

**Activity Risk Assessments**

**Updated by:** Cal Williams

**Post:** Centre Manager

**Date:** 28th May 2019

These risk assessments will be reviewed regularly. Any amendments will be recorded in this document.

Full review will take place following any of the following three occurrences:

*A serious accident to a participant which requires hospital treatment.*

*A reported near miss.*

*An incident that causes replacement to equipment or structures other than normal wear and tear.*

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| **RISK ASSESSMENT FOR:** | | **Air Rifles** | | | |  | |  | |  |  |
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| **Hazard Identified** | **Likelihood** | | | **Severity** | **Risk** | **Who is at risk?** | **Control Measures** | | | | |
| Slips, trips and falls | 1 | | | 2 | 2 | Instructors & participants | Instructors to ensure that all participants walk on the range. | | | | |
| Inadequate control of participants | 1 | | | 3 | 3 | Participants | All instructors to be suitably qualified.  Instructors to be regularly monitored by Centre Manager.  Groups have own supervisors to manage behaviour. | | | | |
| Ricochet | 1 | | | 2 | 2 | Instructors & participants | Padding on solid objects to avoid ricochet. | | | | |
| Equipment failure | 1 | | | 3 | 3 | Participants | Equipment checked before and after each session and at other times by the Centre Manager and his Deputy.  Any damage reported to the Centre Manager. | | | | |
| Indiscriminate firing | 1 | | | 3 | 3 | Instructors & Participants | In briefing, instructors to explain that rifles must only point towards the ground or towards the targets. They can only be fired at targets.  Instructor to monitor all shooters at all times. | | | | |
| Transport of rifles between storage and rifle range | 1 | | | 2 | 2 | Instructors | Rifles locked away in box, and stored in secure building.  Rifles moved on site in box. | | | | |
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| **Training Requirements:** | | | All air rifle instructors must hold the National Small-bore Rifle Association Range Officer qualification, its equivalent or higher. | | | | | | | | |
| **Monitoring:** | | | All site instructors monitored by the Centre Manager and Air Rifle Adviser on a regular basis. Group’s own instructors monitored as required.  Centre Manager to check equipment quarterly for damage and wear and tear. | | | | | | | | |

**Likelihood**: 1=Very unlikely, 2=Unlikely, 3=Possible, 4=Very likely, 5=Certain **Severity**: 1=Trivial injury, 2=Minor injury, 3=Major injury, 4=Single fatality, 5=Multiple fatality

**Risk**: Likelihood x Severity

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| **RISK ASSESSMENT FOR:** | | **Archery** | | | |  | |  | |  |  |
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| **Hazard Identified** | **Likelihood** | | | **Severity** | **Risk** | **Who is at risk?** | **Control Measures** | | | | |
| Slips, trips and falls | 1 | | | 2 | 2 | Instructors & participants | Instructors to ensure that all participants walk on the range, especially when collecting arrows. | | | | |
| Inadequate control of participants | 1 | | | 3 | 3 | Participants | All instructors to be suitably qualified.  Instructors to be regularly monitored by Centre Manager.  Groups have own supervisors to manage behaviour. | | | | |
| Hit by arrow | 1 | | | 4 | 4 | Instructors & participants | In briefing, instructors explain that arrows must only point towards the ground or towards the targets.  Instructor to monitor all archers at all times. | | | | |
| Equipment failure | 1 | | | 3 | 3 | Participants | Equipment checked before and after each session and at other times by the Centre Manager and his Deputy.  Any damage reported to the Centre Manager or Archery Adviser. | | | | |
| Indiscriminate firing | 1 | | | 3 | 3 | Instructors & Participants | In briefing, instructors to explain that arrows must only point towards the ground or towards the targets. They can only be fired at targets.  Instructor to monitor all archers at all times. | | | | |
| Injury caused by bowstring | 1 | | | 3 | 3 | Participants | Bracers (arm protection) provided.  Participants encouraged to wear long sleeved clothing and keep sleeves rolled down. | | | | |
|  |  | | |  |  |  |  | |  | | |
| **Training Requirements:** | | | All archery instructors must hold the Archery GB Leader Award, its equivalent or higher. | | | | | | | | |
| **Monitoring:** | | | All site instructors monitored by the Centre Manager and Archery Adviser on a regular basis. Group’s own instructors monitored as required.  Archery Adviser or Centre Manager to check equipment quarterly for damage and wear and tear. | | | | | | | | |

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| **RISK ASSESSMENT FOR:** | | **Bushcraft and Camp Craft** | | | |  | |  | |  |  |
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| **Hazard Identified** | **Likelihood** | | | **Severity** | **Risk** | **Who is at risk?** | **Control Measures** | | | | |
| Slips, trips and falls | 2 | | | 3 | 6 | Instructors & Participants | Participants instructed not to run and to take extra care when carrying equipment. | | | | |
| Manual handling | 2 | | | 3 | 6 | Instructors & Participants | Participants instructed in safe lifting and carrying. | | | | |
| Cuts from knives | 3 | | | 3 | 9 | Instructors & Participants | Supervision provided by trained/experienced instructors.  Full instruction and close supervision provided by instructors.  Knives regularly sharpened and cleaned. | | | | |
| Cuts from axes and saws | 2 | | | 3 | 6 | Instructors & Participants | Supervision provided by trained/experienced instructors.  Full instruction and close supervision provided by instructors.  Axes and saws kept sharp. Axe handles regularly checked for cracks and damage.  Bystanders kept to a safe distance.  Participants to wear appropriate clothing including hiking boots. | | | | |
| Food poisoning | 2 | | | 3 | 6 | Instructors & Participants | Food checked before consumption.  Collected food (e.g. berries) to be checked before consumption by a knowledgeable adult. | | | | |
| Burns and scalds | 4 | | | 2 | 8 | Instructors & Participants | Water bucket by each fire and use of water explained before fires are lit.  Participants warned to take care and not wave around glowing or burning sticks. | | | | |
| Effects of heat and cold | 3 | | | 2 | 6 | Instructors & Participants | Participants to dress appropriately and drink liquid as required.  Group leaders to provide sun cream, etc as required. | | | | |
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| **Monitoring:** | | | Centre Manager to monitor instructors on an annual basis.  Centre Manager to check equipment quarterly for damage and wear and tear. | | | | | | | | |

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| **RISK ASSESSMENT FOR:** | | **Challenge Course** | | | |  | |  | |  |  |
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| **Hazard Identified** | **Likelihood** | | | **Severity** | **Risk** | **Who is at risk?** | **Control Measures** | | | | |
| Slips, trips and falls (including falls from elements) | 2 | | | 3 | 6 | Participants | Supervisors to brief participants before use.  Supervisors situated at elements most likely to be fallen from.  Supervisors to be first aid qualified. | | | | |
| Drowning | 1 | | | 4 | 4 | Participants | Supervisors situated at elements most likely to be fallen from.  Supervisors to be first aid qualified. | | | | |
| Striking objects | 1 | | | 3 | 3 | Participants | Supervisors situated at elements most likely to be fallen from.  Supervisors to be first aid qualified. | | | | |
| Equipment failure | 1 | | | 3 | 3 | Participants | Supervisors to inspect equipment before use and damage/concerns to be reported to the Centre Manager.  Centre staff/volunteers to carry out regular checks. | | | | |
| Back injury | 1 | | | 3 | 3 | Participants | Supervisors situated at elements most likely to be fallen from.  Supervisors to be first aid qualified. | | | | |
| Rope burns | 1 | | | 2 | 2 | Participants | Supervisors to be first aid qualified. | | | | |
| Unauthorised access | 3 | | | 4 | 12 | Anyone accessing equipment | All group leaders using the centre are instructed that equipment is out of bounds unless booked. | | | | |
| Injury caused by contact with sticks. | 2 | | | 3 | 6 | Participants | Cover all open wounds with waterproof plasters. | | | | |
| Ingestion: Water borne infection/bacteria | 2 | | | 2 | 4 | Participants | Participants instructed not to drink stream water. | | | | |
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| **Monitoring:** | | | Centre staff/volunteers to check equipment quarterly for damage and wear and tear. | | | | | | | | |

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| **RISK ASSESSMENT FOR:** | | **Cross Bows** | | | |  | |  | |  |  |
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| **Hazard Identified** | **Likelihood** | | | **Severity** | **Risk** | **Who is at risk?** | **Control Measures** | | | | |
| Slips, trips and falls | 2 | | | 3 | 6 | Participants | Participants instructed not to run at any time. | | | | |
| Equipment failure | 2 | | | 3 | 6 | Participants | Supervisors to check equipment before and after use and at least once during session. | | | | |
| Hit by bolt | 2 | | | 2 | 4 | Participants | Supervisors ensure that cross bows always point towards targets.  Supervisors ensure that no on crosses firing line until all have finished shooting.  Supervisors to be first aid qualified. | | | | |
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| **Monitoring:** | | | Centre staff/volunteers to check equipment quarterly for damage and wear and tear. | | | | | | | | |

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| **RISK ASSESSMENT FOR:** | | **Dam Building** | | | |  | |  | |  |  |
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| **Hazard Identified** | **Likelihood** | | | **Severity** | **Risk** | **Who is at risk?** | **Control Measures** | | | | |
| Slips, trips and falls | 2 | | | 2 | 4 | Participants | Participants instructed not to run at any time. | | | | |
| Drowning | 1 | | | 4 | 4 | Participants | Water activities supervised by an adult. | | | | |
| Lifting injury | 2 | | | 3 | 6 | Participants | Instruction on safe lifting. | | | | |
| Water contact diseases | 1 | | | 3 | 3 | Participants | Remind participants that sticks have two ends, and those carrying should be aware of both.  Sticks not to be used as swords or spears. | | | | |
| Injury caused by contact with sticks. | 2 | | | 3 | 6 | Participants | Cover all open wounds with waterproof plasters.  Participants instructed not to drink stream water. | | | | |
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| **Monitoring:** | | | Centre staff/volunteers to check equipment quarterly for damage and wear and tear. | | | | | | | | |

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| **RISK ASSESSMENT FOR:** | | **Grass Sledging** | | | |  | |  | |  |  |
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| **Hazard Identified** | **Likelihood** | | | **Severity** | **Risk** | **Who is at risk?** | **Control Measures** | | | | |
| Slips, trips and falls | 2 | | | 2 | 4 | Participants | Participants instructed not to run at any time. | | | | |
| Hand injuries | 1 | | | 2 | 2 | Participants | Participants must keep hands on handles. | | | | |
| Lifting or back injury | 1 | | | 3 | 3 | Participants | Participants instructed to lift sledges in pairs.  Sledges to be used properly. | | | | |
| Striking objects | 1 | | | 3 | 3 | Participants | Only use on land with good space for stopping. | | | | |
| Equipment failure | 1 | | | 3 | 3 | Participants | Supervisors to inspect equipment before use. | | | | |
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| **Monitoring:** | | | Centre staff/volunteers to check equipment quarterly for damage and wear and tear. | | | | | | | | |

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| **RISK ASSESSMENT FOR:** | | **Orienteering** | | | |  | |  | |  |  |
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| **Hazard Identified** | **Likelihood** | | | **Severity** | **Risk** | **Who is at risk?** | **Control Measures** | | | | |
| Slips, trips and falls | 2 | | | 2 | 4 | Participants | Ensure group is aware of terrain and risks. | | | | |
| Team or individual becoming lost | 1 | | | 3 | 3 | Participants | Ensure teams remain together.  Explain boundaries.  Instruct participants to head downhill if they become lost which will take them to the village of Cranham. | | | | |
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| **Monitoring:** | | | Centre staff/volunteers to check equipment quarterly for damage and wear and tear. | | | | | | | | |

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| **RISK ASSESSMENT FOR:** | | **Pioneering** | | | |  | |  | |  |  |
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| **Hazard Identified** | **Likelihood** | | | **Severity** | **Risk** | **Who is at risk?** | **Control Measures** | | | | |
| Slips, trips and falls | 2 | | | 2 | 4 | Participants | Participants instructed not to run at any time. | | | | |
| Drowning | 1 | | | 4 | 4 | Participants | Water activities supervised by an adult. | | | | |
| Lifting injury | 2 | | | 3 | 6 | Participants | Instruction on safe lifting. | | | | |
| Water contact diseases | 1 | | | 3 | 3 | Participants | Remind participants that sticks have two ends, and those carrying should be aware of both.  Sticks not to be used as swords or spears. | | | | |
| Injury caused by contact with sticks. | 2 | | | 3 | 6 | Participants | Cover all open wounds with waterproof plasters.  Participants instructed not to drink stream water. | | | | |
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| **Monitoring:** | | | Centre staff/volunteers to check equipment quarterly for damage and wear and tear. | | | | | | | | |

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| **RISK ASSESSMENT FOR:** | | **Quiz Walk & Site Photo Quiz** | | | |  | |  | |  |  |
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| **Hazard Identified** | **Likelihood** | | | **Severity** | **Risk** | **Who is at risk?** | **Control Measures** | | | | |
| Slips, trips and falls | 2 | | | 2 | 4 | Participants | Ensure group is aware of terrain and risks. | | | | |
| Road Traffic Accident | 1 | | | 4 | 4 | Participants | Encourage road and car park awareness and use of high visibility clothing. | | | | |
| Team or individual becoming lost | 1 | | | 3 | 3 | Participants | Ensure teams remain together.  Explain boundaries.  Instruct participants to head downhill if they become lost which will take them to the village of Cranham. | | | | |
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| **Monitoring:** | | | None | | | | | | | | |

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| **RISK ASSESSMENT FOR:** | | **Slack Line** | | | |  | |  | |  |  |
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| **Hazard Identified** | **Likelihood** | | | **Severity** | **Risk** | **Who is at risk?** | **Control Measures** | | | | |
| Slips, trips and falls (including falls from slack line) | 2 | | | 3 | 6 | Participants | Supervisors to brief participants before use.  Supervisors situated at sides of slack line to support participants.  Supervisors to be first aid qualified. | | | | |
| Striking slack line anchors at ends | 1 | | | 3 | 3 | Participants | Supervisors situated to assist participants onto slack line.  Supervisors to be first aid qualified. | | | | |
| Equipment failure | 1 | | | 3 | 3 | Participants | Supervisors to inspect equipment before use and damage/concerns to be reported to the Centre Manager.  Centre staff/volunteers to carry out regular checks. | | | | |
| Back injury | 1 | | | 3 | 3 | Participants | Supervisors situated at sides of slack line to support participants.  Supervisors to be first aid qualified. | | | | |
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| **Monitoring:** | | | Centre staff/volunteers to check equipment quarterly for damage and wear and tear. | | | | | | | | |

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| **RISK ASSESSMENT FOR:** | | **Sumo Wrestling** | | | |  | |  | |  |  |
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| **Hazard Identified** | **Likelihood** | | | **Severity** | **Risk** | **Who is at risk?** | **Control Measures** | | | | |
| Slips, trips and falls | 3 | | | 2 | 6 | Participants | Supervisors to brief participants before use – falls are to be expected but full safety equipment must be worn.  Activity must take place on mats.  Supervisors to be first aid qualified. | | | | |
| Head or neck injury | 1 | | | 3 | 3 | Participants | Brief participants before use – full safety equipment must be worn. | | | | |
| Back injury | 1 | | | 3 | 3 | Participants | Brief participants before use – full safety equipment must be worn.  Activity must take place on mats. | | | | |
| Manual Handling | 2 | | | 3 | 6 | Participants | Adults must be involved in heavy lifting and carrying.  Share the load between two or more people where necessary. | | | | |
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| **Monitoring:** | | | Centre staff/volunteers to check equipment quarterly for damage and wear and tear. | | | | | | | | |

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| **RISK ASSESSMENT FOR:** | | **Team Building** | | | |  | |  | |  |  |
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| **Hazard Identified** | **Likelihood** | | | **Severity** | **Risk** | **Who is at risk?** | **Control Measures** | | | | |
| Slips, trips and falls | 3 | | | 2 | 6 | Participants | Participants instructed not to run and to be careful when moving around equipment. | | | | |
| Equipment Failure | 2 | | | 3 | 6 | Participants | Supervisors to check equipment before and after use and at least once during use. | | | | |
| Lifting/carrying injuries | 1 | | | 3 | 3 | Participants | Participants to be instructed in safe lifting and carrying as required. | | | | |
| Hit by moving object | 3 | | | 2 | 6 | Participants | Participants reminded to be aware of who is around while carrying or moving equipment. | | | | |
| Fall from height | 2 | | | 2 | 4 | Participants | Exercises are generally close to ground.  Risks of any falls discussed with participants before exercise commences. | | | | |
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| **Monitoring:** | | | Centre staff/volunteers to check equipment quarterly for damage and wear and tear. | | | | | | | | |
| **RISK ASSESSMENT FOR:** | | **Tomahawks** | | | |  | |  | |  |  |
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| **Hazard Identified** | **Likelihood** | | | **Severity** | **Risk** | **Who is at risk?** | **Control Measures** | | | | |
| Slips, trips and falls | 1 | | | 2 | 2 | Instructors & participants | Instructors to ensure that all participants walk on the range. | | | | |
| Inadequate control of participants | 1 | | | 3 | 3 | Participants | All instructors to have attended a training course.  Instructors to be regularly monitored by Centre Manager.  Groups have own supervisors to manage behaviour. | | | | |
| Release of axe behind thrower | 1 | | | 3 | 3 | Instructors & participants | Instructors to ensure that axes are held correctly.  Spectators to stand to side of throwers and not directly behind them. | | | | |
| Equipment failure | 1 | | | 3 | 3 | Participants | Equipment checked before, during and after each session and at other times by the Centre Manager and his Deputy.  Faulty axes to be removed from use until repairs are made.  Any damage reported to the Centre Manager. | | | | |
| Hit by axe | 1 | | | 4 | 4 | Instructors & Participants | Instructors to ensure that axes are held correctly.  Spectators to stand to side of throwers and not directly behind them.  First aid kit available on activity and all instructors to be first aid trained.  Suitable footwear (e.g. boots) to be worn. | | | | |
| Transport of equipment between storage and range | 1 | | | 2 | 2 | Instructors | Axes locked away in activity store.  Axes to be carried in box or for individual axes to the side of a person, held by the head, with the sharp edge away from the person. | | | | |
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| **Training Requirements:** | | | All instructors must have attended a site specific training course. Other training courses may be accepted subject to approval by the Centre Manager. | | | | | | | | |
| **Monitoring:** | | | All site instructors monitored by the Centre Manager on a regular basis. Group’s own instructors monitored as required.  Centre Manager to check equipment quarterly for damage and wear and tear. | | | | | | | | |

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| **RISK ASSESSMENT FOR:** | | **Traverse Wall** | | | |  | |  | |  |  |
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| **Hazard Identified** | **Likelihood** | | | **Severity** | **Risk** | **Who is at risk?** | **Control Measures** | | | | |
| Slips, trips and falls (including falls from wall) | 2 | | | 3 | 6 | Participants | Rules provided before use.  Supervisors must be first aid qualified.  Use of ‘spotting’ for less confident participants.  *(Spotting is following a climber around the wall. The spotter stands close to the back of the participant, braced to catch them if necessary)* | | | | |
| Striking objects | 1 | | | 3 | 3 | Participants | Rules and briefing provided before use.  Supervisors must be first aid qualified.  Use of ‘spotting’ for less confident participants. | | | | |
| Equipment failure | 1 | | | 3 | 3 | Participants | Equipment inspected by supervisors before use and by Centre Manager or Centre staff/ volunteers to carry out regular checks. | | | | |
| Back injury | 1 | | | 3 | 3 | Participants | Rules and briefing provided before use.  Supervisors must be first aid qualified.  Use of ‘spotting’ for less confident participants. | | | | |
| Unauthorised access | 1 | | | 3 | 3 | Anyone accessing equipment | All group leaders using site are instructed that the equipment is out of bounds unless booked.  Signage on equipment stating that equipment must not be used without a responsible adult and prior booking. | | | | |
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| **Monitoring:** | | | Centre staff/volunteers to check equipment quarterly for damage and wear and tear. | | | | | | | | |

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| **RISK ASSESSMENT FOR:** | | **Caving** | | | | **COMPLETED BY:** | | **Cal Williams** | | **DATE:** | **28th May 2018** |
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| **Hazard Identified** | **Likelihood** | | **Severity** | | **Risk** | **Who is at risk?** | **How many people?** | | **Control Measures** | | **Training Requirements** |
| Unprepared for Activity | 3 | | 2 | | 6 | Participants | 12 | | Briefing for all leaders and young people  Separate into groups of 6  Issue instructions for activity to staff and young people  Instruction on crawling technique | |  |
| Panic due to environment | 3 | | 2 | | 6 | Participants | 6 | | Pre – activity briefing to include advice  Discuss natural fears before hand  Ensure all individual fears noted  Brief staff – staff at Chambers remove lids  Work as a team | |  |
| Slips and Trips | 3 | | 2 | | 6 | Participants | 6 | | Decent footwear, long sleeves, long trousers  Head torches and helmets | |  |
| Hypothermia (Winter) | 1 | | 2 | | 2 | Participants | 6 | | Ensure groups engaged in activity don’t stand around for too long  Those not engaged in activity to use traverse wall  Bring change of clothing  Warm showers after activity  Warm drinks in breaks and after activity | |  |
| Disease from environment | 1 | | 2 | | 2 | Participants | 6 | | Normal hygiene is sufficient in caving complex  Avoid rubbing eyes or placing fingers in mouth  Wash properly after activity | |  |
| Bad air/suffocation/toxic gas | 1 | | 2 | | 2 | Participants | 6 | | Man made facility, maintained by centre staff/volunteer team  Lift access covers and allow 20 minutes venting, particularly in warm weather | |  |
| Bites, stings | 1 | | 2 | | 2 | Participants  Leaders | 12  2 | | Wear proper clothing and footwear  Anti histamine in first aid kit | |  |
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| Monitoring: | Centre Manager/Deputy to carry out quarterly inspections. | | | | | | | | | | |
| Review Date: | 28th May 2019 | | | or in the event of an incident. | | | | | | | |

**Likelihood**: 1=Very unlikely, 2=Unlikely, 3=Possible, 4=Very likely, 5=Certain **Severity**: 1=Trivial injury, 2=Minor injury, 3=Major injury, 4=Single fatality, 5=Multiple fatality

**Risk**: Likelihood x Severity