervision. 	Low



















Frisbee Golf (Instructed)
















Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Impact with Frisbee disc	Participants	Medium	<ul style="list-style-type: none"> ⚙️ ○ Frisbees are plastic and not likely to cause any serious level of injury if struck 🗣️ ○ Brief participants on throwing technique and give them a demonstration. 🗣️ ○ Tell the group that they must not stand in front of someone throwing a Frisbee – i.e. they should not move further than then furthest back Frisbee 	Low
Players throwing Frisbees into dangerous areas	Participants	High	<ul style="list-style-type: none"> 🗣️ ○ Explain clear boundaries and identify known hazards. 🗣️ ○ Instruct groups that if they lose a Frisbee and can retrieve it (e.g. out of bounds, in a tree) that they should inform the instructor. 🖐️ ○ Select playing areas away from known hazards (e.g. ponds, active roads) 	Low

Games Night & Have a Go Show

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
All hazards/controls identified in Generic Risk Assessment and evening session's section.				















Hike - inc Birds of Prey, Hareshaw Linn and Night hike (for night hike see additional controls from evening sessions section)

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Lack of supervision of group and group behaviour	All	High	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o There must be instructors present at a ratio of 1:12 plus accompanying adults. o Those leading the hike must be familiar with the route, and have suitable maps or navigation aids (e.g. GPS or route cards).  <ul style="list-style-type: none"> o Give the group clear rules (stay with the group, tell an adult if you need to stop)  <ul style="list-style-type: none"> o Ensure the group are together when changing paths/direction o Supervise the progress of the group and adjust pace to keep group together.  <ul style="list-style-type: none"> o Conduct regular head counts. 	Low
Vehicles and road crossings	All	High	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Road walking and crossings kept to a minimum. Where crossings are necessary, instructors wear high visibility items and to give clear verbal instructions.  <ul style="list-style-type: none"> o .Remind the group that vehicles may be quiet and to stay vigilant. o Remind the group that if moving on tracks away from roads they may have traffic (e.g. bicycles, agricultural or leisure vehicles)  <ul style="list-style-type: none"> o Make the group in walk single file on roads if there is no alternative route, an instructor in hi-vis should be at the front and back of the group. o The Highway Code should be followed so that walkers face oncoming traffic 	Medium
Other Path Users	All	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Instructors easily identified in Scout Adventures uniform in case contact is needed.  <ul style="list-style-type: none"> o Tell participants not to pet dogs or animals. o Ask group to show respect and wait for other users to pass by. o Instructors to remain alert to cyclists and keep group to one side so they can pass.  <ul style="list-style-type: none"> o Ensure noise is kept to a minimum and a good distance kept if passing animals. 	Medium
Falls e.g. from edges or into water etc.	All	High	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Appropriate routes will be selected to minimise exposure to these hazards.  <ul style="list-style-type: none"> o When moving near these types of hazard brief group on where to be and where the hazard is, set clear boundaries and behavioural rules.  <ul style="list-style-type: none"> o If passing specific hazards (e.g. water) and adult should be stationed to protect participants as they pass that area.  <ul style="list-style-type: none"> o Check that the group have understood safety instructions. 	Low













Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Injury/illness (pre-existing or developing in the activity)	All	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o All groups are required to provide information about significant medical requirements and will ensure that any essential medication is accessible. o Instructor has access to a first aid kit and communication device to call for assistance o Emergency access points identified if support is needed to evacuate a participant  <ul style="list-style-type: none"> o Build suitable breaks into the route to prevent over exertion o Set an appropriate pace for the group, and alter the route (using one of the agreed exit routes if continuing is not possible,  <ul style="list-style-type: none"> o Continuously monitor the welfare of the group. o Check clothing and equipment before the activity. 	Low
Hypothermia/Hyperthermia – exposure to weather	All	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Instructors to carry spares of key items dependent on the weather (e.g. water) o Encourage the use of sun cream and bring extra sun cream when needed.  <ul style="list-style-type: none"> o At the start of the activity ask group's adults before the activity to ensure that participants have the appropriate kit.  <ul style="list-style-type: none"> o In extremely poor weather finish the session and heading back to the site via a shortcut or pick-up point. Short cuts and pick up points are highlighted in training and on the route map  <ul style="list-style-type: none"> o Check the weather ahead of the activity and re-planning if the weather is extremely poor (e.g. snow, hail, thunder, and lightning. Activity must not run if thunder and lightning is predicted) o Check clothing and equipment before the activity. (e.g. suitable water proofs, drinking water, warm clothes) 	Low
Slipping and trips resulting in injury	Everyone on the session.	High	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o All adults and young people should follow the Countryside Code when on the activity.  <ul style="list-style-type: none"> o Use paths away from particularly uneven and slippery grounds and surfaces – stay vigilant and use short obvious detours to avoid hazard which have developed.  <ul style="list-style-type: none"> o Check at the beginning of the session that the young people are wearing appropriate clothing; e.g. boots, warm clothes, and trousers where possible. 	Medium
Route specific hazards	Everyone on the session.	High	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Instructors should be trained and assessed as competent in line with the requirements of the APS (this may vary by specific route) o Route avoids any overgrown vegetation or uneven or slippery ground. A senior/lead/manager will check the route each quarter to look for any hazards, existing or potential, and the route then my adjusted accordingly. 	Low

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
			<ul style="list-style-type: none"> 🗣️ Give an activity safety briefing to help orientate guests and identify any particular hazards on that route – you should stop and repeat/add to this at key points such as immediately before encountering a new hazard. 🖐️ Keep to the identified paths that form the approved route. 	
Group getting lost/not returning on time	Everyone on session	Medium	<ul style="list-style-type: none"> 🖐️ Ensure the group has multiple maps and distributing them effectively amongst the group (instructors should have copies and accompanying adults should know where they are). 🖐️ Complete the Offsite board at centre with timings of expected return, and contact details for both/all adults going on a hike. 🖐️ Tell the duty manager that a group is on an offsite hike activity, so that the Lost Group Procedure can be followed if need be. 🔍 Check that all instructors have fully charged phones with a phone number for the Duty Manager, and have copies of the emergency card. 	Low
Losing a member of the group	Any individual on the hike	High	<ul style="list-style-type: none"> 🗣️ Tell participants that if they become lost to wait where they are if they get separated, or head back to a known point if they are confident of the route. They should not try to re-join ahead/take shortcuts as this may lead them in the wrong direction. 🖐️ Keep one adult at the back of the group as a backmarker and one adult at the front to ensure no young people fall behind or get too far in front of the rest of the group. 🖐️ If someone becomes lost, stop the group, call the Duty Manager, and retrace the route with an accompanying adult while the other instructors stay with the group. 🔍 Make regular headcounts of all the groups, participants can assist in this process for instance by getting the young people to number off. 	Low
Group member(s) requiring remote medical help.	Everyone on session.	High	<ul style="list-style-type: none"> ⚙️ Every instructor is first aid qualified and has access to a first aid kit/ ⚙️ Every instructor is trained in the shortcuts and pick up points and knows where their nearest of each is at any one time, these are highlighted on the route map. 🔍 Make sure you are aware of appropriate medical contact numbers (the emergency number) and know to contact the Duty Manager if there is a medical emergency. Details are included on the Emergency Card. 🔍 At the beginning of each check that you have the appropriate kit for the session (fully stocked first aid kit, maps, group shelter, compass, phone). 	Low

Low Ropes

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Falling Tree Branches.	All.	Medium.	<ul style="list-style-type: none">  Quarterly base checks completed to detect developing hazards and concerns.  Trees are inspected by a competent person annually to check that they are still structurally sound.  Participants all wear helmets in case their heads connect with a tree branch. 	Low
			<ul style="list-style-type: none">  Complete a daily check of the base to identify hazards 	
Injury to group out of instructor's line of sight.	Participants.	Medium.	<ul style="list-style-type: none">  Course is designed so that there is a good field of visibility throughout.  Use dynamic positioning to be able to adequately supervise the entire group.  Use accompanying adult to assist in supervision of parts of the course which are further away. 	Low
Injury from falling off elements	Participants	Medium	<ul style="list-style-type: none">  This hazard covered in the generic risk assessment 	Low
Injury from entrapment of fingers	Participants	Medium	<ul style="list-style-type: none">  Quarterly base checks completed to detect developing hazards and concerns.  Tell the group not to put fingers in karabiners, rings, staples or similar connections. 	Low

Orienteering

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Players going into dangerous areas (e.g. maintenance yards, roads, near water etc) or leaving site	Participants	High	<ul style="list-style-type: none">  Explain clear boundaries and identify known hazards.  Instruct groups that they must not cross fences/boundaries other than at access points, and must not enter buildings.  Explain the clear process for recall (e.g. whistle)  Give clear time limits and check they have means of keeping time. 	Low
			<ul style="list-style-type: none">  Deliver a progressive session that teaches participants how to read and interpret the map – show them what to look out for as hazards from the mapping. 	
			<ul style="list-style-type: none">  If you are not confident in a group/individuals ability then they must not be sent on extensive legs, or far from direct supervision. (an adult can be sent with a group if considered advisable, or sent to provide supervision in a different area) 	
Lost Participant	Participant	High	<ul style="list-style-type: none">  Centres lost-child procedure to be used if the instructor is unable to find a participant within their agreed time frames.  Instructors trained in procedure for if a participant does not return – Contact duty manager, search areas with group but leave someone at “home” location. 	Medium










Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
			<ul style="list-style-type: none"> 🗣️ ○ Give clear time limits and use competitive penalties. 🗣️ ○ Tell participants to wait where they are if they get lost – or ask an adult to direct them to the activity centre reception. 	
		<ul style="list-style-type: none"> 🖐️ ○ Conduct regular head counts 🖐️ ○ If you are not confident in a group/individuals ability then they must not be sent on extensive legs, or far from direct supervision. (an adult can be sent with a group if considered advisable, or sent to provide supervision in a different area) 		
		<ul style="list-style-type: none"> 🔍 ○ If you are not confident in a group/individuals ability then they must not be sent on extensive legs, or far from direct supervision. (an adult can be sent with a group if considered advisable, or sent to provide supervision in a different area) 		

Pioneering



















Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Most hazards covered in generic on ground risk assessment (manual handling of equipment, build structures etc)				
Crushed Fingers	Participants and staff	Medium	<ul style="list-style-type: none"> 🗣️ ○ Tell and demonstrate to participants how to correctly pick up and lower logs, keeping speed slow and communicating with each other. Highlight the hazards to them. 	Low
Collision with Buggy (If building buggies)	All	Medium	<ul style="list-style-type: none"> 🗣️ ○ Tell participants how to stop the buggy. 	Low
			<ul style="list-style-type: none"> 🖐️ ○ Include a specific practice phase for controlled stopping. 🔍 ○ Monitor throughout and position yourself where you can be most effective. 	
Cold water shock and Drowning if building over water elements.	All	High	<ul style="list-style-type: none"> ⚙️ ○ Instructors are trained with water emersion, e.g. Hypothermia and reach rescues. ⚙️ ○ Life ring attached to pole on platform and instructors trained to use it. 	Low
			<ul style="list-style-type: none"> 🗣️ ○ Tell the group that they should avoid going in the water if possible. 🗣️ ○ Make the group aware of hazard, explain what to do if they fall in. 	
			<ul style="list-style-type: none"> 🖐️ ○ Be prepared to halt the session and dry/warm up if someone does fall in to the water. 	

Pond Dipping

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Falling in, Cold water shock and Drowning	All	High	<ul style="list-style-type: none"> ⚙️ ○ Flotation rings easily reachable around the pond dipping area. These are checked on a quarterly basis. 	Low
			<ul style="list-style-type: none"> 🗣️ ○ Set clear boundaries for where to go and ensure there is a means for these to be observed (e.g. working in pairs, good supervision, verbal control) 	

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
			<ul style="list-style-type: none"> ○ Explain how to pond dip effectively – not overreaching with the nets, making a sweeping not jabbing motion. ○ Tell the group: <ul style="list-style-type: none"> ○ not to go in the water, ○ to dip from a kneeling, or lying down position. 	
			<ul style="list-style-type: none">  ○ Show the group the designated areas for dipping younger groups may be restricted to fewer areas where you can provide closer supervision.  ○ Supervise the activity, you can use accompanying adult to provide supervision so that a wider range of areas can be used for the activity. Make sure the accompanying adults are briefed on their responsibilities. 	
Injury from equipment misuse	All	Medium	<ul style="list-style-type: none">  ○ Explain how to pond dip correctly – not overreaching with the nets, making a sweeping not jabbing motion.  ○ Warn participants about hazard of waving nets around as they may hit someone else. 	
Sickness caused by poor hygiene	Individuals	High	<ul style="list-style-type: none">  ○ Tell all participants to wash their hands thoroughly after the activity 	

Rifle Shooting (Instructed)

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Impact from pellet.	All.	High.	<ul style="list-style-type: none">  ○ Session is supervised by an instructor holding a TSA approved shooting qualification.  ○ There is a solid barrier between the firing stations and access to the range  ○ Signs are in place warning people of the danger if they enter the area  ○ Physical barriers to prevent people walking in to the danger area. 	Low
			<ul style="list-style-type: none">  ○ Give clear and simple instructions on the rules of the range as displayed on the range rules board.  ○ .Access to pellets is controlled by the instructor. 	
			<ul style="list-style-type: none">  ○ Control access to the pellets by keeping them with you 	
			<ul style="list-style-type: none">  ○ Check that everyone has understood the rules before continuing. 	
Rifle being stored loaded.	All.	Low.	<ul style="list-style-type: none">  ○ Make sure all rifles are stored in the broken position. 	Low
			<ul style="list-style-type: none">  ○ Checks at the end of the session that the rifle barrel is clear. 	
Loading the Rifle (Danger of loading whilst pointing at another person).	All.	High.	<ul style="list-style-type: none">  ○ The number of people at the firing points controlled by the instructor. 	Low
			<ul style="list-style-type: none">  ○ Give a clear explanation and demonstration on the safe way in which to load the rifle.  ○ Tell participants told not to put their finger near the trigger when loading the rifle. 	
			<ul style="list-style-type: none">  ○ Directly supervise whilst participants are loading their rifles 	

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Crushed fingers.	Participants.	Medium.	<ul style="list-style-type: none"> 🗣️ o Demonstrates and explain where to put your hands when loading the rifle. 🖐️ o Supervise to make sure they are following the instructions correctly 	Medium
Over shoots and side shoots	All.	High.	<ul style="list-style-type: none"> ⚙️ o Suffiencet protection at side to protect from accidental side shots. ⚙️ o Physical Stop behind targets to stop stray pellets. 🗣️ o Give clear instruction on the direction of shooting. 	Low
Unauthorised use.	All.	High.	<ul style="list-style-type: none"> 🖐️ o All rifles and pellets must be removed from the range after use and locked in storage 	Low
Lead Toxicity	Participants	Low	<ul style="list-style-type: none"> 🗣️ o Tell participants to wash hands thoroughly after the session. 🖐️ o All spent pellets should be swept clear at the end of the session and disposed of. 	Low

Rocket Launch (water rockets)

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Hit be a rocket during launch	All	Medium	<ul style="list-style-type: none"> 🖐️ o Make a dynamic decision about who should launch the rocket – for younger groups or if there are behavioural issues an adult might be the most appropriate person. 🖐️ o Pay attention to the wind speed and direction when picking a launch site and rocket orientation so it does not move towards people 🖐️ o Only the person using the rocket launcher (pump) may be near rocket, the rest of the group must wait behind the rocket in safety zone 🔍 o Check that the launch zone is clear of people before launching. 	Low
Hit by a falling rocket			<ul style="list-style-type: none"> 🗣️ o Set boundaries to stop the group accessing the launch zone / range when firing, 🖐️ o Launch zone to be laid out in unused area with a clear overshoot zone 🔍 o Check that the launch zone / range is clear of people before launching. 	Low
Bottle explodes			<ul style="list-style-type: none"> 🖐️ o The rocket must be constructed of soft material (paper, bubble wrap, tissue etc.) and have no sharp objects to reduce impact from collision 🖐️ o Only standard drinks bottles to be used, with manufactured RockIt kit fitted as per the instruction manual. 🔍 o Visually inspect rockets for damage before launching them 	Low

Sensory Trail (Night Line)

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place <small>(⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)</small>	Residual Risk
Collision with people / objects whilst blindfolded.	Participants	Medium	<ul style="list-style-type: none"> ⚙️ Obstacles which form part of the course are managed to have no sharp corners or edges which can be collided with. 	Medium
			<ul style="list-style-type: none"> 🗣️ Brief the group on the activity, to move slowly and use their hands to feel ahead of them. 	
			<ul style="list-style-type: none"> 🖐️ Supervise activity, keep those blindfolded safe from impacting other people or obstacles in a way that could injure them. 🖐️ Use accompanying adult to provide supervision in areas where impact with structures is more likely. 	
Natural hazards while taking part in activities	Participants	Low	<ul style="list-style-type: none"> 🗣️ Set clear boundaries for where to go and ensure there is a means for these to be observed (e.g. working in pairs, using the accompanying adult, verbal control) 	Low
			<ul style="list-style-type: none"> 🖐️ Don't complete activities near significant hazards – e.g. edges, water, stinging nettles, and roads. 	
Other users walking into the night line	Participants	Low	<ul style="list-style-type: none"> ⚙️ The trail is easy to see and does not cross footpaths. 	Low
Entanglement and strangulation	Participants	Medium	<ul style="list-style-type: none"> 🗣️ Tell the group never to wrap ropes around their arms or any other body parts 🗣️ Tell the group to use the palm of their hand to feel for rope when at obstacles 	Low
			<ul style="list-style-type: none"> 🖐️ Supervise activity, keep those blindfolded safe from impacting other people or obstacles in a way that could injure them. 🖐️ Use accompanying adult to provide supervision in areas where impact with structures is more likely. 	

Shelter Building

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place <small>(⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)</small>	Residual Risk
Injury from foreign objects or dangerous items in area	Participants	Medium	<ul style="list-style-type: none"> ⚙️ Shelter build are checked quarterly for developing hazards. 	Low
			<ul style="list-style-type: none"> 🔍 Check the area prior to use with a daily check. Ensure that any hazards are removed (e.g. timber with nails) 🔍 Check trees for broken branches and hanging dead wood. 	
Injury from moving construction material	Participants and staff	medium	<ul style="list-style-type: none"> 🗣️ Tell the group to: <ul style="list-style-type: none"> 🖐️ stay within a designated area (explain clear boundaries), 🖐️ Look around them (up and down) as they walk around the woods. 	Low

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
			<ul style="list-style-type: none"> ○ not move objects which are too big and heavy, (consider using a benchmark such as no thicker than your arm), and get help with large and long objects, ○ be aware of others people so you don't hit them with sticks ○ Don't carry too much at one time. 	
Shelter collapse on participants	Participants	Medium	<ul style="list-style-type: none"> 🗣️ ○ Briefed not to climb on top of shelters. 🔍 ○ Teach participants to shake shelter before climbing inside and check it is sturdy. 	Medium
Scratches and splinters	All	Low	<ul style="list-style-type: none"> ⚙️ ○ All instructors are first aid trained and have access to a first aid kit. 🗣️ ○ Warn the group about the possibility of splinters and tell them avoid any wood which looks like a hazard, this includes 🖐️ ○ Show them any hazardous vegetation such as stinging nettles or thorns. 	Low
Rope entrapment, burns or strangulation	All	Medium	<ul style="list-style-type: none"> 🖐️ ○ Teach participants how to use string or rope properly- including suitable knots, and the being careful not to create trip hazards. 🖐️ ○ Teach participants how to use bungees or elastics carefully, and the being careful not to create trip hazards, and not to overstretch them. 🔍 ○ Check for developing hazards such as string tied across paths. 	Low

Site Work

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Complex site work tasks (e.g. those involving use of high hazard tools) require a separate risk assessment.				
Injuries from misuse of building materials and supplies	All	High	<ul style="list-style-type: none"> 🗣️ ○ Participants must be briefed on the safety rules they need to follow, including boundaries, any hazard, what PPE they need and if there are any restrictions on which tasks they can or cannot perform. 🖐️ ○ All materials to be stored neatly inside a build area as not to create a trip hazard. 🖐️ ○ Supervise use of paints or chemicals in line with manufactures guidelines on the tin, and any controls in the COSHH assessment. 🖐️ ○ Gloves to be issued to participants when moving or collecting materials. 🖐️ ○ PPE should be issued for the task – e.g. gloves, eye protection, and dust masks. 🔍 ○ Provide supervision, or give clear delegated authority to supervise to another adult – this includes discussion responsibilities clearly with them. 	Low
Infection if litter picking or similar	All	Medium	<ul style="list-style-type: none"> 🗣️ ○ Remind participants to wash their hands after the activity. 🖐️ ○ Participants to wear gloves when litter picking. 	Low


















Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
			<ul style="list-style-type: none"> Any cuts should be appropriately cleaned and dressed by a first aider. 	
Injury from incorrect use of tools	All	High	<ul style="list-style-type: none"> ⚙️ Instructors must undergo training themselves on how to use any tools that will be used following the relevant training plan (e.g. hand tools) ⚙️ Controls in General Risk Assessments for tools use must also be followed. 🖐️ Participants must be trained in correct use of tools – this must include practice and then close of supervision. 🖐️ PPE should be issued for the task – e.g. gloves, eye protection, and dust masks. 	Low
Injury during manual handling tasks.	All	Medium	<ul style="list-style-type: none"> ⚙️ Site work should be designed so that unnecessary lifting is avoided, e.g. making use of manual handling aids, or having supplies delivered direct to point of use. 🗣️ Give clear rules given about what can be used or moved, and how to do this safely 🗣️ Use simple rules e.g. “if it’s bigger than you, it takes two” 🗣️ For heavy items give clear simple instructions e.g. “Use your legs to lift, head up, natural back position, walk don’t run”. 🖐️ If large items are carried ensure that a plan is agreed, that the load is well supported, and that the route is planned to reduce the chance of dropping, stumbling, and that ground hazards are minimised. 🔍 Check that participants have understood the rules for lifting. 	Medium

Team Building

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
All foreseeable hazards covered by generic risk assessment. Ongoing dynamic risk assessment by instructor to be used relevant to each task being completed.				

Tomahawk Throwing

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Injury from poor instruction	All	High	<ul style="list-style-type: none"> ⚙️ All instructors are to have completed Tomahawk training as specified on the Tomahawk Throwing APS, or an equivalent course led by an external body. 	Low
Tomahawks/angels Practice Sticks hitting Participants	Participants and staff	High	<ul style="list-style-type: none"> ⚙️ Session is progressive with the opportunity to develop skills under direct coaching. 🗣️ Provide a clear demonstration and explanation of how to throw, use the standard commands identified in the Technical Support Document. 🗣️ Tell the group that is a tomahawk/angel bounces back to step out of the way 	Low

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
			<ul style="list-style-type: none"> ○ Tell participants to aim at points marked on the targets minimum 200mm apart to minimise chance of collision and bounce back.  ○ Don't let participants in the activity area unless it is their turn.  ○ Use the session structure in the TSD to check participants are able to throw safely. ○ Visually check the range is clear before giving the command to throw. 	
Misuse of Tomahawks/angels Practice Sticks (e.g. thrown dangerously)	Participants and staff	High	<ul style="list-style-type: none">  ○ Session is progressive with the opportunity to develop skills under direct coaching.  ○ Provide a clear demonstration and explanation of how to throw, use the standard commands identified in the Technical Support Document.  ○ Ensure the tomahawks are not taken out of the activity areas  ○ Check that participants do not have access to the equipment when they are not being supervised, don't leave angels/tomahawks at the throwing line if you go to collect equipment at the targets. 	Low
Tomahawk/angel being over thrown or released backwards	Spectators	High	<ul style="list-style-type: none">  ○ Overshoot areas are marked and fenced to prevent entry. ○ Spectating areas clearly demarked and protected by either position or suitable mesh. 	Low
Entanglement while throwing	Participants and staff	Medium	<ul style="list-style-type: none">  ○ Check that scout scarves removed, long hair tied back, long earrings removed or taped over. Clothing checked for 'baggy' sleeves. 	Low
Injury from damaged handle/angel	Participant	Low	<ul style="list-style-type: none">  ○ Ask participants to check from sharp edges on handles when they pick up an angel/tomahawk and report any to the you ○ Tell participants to aim at points marked on the targets minimum 200mm apart to minimise chance of collision and bounce back. ○ Instruct participants that if an angel hits another angel at any time, they should check if a sharp edge has been created and report sharp edges to the instructor  ○ Simple repair can be completed on the range (sanding or filing a small edge), otherwise the damaged item should be removed from use and quarantined.  ○ All items to be inspected prior to use. 	Medium
Injury while collecting Tomahawks/angels Practice Sticks	Participants	Medium	<ul style="list-style-type: none">  ○ Target faces must be secure to the frame, and the frame should be secure so that there is no possibility of it tipping over when tomahawks are removed.  ○ Demonstrate and explain how to walk up the side of the range then round to their respective target to avoid any tomahawks fallen on the floor. ○ Tell participants to collect angels from the target before collecting from the floor 	Low

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 💡 What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
			<ul style="list-style-type: none"> ○ Show them how to remove angels/tomahawks, including using one hand on the target to ensure it doesn't fall over, and placing any which have already been collected in a safe place. 	
















Generic Water Risk Assessment

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! o This document should be used in conjunction with the Element Specific Risk Assessment for water activities.

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place <small>(⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)</small>	Residual Risk
Cold Water Immersion/shock	Participants	Medium	<ul style="list-style-type: none"> ⚙️ It is recognised that immersion may occur during some activities. In general, activities will be managed to prevent immersion in water <10°C. o Clear information on clothing requirements given to groups prior to arrival 	Low
			<ul style="list-style-type: none"> 🗣️ Give the group clear instructions and boundaries about the activity to minimise the likelihood of them falling in cold water. o Tell the group what do in case of immersion – lie back, float, control breathing 	
			<ul style="list-style-type: none"> 🖐️ If someone falls in the water use trained recue procedures to recover them as quickly as possible, be prepared to treat for hypothermia. 	
			<ul style="list-style-type: none"> 🔍 Complete a check of participants clothing at the beginning of the session to ensure they are dressed in suitable clothing. This includes the ambient weather conditions. 	
Injury from capsize or Immersion (see separate section on cold water shock)	Participants	High	<ul style="list-style-type: none"> ⚙️ Quarterly checks of activity equipment are completed by people qualified to instruct the activity to identify any defects or developing hazards. o Buoyancy aids are to be worn by all participants and instructors. o Helmets should normally be worn, unless confirmed by a supervisor/manager that this is not necessary for the group/conditions. o Activity Instructors will carry a knife, towing system. 	Low
			<ul style="list-style-type: none"> 🗣️ Tell participants how to fit equipment using demonstrations where appropriate. o Give instructions for what to do if capsizing –e.g. don't panic, try to stay with your boat/raft, and brief for cold water shock. 	
			<ul style="list-style-type: none"> 🖐️ If using canoes have, means of bailing out the craft. 	
			<ul style="list-style-type: none"> 🔍 Check that closed toe shoes are worn to protect feet if falling in o Complete a pre-use (daily) check of all equipment. o Check that all equipment (including buoyancy aids) are correctly fitted to every participant. 	

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Drowning	Participants	High	<ul style="list-style-type: none"> ○ Quarterly checks of activity equipment are completed by people qualified to instruct the activity to identify any defects or developing hazards. ○ Buoyancy aids are to be worn by all participants and instructors. ⚙️ ○ Instructors to have correct training and qualifications/assessments of competency to make dynamic decisions and be able to rescue participants in a variety of situations ○ Instructors to only operate in the zones defined by the operating areas document. ○ For relevant sessions a safety boat will be available - Safety boats will be equipped with paddles or oars, bailer, bridle, towline, flares, 1st Aid kit, throwline, tool kit, anchor, radio, kill cord and knife. 	Low
			<ul style="list-style-type: none"> ○ Complete regular head counts and maintain good supervision (CLAP) of participants. ○ Complete a pre-use (daily) check of all equipment. 🔍 ○ Check that all equipment (including buoyancy aids) are correctly fitted to every participant. 	
Inexperience of staff supervision/coaching	Participants	Medium	<ul style="list-style-type: none"> ○ Staff running the session to hold a relevant NGB or internal training with sign off from a competent person, and stay within remit ⚙️ ○ Assistant staff to hold BC 2 star or paddle discover and FSRT or in house safety training and sign off by a competent person. ○ Staff will receive site specific training for the environment within which they operate ○ The safety and quality of these activities are validated externally by AALA, RYA and or BC where necessary 	Low
Injuries or accidents from poor behaviour, or novice participants taking part in adventurous activities.	Participants	Medium	<ul style="list-style-type: none"> ⚙️ ○ Suitable session ratios are detailed in the activity APS and are normally a ratio of 2:12 for group members to instructors. ○ Clear responsibilities are outlined in the terms and conditions to ensure accompanying adults understand that they are responsible for supervising the group's behaviour 	Low
			<ul style="list-style-type: none"> 🗣️ ○ Give an activity safety briefing to help orientate guests and identify any specific hazards and safety rules they must follow. ○ Set boundaries for operating areas in the safety briefing. ○ Maintain line of sight of all participants while operating in the water. 	
			<ul style="list-style-type: none"> 🖐️ ○ Choose the operating area based on guest needs and environmental conditions. 	
			<ul style="list-style-type: none"> 🔍 ○ Check that rules (including boundaries) were understood, and are followed. ○ Ask visiting staff to provide extra supervision of behaviour if appropriate. 	

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Pre-existing health issues including personal injury or illness	Participant	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o All groups are required to provide information about significant medical requirements during the booking process. The duty manager will ensure that instructors have access to this information.  <ul style="list-style-type: none"> o Discuss health risks with the group leader at the start of the session.  <ul style="list-style-type: none"> o Check that any existing cuts are covered up with waterproof plasters. o Carry out a warm up activity at the start of active sessions, repeated if needed. o Vary activities if appropriate to avoid excessive strain.  <ul style="list-style-type: none"> o Check that accompanying adults have any essential medication accessible (e.g. asthma inhalers, auto-injectors for allergies) 	Low
Injury sustained during participation in the activity	Participants	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o All instructors hold a minimum of First Response training (or higher if required by their NGB qualification) and can deal with minor and emergency first aid scenarios. o The Duty Manager holds a full first aid at work qualification. o A large capacity “reactive” first aid kit is available at reception. o The centre has a “significant injury plan” if needed to ensure emergency services can get to injured parties quickly  <ul style="list-style-type: none"> o If the injury cannot be managed with a first aid kit then tell the duty manager – if you think an ambulance is needed tell them if there is a <u>significant injury</u>.  <ul style="list-style-type: none"> o Use the SHIFT safety procedure in any emergency: <ul style="list-style-type: none"> o S – Stop and get everyone safe. Use other adults to help you. o H – Help, get assistance from other staff (radio, phone, or in person message) o I/F – Deal with the incident or first aid. If you were trained on specific procedures for that activity then use them (e.g. Orienteering, Tunnel Trail) o T – Tell someone, afterwards report the incident and review learning.  <ul style="list-style-type: none"> o Check that you have access to a first aid kit, and a means of communication (e.g. radio, phone) at all times. 	Low
Injury caused by failure of an item of equipment/ the base/ or the surroundings	Participants	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Quarterly checks of activity equipment are completed by people qualified to instruct the activity to identify any defects or developing hazards.  <ul style="list-style-type: none"> o Brief the group on any specific hazards identified from your daily check.  <ul style="list-style-type: none"> o Follow any specific instructions for equipment – these are detailed in the manufacturer’s instructions, or when you were trained. 	Low

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
			<ul style="list-style-type: none"> 🔍 o Prior to use each day check the venue and equipment for hazards, and record a daily check. If the venue/equipment cannot be made safe do not run the session. o Carry out visual checks of equipment and the area throughout the session. 	
Injury from misuse of equipment	Participants	Medium	<ul style="list-style-type: none"> 🗣️ o Brief the group about what must and must not be done on the activity and with the equipment. Use demonstrations where appropriate and check understanding. 	Low
			<ul style="list-style-type: none"> 🖐️ o Choose equipment suitable for the group and conditions if you have options. Plan ahead but also be ready to dynamically change the plan. o Stay vigilant for developing hazards as the session progresses. 	
			<ul style="list-style-type: none"> 🔍 o Monitor and manage group behaviour and use of equipment throughout – if appropriate use accompanying adults to help check instructions are followed. o Be especially vigilant when participants are inexperienced, tired or cold. 	
Injury from handling or moving of activity equipment	Participants	Medium	<ul style="list-style-type: none"> ⚙️ o Activities are designed so that any items to be moved are only as part of the session content, e.g. moving logs for raft build. Unnecessary lifting is avoided. 	Low
			<ul style="list-style-type: none"> 🗣️ o Give clear rules given about what can be used or moved, and how to do this safely o Use simple rules e.g. Work as a team, plan the move, Use your legs to lift, keep your head up, natural back position, walk don't run". 	
			<ul style="list-style-type: none"> 🖐️ o Ensure that movement of items has a suitable number of people based on the capabilities of those carrying equipment – e.g. a raft might require 6 children. 	
			<ul style="list-style-type: none"> 🔍 o Check that participants have understood the rules for lifting. 	
Injury from the collapse of elements built by participants (e.g. rafts)	Participants	Medium	<ul style="list-style-type: none"> ⚙️ o Activities take place in sheltered water where it is easy to rescue participants. 	Medium
			<ul style="list-style-type: none"> 🗣️ o Warn participants that structures need testing before they can be used. 	
			<ul style="list-style-type: none"> 🖐️ o Teach the group correct building techniques, such as correct knots or lashings. 	
			<ul style="list-style-type: none"> 🔍 o Perform a visual and tactile inspection before use. E.g. look at and shake a raft. 	
Injury from unsupervised use of equipment	Anyone in vicinity	High	<ul style="list-style-type: none"> ⚙️ o Personal equipment, water craft and ropes for lashings to be locked/secured when unsupervised. 	Low
			<ul style="list-style-type: none"> 🖐️ o Where possible remove equipment or make inaccessible when you leave a venue. 	
	Participants	Low	<ul style="list-style-type: none"> ⚙️ o The duty manager will check the weather forecast prior to the day's activities and pass on relevant information to each instructor. 	Low

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Injury resulting from environmental/weather conditions			<ul style="list-style-type: none">  If extreme weather is forecast then the Duty Manager must use the centres Inclement Weather Plan to make alternative arrangements for safety.  Make participants aware of the effects of the weather – be particularly mindful of wind speed, direction and wind chill.  Be ready to dynamically change or adapt the activity if the environmental condition compromise the safety, or learning of the group.  Be aware of the effects of an offshore wind and how it will move water craft.  Follow the 30:30 rule; if the gap between thunder and lightning (flash to bang) is under 30 seconds go to safety for 30 minutes. Restart with each new lightning.  Check everyone has suitable clothing during the activity and provide kit where possible, including suitable outer layers.  Be vigilant for signs of foreseeable conditions related to the weather conditions (e.g. hypothermia, dehydration) and take appropriate action. 	
Clients with additional abilities or needs	Individuals with additional needs	Medium	<ul style="list-style-type: none">  Groups must share information prior to arrival using the inclusion pro-forma.  This should be reviewed by the relevant supervisor/manager and any specific adaptations determined with an individual risk assessment.  Instructors should be informed about additional needs or adaptations by supervisors. Additional support should be given if necessary to manage safety.  Check what adaptations need to be made with your supervisor/manager.  Additional adults can be used for extra supervision or specialist competence.  Consult accompanying adults for advice during the activity. 	Low
Injury from Safety Boat / Failure of safety boat.	Participants in the water	High	<ul style="list-style-type: none">  All safety boats are fitted with prop guards  All safety boat drivers should have been as a minimum trained by an RYA Power Boat instructor with safety boat qualification, and have site specific training on rescue procedures for the craft being used. Some activities require a higher competence.  Complete a pre-use check of the safety boat to ensure it is working effectively and equipped with the correct emergency equipment.  Be vigilant for signs of foreseeable conditions related to the weather conditions (e.g. hypothermia, dehydration) and take appropriate action. 	Low

Element specific Water Risk Assessment













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! o This document should be used in conjunction with the Generic Risk Assessment for water activities.









Bell Boats

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place <small>(⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)</small>	Residual Risk
Supervision of the group	Group	Medium	<ul style="list-style-type: none"> ⚙️ o Activity takes place within the area described on the operating map/document o Instructors must have completed in house training and assessment (with assessment by a competent person) or the appropriate NGB award with onsite induction. o A ratio 1 instructor per Bell Boat is used. (this can include the safety boat helm). o There must always be a safety boat in operation if using Zones B and C. o If only 1 Bell Boat is in use there must still be a safety boat. 	Low
			<ul style="list-style-type: none"> 🖐️ o Maintain good supervision on the group using CLAP at all times. o If completing games on land (e.g. at the other side of the reservoir) then use the controls specified in the unground risk assessment to ensure safety. 	
Slips trips and falls, including impact with equipment (e.g. paddles)	Group	Medium	<ul style="list-style-type: none"> ⚙️ o Helmets are compulsory for all in this session. 	Low
			<ul style="list-style-type: none"> 🗣️ o Highlight the risk of being hit with a paddle, and demonstrate correct paddling technique to minimise the chance of accidental strikes. 	
			<ul style="list-style-type: none"> 🔍 o Check that clothing requirements have been met (e.g. closed toe shoes) 	
Use of improvised sailing – unsuitable conditions	All	Medium	<ul style="list-style-type: none"> ⚙️ o Improvised sailing only to be completed if there is an assessment of the conditions in relation to the winds, age, and ability of the group. o Staff should be trained and assessed by a competent person to use this technique. 	Low
Impact / entrapment with the improvised sail.	Group	Medium	<ul style="list-style-type: none"> ⚙️ o Helmets must be worn o Instructor must carry a rescue knife. 	Low
			<ul style="list-style-type: none"> 🗣️ o Highlight the risk of the improvised sail, that it is an obstruction to be avoided, especially the risk of entanglement in any rigging ropes. 	

Canoe

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Supervision of the group	Group	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Activity takes place within the area described on the operating map/document o Instructors must hold the qualifications defined in the Operating Procedures – typically a Paddlesport Leader award, or Paddle Sport instructor with additional training and sign off by a competent person. o A ratio of 1 instructor to 6 people in solo canoes, or 1 to 12 people in tandem canoes is to be used. o There must always be a safety boat on standby if using Zones B and C.  <ul style="list-style-type: none"> o Maintain good supervision on the group using CLAP at all times. 	Low
Slips trips and falls, including impact with equipment (e.g. paddles)	Group	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Helmets should be used by default but may not be worn with approval of a supervisor/duty manager based on the instructor's professional discretion, conditions on the day, the group and operating environment.  <ul style="list-style-type: none"> o Highlight the risk of being hit with a paddle, and demonstrate correct paddling technique to minimise the chance of accidental strikes.  <ul style="list-style-type: none"> o Check that clothing requirements have been met (e.g. closed toe shoes) 	Low
Use of improvised sailing – unsuitable conditions	All	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Improvised sailing only to be completed if there is an assessment of the conditions in relation to the winds, age, and ability of the group. o Staff should be trained and assessed by a competent person to use this technique. 	Low
Impact / entrapment with the improvised sail.	Group	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Helmets must be worn o Instructor must carry a rescue knife.  <ul style="list-style-type: none"> o Highlight the risk of the improvised sail, that it is an obstruction to be avoided, especially the risk of entanglement in any rigging ropes. 	Low

Jetty Jumping











Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Slips, trip and falls	All	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Tell participant to jump from a standing position, no running and jumping o Give participants clear instructions: no running, only jumping is allowed.  <ul style="list-style-type: none"> o Check that clothing requirements have been met (e.g. closed toe shoes) 	Low
Injury from hitting jetty	All	High	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Participants to wear helmets during activity  <ul style="list-style-type: none"> o Tell participants to only jump feet first – no somersaults o Give participants clear instructions: no running, only jumping is allowed. 	Low

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Participants Jumping on to each other	All	Medium	<ul style="list-style-type: none"> 🖐️ Manage when participants jump – one at a time for first jump, in pair's thereafter. 🖐️ Only allow the next participants to jump once participants have swam out the way and are a minimum of 5 meters from the shore 	Low
Other users of jetty	All	Medium	<ul style="list-style-type: none"> ⚙️ Jetty jumping to only be allowed if the jetty is not being used by other sessions (unless they are also Jetty Jumping) 	Low
Avoidance from going under the Jetty	All	Medium	<ul style="list-style-type: none"> 🖐️ Observe participants swimming to the jetty and encourage them to swim to shore 🖐️ Use a pole to assist if needed, pull them to the jetty and lift them out 	Low
Drowning/Cold Water Shock			<ul style="list-style-type: none"> ⚙️ Buoyancy aids to be worn during activity 	Low
			<ul style="list-style-type: none"> 🗣️ Brief the group on cold water shock and how to deal with it. 	
			<ul style="list-style-type: none"> 🖐️ Be ready to intervene if necessary, ensure suitable equipment is available- e.g. pole, throwline. 	
			<ul style="list-style-type: none"> 🔍 Check if participants can swim before the activity – if they cannot and still want to participate select the venue carefully and put in place additional controls e.g. someone to assist them back to safety quickly or supervision from the water. 	










Kayak

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Supervision of the group	Group	Medium	<ul style="list-style-type: none"> ⚙️ Activity takes place within the area described on the operating map/document ⚙️ Instructors must hold the qualifications defined in the Operating Procedures – typically a Paddlesport Leader award, or Paddle Sport instructor with additional training and sign off by a competent person. ⚙️ A ratio of 1 instructor to 8 people in kayaks, or 2 to 12 people if working with an assistant ⚙️ There must always be a safety boat on standby if using Zones B and C. 	Low
Slips trips and falls, including impact with equipment (e.g. paddles)	Group	Medium	<ul style="list-style-type: none"> 🖐️ Maintain good supervision on the group using CLAP at all times. 	Low
			<ul style="list-style-type: none"> ⚙️ Helmets are compulsory for this session. 	
			<ul style="list-style-type: none"> 🗣️ Highlight the risk of being hit with a paddle, and demonstrate correct paddling technique to minimise the chance of accidental strikes. 	
			<ul style="list-style-type: none"> 🔍 Check that clothing requirements have been met (e.g. closed toe shoes) 	

Launch Trips

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Falling in when launching and landing	Group	High	 <ul style="list-style-type: none"> Give clear instructions to the group about which routes to use and where they can stand, wait and be safe.  <ul style="list-style-type: none"> Position yourself where you can provide supervision using the principles of CLAP. 	Low
Mechanical failure	Group	Medium	 <ul style="list-style-type: none"> The launch should be checked quarterly for routine operating, and undergo an annual check by a competent person (e.g. a mechanic)  <ul style="list-style-type: none"> Complete pre-use checks of the launch. 	Low
Sinking	Group	High	 <ul style="list-style-type: none"> The launch is equipped with emergency equipment. A safety boat must be on standby with a means of contact.  <ul style="list-style-type: none"> Tell the group what to do if there is a problem and the boat sinks, explain where safety equipment is located and how to use it. 	Low

Raft Build

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Supervision of the group	Group	Medium	 <ul style="list-style-type: none"> Activity takes place within the area described on the operating map/document Instructors must have completed in house training and assessment (with assessment by a competent person) or the appropriate NGB award with onsite induction. The session will be broken down and supervised as four phases- <ol style="list-style-type: none"> 1)Planning 2)Raft building 3)Paddling the rafts on the water 4)Dismantling Phases 1, 2 and 4 may be assisted/supervised by the groups own staff with a appropriate briefing. And instruction from the instructor. 	Low
Entrapment or entanglement in ropes.	Group	High	 <ul style="list-style-type: none"> Tell participants not to wrap ropes around themselves, or put their arms/legs through loops, or gaps in the raft structure.  <ul style="list-style-type: none"> Carry a rescue knife to quickly release any entanglement in ropes. 	Low
Incorrect lifting or mishandling of raft build equipment	Group	Medium	 <ul style="list-style-type: none"> Equipment used is selected to be movable by children.  <ul style="list-style-type: none"> Teach participants how to safely handle equipment <ul style="list-style-type: none"> Be aware of other people's location when moving poles. Minimum of two people per pole/barrel if children. To work in groups of 6 (under 14's) or 4 (adults) when moving rafts. 	Medium

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Slips trips and falls, including impact with equipment	Group	Medium	⚙️ o Helmets are compulsory for this activity.	Low
			🗣️ o Highlight the risk of being hit with a paddle or pole, and demonstrate correct paddling technique to minimise the chance of accidental strikes.	
			🖐️ o Make sure that participant kneel (don't stand) if they are within 5 meters of the shore, jetty, or a boat.	
			🔍 o Check that clothing requirements have been met (e.g. closed toe shoes)	
Recovery of immersed participants / hazard of canoe with SUP for Safety	Group	Medium	⚙️ o The instructor to be positioned in a Canoe during the on water part of the session, they should tow a paddleboard as a rescue platform for any participants who enter the water.	Low
			🖐️ o Be aware of the hazard presented to people in the water by the canoe towing SUP board and paddle the canoe accordingly, paying constant attention to the proximity of the canoe/SUP and paddle to any Group	

Sailing

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Experience of supervising staff	Group	Medium	⚙️ o Staff qualifications, safety boat requirements and ratios are as set by RYA in the 'Guidance Notes for the inspecting of RYA Training Centre in the UK'. o These activities are validated externally by AALA and the RYA o Operations will be within RYA remit and terms of reference.	Low
Hazards of venue choice and conditions	Group	Medium	⚙️ o Sailing tasters and introductory courses will be run from the waterfront within sight of the flag. o Day sailing to other areas will be authorised by the SI and Principle. Day sailors will be given a map showing out of bounds areas and escape routes. o A detailed route plan must be logged and followed o Instructors planning to leave this operating area must inform lead Instructor and have radio contact with water manager or office, this should include their expected return time and destination.	Low
			🖐️ o Consider the suitability of the operating area/venue and plan accordingly.	
Slips trips and falls, including impact with equipment	Group	Medium	⚙️ o Helmets are compulsory for under 18s on this activity, over 18s advised to use one.	Low
			🗣️ o Highlight the risk of being hit by the boom, and demonstrate where/when this might happen to minimise the chance of accidental strikes.	
			🔍 o Check that clothing requirements have been met (e.g. closed toe shoes)	

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Safety boat equipped to rescue	Group	Medium	<ul style="list-style-type: none"> ⚙️ <ul style="list-style-type: none"> o A safety boat must be used in zones B and C. o The operator must be qualified to RYA Safety Boat level. 	Low
Entrapment	Group	High	<ul style="list-style-type: none"> ⚙️ <ul style="list-style-type: none"> o Masthead buoyancy fitted to double handers to prevent inversion 🗣️ <ul style="list-style-type: none"> o Highlight to the group the risk of entrapment/entanglement in the craft and rigging, brief them not to wrap ropes around themselves. 	Low
			<ul style="list-style-type: none"> 🖐️ <ul style="list-style-type: none"> o If a capsizes occurs establish awareness of where the participants are located, and ensure you have accounted for all of them. o Monitor scene of any capsizes immediately and take any necessary action. 	
Inversion	Group	Medium	<ul style="list-style-type: none"> ⚙️ <ul style="list-style-type: none"> o Mast head buoyancy (inflatable air bags) will be used on double handers. 	Low
			<ul style="list-style-type: none"> 🗣️ <ul style="list-style-type: none"> o Tell participants to go straight to the centre or dagger board if they capsizes to prevent inversion, and highlight that it is a priority to ensure the craft does not invert. 	

Stand Up Paddleboards

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place (⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)	Residual Risk
Supervision of the group	Group	Medium	<ul style="list-style-type: none"> ⚙️ <ul style="list-style-type: none"> o Activity takes place within the area described on the operating map/document o Instructors must hold the qualifications defined in the Operating Procedures – typically a relevant British Canoeing qualification with additional training and sign off by a competent person. o A ratio of 1 instructor to 8 people if operating solo, or 2 to 12 people if working with an assistant. o There must always be a safety boat on standby if using Zones B and C. 	Low
			<ul style="list-style-type: none"> 🖐️ <ul style="list-style-type: none"> o Maintain good supervision on the group using CLAP at all times. 	
Slips trips and falls, including impact with equipment (e.g. paddles)	Group	Medium	<ul style="list-style-type: none"> ⚙️ <ul style="list-style-type: none"> o Helmets should be used by default but may not be worn with approval of a supervisor/duty manager based on the instructor's professional discretion, conditions on the day, the group and operating environment. 	Low
			<ul style="list-style-type: none"> 🗣️ <ul style="list-style-type: none"> o Highlight the risk of being hit with a paddle, and demonstrate correct paddling technique to minimise the chance of accidental strikes. 	
			<ul style="list-style-type: none"> 🖐️ <ul style="list-style-type: none"> o Make sure that participant kneel (don't stand) if they are within 5 meters of the shore, jetty, or a boat. 	
			<ul style="list-style-type: none"> 🔍 <ul style="list-style-type: none"> o Check that clothing requirements have been met (e.g. closed toe shoes) 	