

## **Activity Risk Assessments**

This document contains outline details of the risk assessments in place at Great Tower Scout Activity Centre.

It does not necessarily include the most up to date versions of risk assessments and does not include details of activity support arrangements (e.g. Minibus use) or non activity related work/practices.

### **Level of Risk Assessment**

In this outline Risk Assessments are arranged within two tiers:

- 1 – Generic Risk Assessments – these cover hazards common to certain groupings of activities, e.g. Off ground activities
- 2 – Element/Site specific risk assessments – these cover hazards specific to a certain activity or location.

In addition staff complete Dynamic or ongoing risk assessment whilst running or supervising activities. Those seeking to run activities themselves should consult with the centre team to discuss risk management on their sessions.

**Foreseeable Severity** Before any control measures are considered what is the most likely severity of the outcome if this hazard were to occur.

**Residual Risk** After all control measures are in place what level of risk remains, and how acceptable is this risk.

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## Generic Off ground Activity Risk Assessment

Risk Assessment of: Generic Off Ground Activities

Date: 27/1/2015

Location for Activity: All off ground bases

Centre: Scout Activity Centres

Completed by: Dan Woodhouse

Review Date: April 2016

**This document should be used in conjunction with the site specific risk assessments for individual off ground activities.**

| Hazards   | Who may be harmed?  | Foreseeable Severity | Control Measures in Place   | Residual Risk |
|---|---------------------|----------------------|---|---------------|
| Injury caused by fall from height   | Participant         | High                 | Instructors are trained and assessed by competent persons.<br>Instructor safety system is in place to protect them from a fall.<br>Approved safety systems and procedures are in place to protect participants and ensure they are always safeguarded from falling – including safe routes and PPE.<br>Participants are briefed and shown at the start of the session on the process of the activity<br>The safety briefing includes explaining a waiting area to the group.  | Low           |
| Injury caused failure of equipment/ base/ surroundings, including object falling from height. | Anyone in Vicinity. | Medium               | All participants and instructors will wear a helmet throughout the activity.<br>Activity will be set up in line with activity procedure document including functional checks before use.<br>Participants are told to remove all objects from their pockets at the start of the session.<br>All safety equipment is inspected on a daily, monthly, and annual basis with appropriate records kept.<br>All structures, trees and anchor bolts are checked on an annual basis by a competent person.                         | Low           |
| Slips and trips caused by uneven surfaces.  | Anyone in Vicinity  | Low                  | Careful consideration of route to and from activity, and make participants aware of any hazards within base area.<br>All unused equipment and ropes are kept tidy, or away in the appropriate store.<br>Participants are instructed to wear appropriate footwear with no open toed or slip on shoes.  | Medium        |
| Injury caused by entrapment including strangulation   | Participant         | High                 | At the start of the session, participants are instructed to tie long hair back and remove any dangling jewellery from their ears or around their necks/ wrists.<br>All loose items of clothing are removed.<br>Participants are briefed to keep their hands low on the abseil rope, keeping well clear of the figure of 8 abseil device.<br>All harnesses are checked when they are put on and again before the participant completes the activity.<br>Ropes are checked so as not to cause injury through strangulation. | Low           |

## Generic Off ground Activity Risk Assessment

Risk Assessment of: Generic Off Ground Activities

Date: 27/1/2015

Location for Activity: All off ground bases

Centre: Scout Activity Centres

Completed by: Dan Woodhouse

Review Date: April 2016

| Hazards  | Who may be harmed? | Foreseeable Severity | Control Measures in Place   | Residual Risk |
|--|--------------------|----------------------|---|---------------|
| Injury resulting from unsupervised use of equipment    | Anyone in vicinity | High                 | Where possible operational equipment is removed or made inaccessible when not supervised.<br>Visual deterrents used where deemed to benefit – e.g. Signage, Fences.   | Low           |
| Injury resulting from participation in the activity.   | Participant        | Medium               | Participants are fully briefed in how to be safe during the activity and this will be monitored by the instructor throughout the activity.<br>All staff are first aid trained.<br>All activities have a first aid kit and a radio to contact help.  | Low           |
| Injury resulting from environmental/weather conditions | Entire Group       | Medium               | If thunder is heard or lightening seen then the activity should stop immediately.<br>The activity may continue 20 minutes after the last thunder was heard.<br>If high winds occur then the instructors ongoing risk assessment and judgement will decide whether to continue with the session or put a stop to the session.<br>Staff and participants should have suitable clothing during the activity.<br>Staff should be vigilant for signs of foreseeable conditions related to the weather conditions and take appropriate action. E.g. Hypothermia, Dehydration. | Low           |
| Injury caused by participant misbehaving               | Entire Group       | Low                  | Instructor provides a comprehensive safety briefing to all members of the group including the basic rules and expectations of them during the activity.<br>The adult or leader with the group is responsible for the group's behaviour whilst they are on the session.  | Low           |

### Severity Factor & Remaining Risk Assessment

| 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 of occurrence to minimal levels.  |
| Medium | Injury would require the participant to stop continuing 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 & conscious consideration. |
| High   | Injury would require expert medical attention and/or result in fatality.   | Control measures are not sufficient to reduce the severity or likelihood to an acceptable level.   |

## Off ground Element Specific Risk Assessment

Risk Assessment of: Off ground Element Specific

Date: 27/1/15

Location for Activity: Juniper Crag

Centre: Great Tower

Completed by: Dan Woodhouse

Review Date: April 2016

**This document should be used in conjunction with the generic off ground risk assessment which covers hazards and control measures common to all off ground elements.**

### Climb & Abseil – Juniper Crag

| Hazards                                | Who may be harmed? | Foreseeable Severity | Control Measures in Place   | Residual Risk |
|--|--------------------|----------------------|---|---------------|
| Injury caused by entrapment            | Participants       | Medium               | Participants are briefed to keep their hands low on the abseil rope, keeping well clear of the figure of 8 abseil device. | Low           |
| Injury resulting from other crag users | Anyone in vicinity | Medium               | Instructor to ensure effective communication with other users of the crag and ensure boundaries are defined.              | Low           |

### Crate Stack

| Hazards   | Who may be harmed? | Foreseeable Severity | Control Measures in Place   | Residual Risk |
|---|--------------------|----------------------|---|---------------|
| Injury caused by participant falling from crate when passing up to climber. | Crate Passers      | Low                  | Crate passers only allowed to stand on one crate to extend their reach.   | Low           |
| Injury caused by falling crates   | Anyone in vicinity | Medium               | Crate passers only to pass crates, not to throw them. Crate passers briefed where to stand if crates fall. Group warned of potential hazard, climbers encouraged to push crate stack away from the rest of the group. | Medium        |
| Injury caused by falling from height  | Participant        | Medium               | Static rope used instead of Dynamic to compensate for the movement in the wire top anchor, this makes low levels falls safer.   | Low           |

### Gladiator Challenge & Jacobs Ladder

| Hazards                          | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|----------------------------------|--------------------|----------------------|--|---------------|
| Unsupervised use of the activity | Anyone in Vicinity | High                 | Lower beams of the element removed and padlocked to a ground anchor when not in use.                           | Low           |
| Entrapment                       | Participant        | Medium               | Participants instructed to stay on their own side of the element to prevent knotting of the rope when climbing | Low           |

## Off ground Element Specific Risk Assessment

Risk Assessment of: Off ground Element Specific

Date: 27/1/15

Location for Activity: Juniper Crag

Centre: Great Tower

Completed by: Dan Woodhouse

Review Date: April 2016

### High All aboard

| Hazards                          | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|----------------------------------|--------------------|----------------------|--|---------------|
| Unsupervised use of the activity | Anyone in Vicinity | High                 | Climbing pegs on lower pole are removed when activity is not in use. | Low           |

### Leap of Faith

| Hazards         | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|-----------------|--------------------|----------------------|--|---------------|
| Shoulder Injury | Participant        | Medium               | Participants are instructed to grab the trapeze bar with both hands and release when instructed. | Low           |

### Tree Climb

| Hazards                      | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|------------------------------|--------------------|----------------------|--|---------------|
| Injury from falling branches | Anyone in Vicinity | High                 | Instructor to complete a visual inspection of the tree before commencing the activity to check for branches caught up in canopy. | Low           |

### Severity Factor & Remaining Risk Assessment

| 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 of occurrence to minimal levels.  |
| Medium | Injury would require the participant to stop continuing 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 & conscious consideration. |
| High   | Injury would require expert medical attention and/or result in fatality.   | Control measures are not sufficient to reduce the severity or likelihood to an acceptable level.   |

## Generic On ground Activity Risk Assessment

Risk Assessment of: Generic On Ground Activities

Date: 27/1/2015

Location for Activity: All on ground bases

Centre: Scout Activity Centres

Completed by: Dan Woodhouse

Review Date: April 2016

**This document should be used in conjunction with the site specific risk assessments for individual ground based activities.**

| Hazards  | Who may be harmed? | Foreseeable Severity | Control Measures in Place   | Residual Risk |
|--|--------------------|----------------------|---|---------------|
| Injury or accidents associated with group behaviour and adventurous activities.                  | All                | Medium               | <ul style="list-style-type: none"> <li>▪ A ratio of 1:12 for group members to instructors. Visiting staff may provide extra supervision.</li> <li>▪ An activity safety briefing is delivered to help orientate guests and identify any particular hazards.</li> <li>▪ Venue choice will be determined by guest wants, needs and ability and environmental conditions</li> <li>▪ Boundaries set at base and closely supervised</li> <li>▪ Venue checked as being clear of avoidable hazards</li> <li>▪ Clear responsibilities are outlined in the pre-course information sent out to all groups.</li> </ul>  | Low           |
| Injury caused by failure of equipment/ base/ surroundings, including object falling from height. | All                | Medium               | <ul style="list-style-type: none"> <li>▪ Appropriate equipment used</li> <li>▪ Proper briefing of guests, behaviour monitored and managed appropriately, vigilance by all staff during activity and especially if guests are blindfolded</li> <li>▪ Activities take place at low level – no activity above the reach of participants</li> <li>▪ The building of any structures is closely monitored to prevent collapse.</li> <li>▪ Guidance to suitable footwear given before session.</li> <li>▪ Visual checks are carried out by staff on an ongoing basis.</li> <li>▪ Lifting of heavy equipment is avoided or managed with clear briefings.</li> <li>▪ All equipment is checked for fitness of purpose.</li> <li>▪ All relevant Health and safety guidelines are followed.</li> <li>▪ The instructor will ensure access to a first aid kit.</li> </ul> | Low           |
| Injury resulting from unsupervised use of equipment  | Anyone in area     | Medium               | <ul style="list-style-type: none"> <li>▪ All equipment and venues will be left safe and secure when unattended, and unauthorised access prohibited.</li> </ul>  | Medium        |
| Injury resulting from environmental/weather conditions   | All                | Low                  | <ul style="list-style-type: none"> <li>▪ Pre-session briefing will include information about suitable clothing.</li> <li>▪ Activity may be changed due to conditions</li> </ul>   | Low           |
| Health issues including personal injury or illness   | All                | Medium               | <ul style="list-style-type: none"> <li>▪ All groups are required to provide information about significant medical requirements and will ensure that any essential medication is accessible.</li> <li>▪ An adequate warm up will be carried out and repeated if necessary. Activities will be varied to avoid excessive strain.</li> </ul>   | Low           |

## Generic On ground Activity Risk Assessment

Risk Assessment of: Generic On Ground Activities

Date: 27/1/2015

Location for Activity: All on ground bases

Centre: Scout Activity Centres

Completed by: Dan Woodhouse

Review Date: April 2016

| Hazards   | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|---|--------------------|----------------------|--|---------------|
| Injury from activities involving structures or build elements | All                | Medium               | <ul style="list-style-type: none"> <li>▪ All participants are shown how to use the equipment safely</li> <li>▪ Everybody is shown spotting technique</li> <li>▪ Everybody must wear PPE as directed by the activity APS</li> <li>▪ No one may be on the course unless accompanied by a suitable instructor No running is allowed in the area at any time</li> <li>▪ Suitable footwear must be worn at all times</li> <li>▪ Platforms are cleared of slippery items such as mud and leaves</li> <li>▪ Participants are made aware of hazards of walking on wires Participants are told never to wrap ropes around their arms or any other body parts</li> </ul> | Low           |
| Injury during self led sessions                               | All                | Medium               | <ul style="list-style-type: none"> <li>▪ Ensure teacher/leader has been given a safety briefing on the activity and is given an activity briefing card.</li> </ul>   | Low           |

### Severity Factor & Remaining Risk Assessment

| 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 of occurrence to minimal levels.  |
| Medium | Injury would require the participant to stop continuing 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 & conscious consideration. |
| High   | Injury would require expert medical attention and/or result in fatality.   | Control measures are not sufficient to reduce the severity or likelihood to an acceptable level.   |

## On ground Element Specific Risk Assessment

Risk Assessment of: On ground Element Specific

Date: 27/1/2015

Location for Activity: Specific on site bases

Centre: Great Tower

Completed by: Dan Woodhouse

Review Date: April 2016

**This document should be used in conjunction with the generic on ground risk assessment which covers hazards and control measures common to all on ground elements.**

### Adventure Course

| Hazards               | Who may be harmed? | Foreseeable Severity | Control Measures in Place   | Residual Risk |
|-----------------------|--------------------|----------------------|---|---------------|
| Falling Tree Branches | All                | Medium               | <ul style="list-style-type: none"> <li>▪ Trees are inspected by a competent person annually to check that they are still structurally sound</li> <li>▪ Participants all wear helmets in case their heads connect with a tree branch</li> <li>▪ Safety Fencing around the activity base</li> </ul> | Low           |

### Pioneering

| Hazards  | Who may be harmed? | Foreseeable Severity | Control Measures in Place   | Residual Risk |
|--|--------------------|----------------------|---|---------------|
| Injury from lifting heavy items                      | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ Correct lifting procedure covered in safety briefing</li> </ul>                                    | Low           |
| Injury from impact with pioneering equipment - poles | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ Safety briefing highlights the hazard and ensures people are aware of other around them</li> </ul> | Low           |

### Night Line

| Hazards          | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|------------------|--------------------|----------------------|--|---------------|
| Bangs and Knocks | Participants       | Low                  | <ul style="list-style-type: none"> <li>▪ Participants are to be prompted to use their touch sense more when approaching elements to ensure they find the correct route</li> </ul>  | Low           |
| Entrapment       | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ Participants are told never to wrap ropes around their arms or any other body parts</li> <li>▪ Participants are told to always use the palm of their hand to feel for rope when at obstacles</li> </ul> | Low           |



## On ground Element Specific Risk Assessment

Risk Assessment of: On ground Element Specific

Date: 27/1/2015

Location for Activity: Specific on site bases

Centre: Great Tower

Completed by: Dan Woodhouse

Review Date: April 2016

### Low Ropes

| Hazards                                       | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|---|--------------------|----------------------|--|---------------|
| Injury to group out of instructors sight line | Participants       | Medium               | Instructor to ensures the position themselves to be able to adequately supervise the entire group. | Low           |

### Camp fire / Camp Cooking

| Hazards | Who may be harmed? | Foreseeable Severity | Control Measures in Place   | Residual Risk |
|---------|--------------------|----------------------|---|---------------|
| Burns   | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ Clear rules about behaviour close to fire and not reaching over/into fire</li> <li>▪ Use long sticks to cook with.</li> <li>▪ Keep participants to a minimum around fire.</li> <li>▪ Tap nearest campfire circle to be used for burns/scolds first aid.</li> </ul> | Low           |
| Hygiene | Participants       | Low                  | <ul style="list-style-type: none"> <li>▪ Ensure all who are participating clean and then sanitise before they handle the food substances.</li> <li>▪ Maintain good food hygiene procedures – e.g. not mixing raw and cooked meats.</li> </ul>   | Low           |

### Air Rifles

| Hazards            | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|--------------------|--------------------|----------------------|--|---------------|
| Impact from pellet | All                | High                 | <ul style="list-style-type: none"> <li>▪ All participant are provided with protective goggles</li> <li>▪ The instructor give clear and simple instructions on the rules of the range</li> <li>▪ At all time's participants are supervised by a qualified instructor.</li> <li>▪ Instructor checks that everyone has understood the rules before continuing</li> <li>▪ Access to the range is controlled</li> </ul> | Low           |

## On ground Element Specific Risk Assessment

Risk Assessment of: On ground Element Specific

Date: 27/1/2015

Location for Activity: Specific on site bases

Centre: Great Tower

Completed by: Dan Woodhouse

Review Date: April 2016

| Hazards   | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|---|--------------------|----------------------|--|---------------|
|   |                    |                      | <ul style="list-style-type: none"> <li>▪ There is a solid barrier between the firing stations and access to the range</li> <li>▪ Access to pellets is controlled by the instructor</li> <li>▪ Signs warning people of the danger if they enter the area.</li> <li>▪ Physical barriers to prevent people walking in to the danger area</li> </ul>   |               |
| Rifle being stored loaded   | All                | Low                  | <ul style="list-style-type: none"> <li>▪ The instructor check at the end of the sessions that the rifles barrel is clear</li> <li>▪ All rifles are stored in the broken position</li> </ul>  | Low           |
| Loading the Rifle (Danger of loading whilst pointing at another person) | All                | High                 | <ul style="list-style-type: none"> <li>▪ Instructor to give clear demonstration and instructions on the safe way in which to load the rifle</li> <li>▪ Instructor to supervise whilst participant are loading their rifles</li> <li>▪ Participants told not to put their finger near the trigger when loading the rifle</li> <li>▪ Number of people at the firing points controlled by the instructor</li> </ul> | Low           |
| Crushed fingers   | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ Instructor demonstrates where participants are to put their hands when they are loading the rifle</li> <li>▪ Instructor to supervise to make sure they are following the instructions</li> </ul>  | Medium        |
| Over shoots and side shoots   | All                | High                 | <ul style="list-style-type: none"> <li>▪ Participants given clear instruction on the direction of shooting.</li> <li>▪ Range perimeter in sound condition</li> <li>▪ Physical Stop behind targets to stop stray pellets</li> </ul>   | Low           |
| Unauthorised use  |                    | High                 | <ul style="list-style-type: none"> <li>▪ All rifles and pellets removed from the range after use</li> </ul>  | Low           |

## On ground Element Specific Risk Assessment

Risk Assessment of: On ground Element Specific

Date: 27/1/2015

Location for Activity: Specific on site bases

Centre: Great Tower

Completed by: Dan Woodhouse

Review Date: April 2016

### Archery

| Hazards                                | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|--|--------------------|----------------------|--|---------------|
| Misuse of bows                         | All                | High                 | <ul style="list-style-type: none"> <li>▪ Instructors are adequately trained and hold their GNAS Leader award.</li> <li>▪ Bows will be kept at the shooting line at all times.</li> <li>▪ Participants are instructed that they can only use the bows whilst under supervision.</li> <li>▪ Participants should not dry shoot (i.e. shoot without an arrow) the bows.</li> <li>▪ Bows should be kept pointing down the range at all times and never towards a person or away from the range.</li> </ul>                                    | Low           |
| Misuse of arrows                       | All                | High                 | <ul style="list-style-type: none"> <li>▪ Arrows are counted at the start and end of the session to ensure all are accounted for.</li> <li>▪ Participants are instructed to ensure that arrows are always pointing down the range or towards the ground at all times.</li> <li>▪ Instructor demonstrates and talks through the correct way to load and shoot an arrow.</li> <li>▪ All spare arrows are removed from the shooting line if the instructor leaves the shooting line to aid collection of arrows from the targets.</li> </ul> | Low           |
| String hitting the arm                 | Participant        | Low                  | <ul style="list-style-type: none"> <li>▪ Participants are instructed on the correct shooting process including keeping the bow arm slightly bend to prevent over extension of the elbow.</li> <li>▪ Participants are provided with an arm bracer for their bow arm and instructed as to how to use it correctly.</li> </ul>  | Low           |
| Arrows in the target and on the ground | Participant        | High                 | <ul style="list-style-type: none"> <li>▪ Participants are instructed not to run on the range.</li> <li>▪ Participants are instructed to approach the targets down the side of the targets to ensure they do not walk into arrows which may not be visible sticking out of the target.</li> </ul>   | Low           |

## On ground Element Specific Risk Assessment

Risk Assessment of: On ground Element Specific

Date: 27/1/2015

Location for Activity: Specific on site bases

Centre: Great Tower

Completed by: Dan Woodhouse

Review Date: April 2016

| Hazards | Who may be harmed? | Foreseeable Severity | Control Measures in Place   | Residual Risk |
|---------|--------------------|----------------------|---|---------------|
|         |                    |                      | <ul style="list-style-type: none"> <li>▪ Participants are shown how to correctly remove arrows from the targets, ensuring they stand to the side of the arrow and check there is no one behind them before pulling them out.</li> </ul> |               |

### Severity Factor & Remaining Risk Assessment

| 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 of occurrence to minimal levels.  |
| Medium | Injury would require the participant to stop continuing 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 & conscious consideration. |
| High   | Injury would require expert medical attention and/or result in fatality.   | Control measures are not sufficient to reduce the severity or likelihood to an acceptable level.   |

## Generic Water Activities Risk Assessment

Risk Assessment of: Water Activities

Date: 27/1/2015

Location for Activity: All water activity bases/areas

Centre: Scout Activity Centres

Completed by: Jim Robotham

Review Date: April 2016

**This document should be used in conjunction with the site specific risk assessments for individual water activities.**

| Hazards                                      | Who may be harmed? | Foreseeable Severity | Control Measures in Place   | Residual Risk |
|--|--------------------|----------------------|---|---------------|
| Experience of staff                          |                    |                      | <ul style="list-style-type: none"> <li>▪ Staff will receive site specific training for the environment within which they operate and hold the necessary external qualifications. The safety and quality of these activities are validated externally by AALA, RYA and or BCU where necessary</li> </ul>   |               |
| Inexperience of group and or group behaviour |                    |                      | <p>An activity safety briefing is delivered to help orientate guests and identify any particular hazards-</p> <ul style="list-style-type: none"> <li>▪ Cold water (see separate risk assessment)</li> <li>▪ Wind chill (if appropriate)</li> <li>▪ Correct measures to undertake if falling in the water</li> <li>▪ Behaviour monitored and managed appropriately, vigilance of all staff during activity and while participants get off the water and put away equipment.</li> <li>▪ Constant line of sight will be kept when on the water.</li> <li>▪ Clear responsibilities are outlined in the pre-course information sent out to all groups.</li> </ul> <p>The instructor and group leader will communicate to understand who is responsible for the group at all times.</p> |               |
| Venue specific hazards                       |                    |                      | <ul style="list-style-type: none"> <li>▪ Venue choice will be determined by guest wants, needs and ability and environmental conditions within the remit of the instructor</li> <li>▪ Alternative venues will be considered if appropriate.</li> <li>▪ The instructor will inspect the area for any hazards and conduct ongoing dynamic risk assessments</li> </ul>   |               |
| Capsize or Immersion                         |                    |                      | <p>Clear information is given prior to the session as to the clothing required.</p> <ul style="list-style-type: none"> <li>▪ Ensure everyone dresses for the weather conditions.</li> </ul>   |               |

## Generic Water Activities Risk Assessment

Risk Assessment of: Water Activities

Date: 27/1/2015

Location for Activity: All water activity bases/areas

Centre: Scout Activity Centres

Completed by: Jim Robotham

Review Date: April 2016

| Hazards                                 | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|---|--------------------|----------------------|--|---------------|
|   |                    |                      | <ul style="list-style-type: none"> <li>▪ . Ensure everyone dresses for the weather conditions.</li> <li>▪ No bare feet</li> <li>▪ Correctly fitting buoyancy aids are to be worn by all participants.</li> <li>▪ Visually check each participant is kitted out properly.</li> <li>▪ Visually check all equipment prior to use.</li> <li>▪ Activity Instructors will carry a knife, towing system. Carry a bailer when using canoes and Bell Boats..</li> <li>▪ Equipment inspections are carried out for boats, buoyancy aids and helmets before each use</li> <li>▪ Monthly boat and buoyancy aid inspections are completed and recorded. This includes a sample floatation test for buoyancy aids on an annual basis.</li> </ul> |               |
| Strains, sprains and soft tissue injury |                    |                      | <p>Instruction in safe manual handling will be given</p> <ul style="list-style-type: none"> <li>▪ Helmets worn for whole session.</li> <li>▪ An appropriate warm up will be undertaken. Activities will be varied to avoid excessive strain</li> <li>▪ Paddles with damaged blades or shafts not to be used.</li> <li>▪ Boats with protruding screw head/bolts should not be used.</li> </ul>  |               |
| Effects of the weather                  |                    |                      | <ul style="list-style-type: none"> <li>▪ Obtain a weather forecast.</li> <li>▪ The weather and water conditions are constantly monitored.</li> <li>▪ Assess whether group will be able to cope with any wind. Be aware of the effect of off shore wind.</li> <li>▪ Be aware of the effect of wind chill.</li> <li>▪ Adapt the activity accordingly or run an alternative activity if necessary.</li> <li>▪ Groups will be advised on appropriate clothing.</li> </ul>  |               |

## Generic Water Activities Risk Assessment

Risk Assessment of: Water Activities

Date: 27/1/2015

Location for Activity: All water activity bases/areas

Centre: Scout Activity Centres

Completed by: Jim Robotham

Review Date: April 2016

| Hazards                          | Who may be harmed? | Foreseeable Severity | Control Measures in Place   | Residual Risk |
|----------------------------------|--------------------|----------------------|---|---------------|
| Collision with other water users | All                | High                 | <ul style="list-style-type: none"> <li>▪ Staff will keep inside operational areas at all times, unless specified by the CI.</li> <li>▪ Staff are briefed on dangers of collision during any site specific training.</li> </ul>  | Medium        |
| Unauthorised use                 |                    |                      | <ul style="list-style-type: none"> <li>▪ The instructor will ensure all equipment is returned to the correct storage area and secured</li> <li>▪ All equipment secured when not in use.</li> <li>▪ Equipment will not be left unattended by the instructor or responsible adult.</li> </ul> |               |
| Health issues                    |                    |                      | <ul style="list-style-type: none"> <li>▪ All groups are required to provide information about significant medical requirements and will ensure that any essential medication is accessible.</li> </ul>  |               |
| Weather                          |                    |                      | <ul style="list-style-type: none"> <li>▪ Pre-session briefing will include information about suitable clothing.</li> <li>▪ Activity may be changed due to conditions</li> </ul>   |               |

### Severity Factor & Remaining Risk Assessment

| 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 of occurrence to minimal levels.  |
| Medium | Injury would require the participant to stop continuing 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 & conscious consideration. |
| High   | Injury would require expert medical attention and/or result in fatality.   | Control measures are not sufficient to reduce the severity or likelihood to an acceptable level.   |

## Water Activities Specific Risk Assessment

Risk Assessment of: Specific water activities

Date: 27/1/2015

Location for Activity: Specific on bases usually from Waterside

Centre: Great Tower

Completed by: Jim Robotham

Review Date: April 2016

**This document should be used in conjunction with the generic water activities risk assessment which covers hazards and control measures common to all water activities.**

### Canoe & Kayaks

| Hazards                  | Who may be harmed? | Foreseeable Severity | Control Measures in Place   | Residual Risk |
|--------------------------|--------------------|----------------------|---|---------------|
| Supervision of the group | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ 1:8 for canoes and 1:8 for kayaks</li> <li>▪ Lead Instructor BCU level 1 Coach or higher and 1st aid qualification.</li> </ul> | Low           |

### Bell Boats

| Hazards                  | Who may be harmed? | Foreseeable Severity | Control Measures in Place   | Residual Risk |
|--------------------------|--------------------|----------------------|---|---------------|
| Supervision of the group | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ Activity takes place within the described area – An individual that has undertaken BB in house training.</li> <li>▪ 2 members of staff per group, if only 1 BB is used a powerboat must be in attendance.</li> </ul> | Low           |

### Raft Build

| Hazards                  | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|--------------------------|--------------------|----------------------|--|---------------|
| Supervision of the group | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ In house training plus afloat session,</li> <li>▪ Level 2 Power Boat if lone session (level 2 pb required).</li> <li>▪ 1st aid qualification.</li> <li>▪ The session will be broken down and supervised as four phases-                             <ul style="list-style-type: none"> <li>▪ Planning</li> <li>▪ Raft building</li> <li>▪ Paddling the rafts on the water</li> <li>▪ Dismantling</li> </ul> </li> <li>▪ Phases 1, 2 and 4 may be assisted/supervised by the groups own staff</li> </ul> | Low           |



## Water Activities Specific Risk Assessment

Risk Assessment of: Specific water activities

Date: 27/1/2015

Location for Activity: Specific on bases usually from Waterside

Centre: Great Tower

Completed by: Jim Robotham

Review Date: April 2016

| Hazards  | Who may be harmed? | Foreseeable Severity | Control Measures in Place   | Residual Risk |
|--|--------------------|----------------------|---|---------------|
| Entrapment   | Participants       | High                 | <ul style="list-style-type: none"> <li>▪ Staff will carry a knife and be alert for entanglement if rafts break apart.</li> </ul>  | Low           |
| Use of the power boat                                    | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ Staff will be aware of the hazard presented to people in the water by the powerboat and drive accordingly, paying constant attention to the proximity of the prop to any participants</li> </ul>   | Low           |
| Incorrect lifting or mishandling of raft build equipment | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ Safety briefing will include manual handling training. This briefing will specifically include to be aware of other people when moving poles.</li> <li>▪ Two people per pole/barrel if children.</li> <li>▪ To work in groups of at least 8 (under 18's) or 6 (adults) when moving rafts.</li> </ul> | Medium        |

### Sailing

| Hazards                                      | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|--|--------------------|----------------------|--|---------------|
| Experience of supervising staff              | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ 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'.</li> <li>▪ These activities are validated externally by AALA and the RYA</li> <li>▪ Operations will be within RYA remit and terms of reference.</li> </ul>   | Low           |
| Venue conditions                             | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ Alternative venues will be considered if appropriate.</li> <li>▪ Sailing tasters and introductory courses will be run from the waterfront within sight of the flag.</li> <li>▪ 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.</li> <li>▪ Detailed route plan will be logged and followed.</li> </ul> | Low           |
| Slips trips and falls, including impact with | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ Helmets compulsory for all under 18's. The risk of impact by the boom is to be highlighted to everyone, and over 18's invited to wear a helmet.</li> </ul>  | Medium        |

## Water Activities Specific Risk Assessment

Risk Assessment of: Specific water activities

Date: 27/1/2015

Location for Activity: Specific on bases usually from Waterside

Centre: Great Tower

Completed by: Jim Robotham

Review Date: April 2016

| Hazards                        | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|--------------------------------|--------------------|----------------------|--|---------------|
| equipment                      |                    |                      | <ul style="list-style-type: none"> <li>▪ No bare feet – suitable footwear must be worn.</li> </ul>   |               |
| Safety boat equipped to rescue | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ Safety boats will be equipped with paddles or oars, bailer, bridle, towline, flares, 1st Aid kit, throwline, tool kit, anchor, radio, killcord and knife.</li> </ul>  | Low           |
| Entrapment                     | Participants       | High                 | <ul style="list-style-type: none"> <li>▪ Masthead buoyancy fitted to double handers to prevent inversion Entrapment Be aware of the risk of entrapment.</li> <li>▪ Within the briefing highlight the risk of entanglement in any rigging.</li> <li>▪ Be aware of position of participants when capsize occurs.</li> <li>▪ Monitor scene of any capsize immediately and take any necessary action.</li> </ul> | Medium        |
| Inversion                      | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ Mast head buoyancy (inflatable air bags) will be used on double handers.</li> <li>▪ Within the briefing instruction should be given to go straight to the centre or dagger board to prevent inversion.</li> <li>▪ Within the briefing/training the prevention of inversion will be highlighted as a priority.</li> </ul>  | Low           |

### Severity Factor & Remaining Risk Assessment

| 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 of occurrence to minimal levels.  |
| Medium | Injury would require the participant to stop continuing 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 & conscious consideration. |
| High   | Injury would require expert medical attention and/or result in fatality.   | Control measures are not sufficient to reduce the severity or likelihood to an acceptable level.   |

## Off Site Caving Risk Assessment

Risk Assessment of: Off Site Caving  
 Date: 27/1/2015  
 Location for Activity: Ingleton Area

Centre: Great Tower  
 Completed by: Damien King  
 Review Date: April 2016

| Hazards  | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|--|--------------------|----------------------|--|---------------|
| Exposed rock on way to cave. Very slippery in the wet.                           | All                | Medium               | <ul style="list-style-type: none"> <li>▪ Supervise at all times.</li> <li>▪ Ensure participants are wearing appropriate footwear and helmet in hazardous areas.</li> </ul>   | Medium        |
| Entry into and across boulder area within the daylight zone of the cave entrance | All                | Medium               | <ul style="list-style-type: none"> <li>▪ Supervise at all times.</li> <li>▪ Ensure participants are wearing appropriate footwear</li> <li>▪ Protective helmet worn.</li> </ul>   | Medium        |
| Climbing small vertical drops  | All                | Medium               | <ul style="list-style-type: none"> <li>▪ Blocking and physical protection by the instructor when necessary.</li> <li>▪ Use assisted hand line and or belayed rope as appropriate and when necessary.</li> </ul>                          | Low           |
| Crossing deep cold water   | All                | High                 | <ul style="list-style-type: none"> <li>▪ Use of traverse ropes and hand lines to prevent immersion if appropriate</li> </ul>   | Low           |
| Falling objects (Rock, equipment etc)  | All                | High                 | <ul style="list-style-type: none"> <li>▪ Careful "avoidance of danger zone" briefings by instructor in all vertical sections of the trip</li> </ul>  | Low           |
| Light Failure  | All                | Medium               | <ul style="list-style-type: none"> <li>▪ Carry spare lights/bulbs/batteries; group work.</li> </ul>  | Low           |
| Cave Flooding/ high water levels   | All                | High                 | <ul style="list-style-type: none"> <li>▪ Weather forecast immediately prior to the event and in relation to the previous few days weather.</li> <li>▪ Local knowledge</li> <li>▪ Modify, postpone, cancel plans as necessary.</li> </ul> | Low           |
| Physically stuck/ claustrophobia   | All                | Low                  | <ul style="list-style-type: none"> <li>▪ Careful briefing. Calm reassurance, Avoid if appropriate (alternative ways).</li> </ul>   | Medium        |
| Hypothermia  | All                | Medium               | <ul style="list-style-type: none"> <li>▪ Appropriate clothing and equipment.</li> <li>▪ Take all necessary actions to avoid cold water immersion especially when cold temperatures prevail.</li> </ul>                                   | Medium        |
| Anchor / equipment failure   | All                | High                 | <ul style="list-style-type: none"> <li>▪ All equipment and anchors rigged and checked as appropriate for use by competent and qualified</li> </ul>   | Low           |

## Off Site Caving Risk Assessment

Risk Assessment of: Off Site Caving  
 Date: 27/1/2015  
 Location for Activity: Ingleton Area

Centre: Great Tower  
 Completed by: Damien King  
 Review Date: April 2016

| Hazards | Who may be harmed? | Foreseeable Severity | Control Measures in Place | Residual Risk |
|---------|--------------------|----------------------|---------------------------|---------------|
|         |                    |                      | personnel/                |               |

### Severity Factor & Remaining Risk Assessment

| 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 of occurrence to minimal levels.  |
| Medium | Injury would require the participant to stop continuing 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 & conscious consideration. |
| High   | Injury would require expert medical attention and/or result in fatality.   | Control measures are not sufficient to reduce the severity or likelihood to an acceptable level.   |

## Off Site Ghyll Scrambling Risk Assessment

Risk Assessment of: Off Site Ghyll Scrambling Caving

Date: 27/1/2015

Location for Activity: Church Beck or other locations

Centre: Great Tower

Completed by: Damien King

Review Date: April 2016

| Hazards                                       | Who may be harmed? | Foreseeable Severity | Control Measures in Place   | Residual Risk |
|---|--------------------|----------------------|---|---------------|
| Slippery wet rocks on route and in the ghyll. | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ Supervise at all times.</li> <li>▪ Warn participants of danger of slipping and to take care especially with foot placement.</li> <li>▪ Avoid loose ground and vegetation.</li> <li>▪ Try to stay in watercourse and avoid climbing over larger boulders.</li> <li>▪ Ensure participants are wearing appropriate footwear and helmet in hazardous areas.</li> </ul> | Medium        |
| High Winds, Falling Trees                     | Participants       | Medium,              | <ul style="list-style-type: none"> <li>▪ Monitor wind speed and forecast. Visual checks.</li> </ul>   | Low           |
| Falling, abrasions                            | Participants       | Low                  | <ul style="list-style-type: none"> <li>▪ Effective supervision</li> <li>▪ Brief group to take care, especially with foot placement.</li> <li>▪ Long sleeves and trousers preferable.</li> </ul>   | Medium        |
| Entry and Exit to ghyll                       | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ Supervise at all times.</li> <li>▪ Brief group.</li> <li>▪ Ensure participants are wearing appropriate footwear</li> <li>▪ Consider spotting and/or handline.</li> <li>▪ Protective helmet worn.</li> </ul>  | Medium        |
| Climbing longer pitches                       | Participants       | High                 | <ul style="list-style-type: none"> <li>▪ Brief group, one participant at a time.</li> <li>▪ Harnesses or caving belt worn.</li> <li>▪ Adult to assist clip in.</li> <li>▪ Use belayed rope as appropriate and when necessary.</li> <li>▪ Protective helmet worn.</li> </ul>   | Low           |
| Climbing small vertical drops                 | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ Blocking and physical protection by the instructor when necessary.</li> <li>▪ Use assisted handline and or belayed rope as</li> </ul>  | Medium        |

## Off Site Ghyll Scrambling Risk Assessment

Risk Assessment of: Off Site Ghyll Scrambling Caving

Date: 27/1/2015

Location for Activity: Church Beck or other locations

Centre: Great Tower

Completed by: Damien King

Review Date: April 2016

| Hazards                               | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|---------------------------------------|--------------------|----------------------|--|---------------|
|                                       |                    |                      | appropriate and when necessary. <ul style="list-style-type: none"> <li>▪ Protective helmet worn.</li> </ul>  |               |
| Crossing deep cold water              | Participants       | Medium               | <ul style="list-style-type: none"> <li>▪ Use of traverse ropes and hand lines to prevent immersion if appropriate</li> </ul>   | Low           |
| Falling objects (Rock, equipment etc) | Participants       | High                 | <ul style="list-style-type: none"> <li>▪ Careful "avoidance of danger zone" briefings by instructor in all vertical sections of the trip.</li> <li>▪ Protective helmet worn.</li> </ul>  | Low           |
| Water / Drowning                      | Participants       | High                 | <ul style="list-style-type: none"> <li>▪ Supervise at all times.</li> <li>▪ Brief group.</li> <li>▪ Use of Buoyancy Aids.</li> <li>▪ Consider support for smaller/lighter participants.</li> </ul>   | Medium        |
| Flash Flooding/ high water levels     | Participants       | High                 | <ul style="list-style-type: none"> <li>▪ Weather forecast immediately prior to the event and in relation to the previous few days weather.</li> <li>▪ Local knowledge, knowledge of water levels and signs.</li> <li>▪ Knowledge of several alternative escape routes.</li> <li>▪ Consider change of venue.</li> <li>▪ Modify, postpone, cancel plans as necessary.</li> </ul>   | Low           |
| Entrapment                            | Participants       | High                 | <ul style="list-style-type: none"> <li>▪ Careful briefing , warn participants of danger of slipping and to take care especially with foot placement.</li> <li>▪ Challenge by choice to ensure participants are confident.</li> <li>▪ Avoid if appropriate (alternative ways).</li> <li>▪ Ensure participants are wearing appropriate footwear and helmet in hazardous areas.</li> <li>▪ Calm reassurance.</li> <li>▪ Consider avoiding certain areas in high water.</li> </ul> | Medium        |
| Hypothermia                           | Participants       | High                 | <ul style="list-style-type: none"> <li>▪ Appropriate clothing and equipment.</li> </ul>  | Medium        |

## Off Site Ghyll Scrambling Risk Assessment

Risk Assessment of: Off Site Ghyll Scrambling Caving

Date: 27/1/2015

Location for Activity: Church Beck or other locations

Centre: Great Tower

Completed by: Damien King

Review Date: April 2016

| Hazards                    | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|----------------------------|--------------------|----------------------|--|---------------|
|                            |                    |                      | <ul style="list-style-type: none"> <li>▪ Take all necessary actions to avoid cold water immersion until later in the session.</li> <li>▪ Consider no emersion when cold temperatures prevail.</li> </ul> |               |
| Anchor / equipment failure | Participants       | High                 | <ul style="list-style-type: none"> <li>▪ All equipment and anchors rigged and checked as appropriate for use by competent and qualified personnel.</li> </ul>  | Low           |

### Severity Factor & Remaining Risk Assessment

| 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 of occurrence to minimal levels.  |
| Medium | Injury would require the participant to stop continuing 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 & conscious consideration. |
| High   | Injury would require expert medical attention and/or result in fatality.   | Control measures are not sufficient to reduce the severity or likelihood to an acceptable level.   |

## Off site Hill walking Risk Assessment

Risk Assessment of: Off Site Hill walking  
 Date: 27/1/2015  
 Location for Activity: Various locations

Centre: Great Tower  
 Completed by: Damien King  
 Review Date: April 2016

| Hazards                                  | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|--|--------------------|----------------------|--|---------------|
| Supervision of group and group behaviour | All                | High                 | <ul style="list-style-type: none"> <li>▪ A ratio of 1:8 is set. Visiting staff may be included in these ratios.</li> <li>▪ Staff will be familiar with the route.</li> <li>▪ Clear responsibilities are outlined in the pre-course information sent out to all groups.</li> <li>▪ Specific meeting points are set if appropriate.</li> <li>▪ Guests work together in groups.</li> <li>▪ Staff to supervise the progress of the group and adjust pace to keep group together.</li> </ul>  | Low           |
| Location specific hazards                | All                | High                 | <ul style="list-style-type: none"> <li>▪ An activity safety briefing is delivered to help orientate guests and identify any particular hazards-                             <ul style="list-style-type: none"> <li>▪ Keep to the tracks</li> <li>▪ Keep groups together</li> <li>▪ If unsure or needing help to talk to the instructor</li> <li>▪ Follow the Country Code</li> </ul> </li> <li>▪ This briefing will be continued throughout the hike as appropriate</li> <li>▪ Venue choice will be determined by guest wants, needs and ability and environmental conditions</li> <li>▪ Boundaries set at base</li> <li>▪ Venue selected close with appropriate 'escape routes'</li> <li>▪ Venue checked as being clear of avoidable hazards</li> </ul> | Medium        |
| Unprepared for conditions.               | All                | Medium               | <ul style="list-style-type: none"> <li>▪ Guests will be advised of the need for-                             <ul style="list-style-type: none"> <li>▪ Suitable footwear</li> <li>▪ Waterproofs</li> <li>▪ Spare warm clothing</li> </ul> </li> </ul>   | Low           |



## Off site Hill walking Risk Assessment

Risk Assessment of: Off Site Hill walking  
 Date: 27/1/2015  
 Location for Activity: Various locations

Centre: Great Tower  
 Completed by: Damien King  
 Review Date: April 2016

| Hazards   | Who may be harmed? | Foreseeable Severity | Control Measures in Place  | Residual Risk |
|---|--------------------|----------------------|--|---------------|
|   |                    |                      | <ul style="list-style-type: none"> <li>▪ Food/drink</li> <li>▪ Staff will carry-                             <ul style="list-style-type: none"> <li>▪ Group shelter</li> <li>▪ Emergency food and drink for the group</li> <li>▪ Group First Aid kit</li> <li>▪ Radio</li> <li>▪ Map/compass</li> <li>▪ Spare emergency clothing for the group</li> </ul> </li> </ul>  |               |
| Falls, objects falling from above, trips and slips.   | All                | High                 | <ul style="list-style-type: none"> <li>▪ Appropriate routes will be selected.</li> <li>▪ Proper briefing of guests, behaviour monitored and managed appropriately, vigilance by all staff during activity.</li> <li>▪ Participants work together in groups rather than individually.</li> <li>▪ Guidance to suitable footwear given before session.</li> </ul>   | Medium        |
| Injury/illness  | All                | Medium               | <ul style="list-style-type: none"> <li>▪ All groups are required to provide information about significant medical requirements and will ensure that any essential medication is accessible.</li> <li>▪ The Instructor will continuously monitor the welfare of the group.</li> <li>▪ The Instructor will use this to set an appropriate pace.</li> <li>▪ The Instructor will change the route if appropriate.</li> <li>▪ Suitable breaks will be built into the route to prevent over exertion</li> <li>▪ The instructor will ensure access to a first aid kit.</li> <li>▪ Guests clothing and equipment will be checked before the activity.</li> </ul> | Low           |
| Traffic on roads, logging lorries and bikes on forest | All                | High                 | <ul style="list-style-type: none"> <li>▪ Guests will be briefed to walk single file with leaders spread appropriately throughout the group.</li> </ul>   | Medium        |

## Off site Hill walking Risk Assessment

Risk Assessment of: Off Site Hill walking  
 Date: 27/1/2015  
 Location for Activity: Various locations

Centre: Great Tower  
 Completed by: Damien King  
 Review Date: April 2016

| Hazards                       | Who may be harmed? | Foreseeable Severity | Control Measures in Place   | Residual Risk |
|-------------------------------|--------------------|----------------------|---|---------------|
| tracks, bikes on Lakeside Way |                    |                      | <ul style="list-style-type: none"> <li>▪ Guests will be briefed on how to communicate approaching traffic to other group members.</li> <li>▪ Guests will be briefed on action to take (everyone stepping to the same side of path) if traffic approaches.</li> <li>▪ Guests to be briefed that cycle traffic can approach quickly and silently.</li> <li>▪ Routes will be away from main and forestry roads where possible to avoid motor traffic.</li> </ul> |               |
| Effect of weather             | All                | Medium               | <ul style="list-style-type: none"> <li>▪ Pre-session briefing will include information about suitable and spare clothing.</li> <li>▪ Activity may be changed due to conditions.</li> <li>▪ The Instructor will supervise the group and ensure correct clothing is worn throughout the journey.</li> </ul>   | Medium        |

### Severity Factor & Remaining Risk Assessment

| 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 of occurrence to minimal levels.  |
| Medium | Injury would require the participant to stop continuing 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 & conscious consideration. |
| High   | Injury would require expert medical attention and/or result in fatality.   | Control measures are not sufficient to reduce the severity or likelihood to an acceptable level.   |