

# Scout Adventures

## Hawkhurst – Combined Risk Assessments 2021

This document contains the risk assessments for instructed activities at Youlbury. It is structured as:

<b>Generic Off ground</b>	All hazards common to activities where participants leave the floor as part of a high ropes or climbing type experience.
<b>Activity Specific Off Ground</b>	Additional specific hazards for each activity.
<b>Generic On ground</b>	All hazards common to activities where participants are at ground level including team building type activities, bushcraft, and target sports.
<b>Activity Specific On Ground</b>	Additional specific hazards for each activity.
<b>Generic Water</b>	All hazards which are common to water activities e.g. Sailing, Canoeing.
<b>Activity Specific Water</b>	Additional specific hazards for each activity.
<b>Generic Evening</b>	All hazards which are common to evening activities.
<b>Activity Specific Evening</b>	Additional specific hazards for each activity.
<b>Generic Off Site</b>	All hazards which are common to activities where participants are remote from the centre.

### Severity Factor & Remaining Risk Assessment

Each risk assessment uses a standard way of interpreting the potential risk, and residual risk after controls have been applied – these are detailed below.

### 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 OFF GROUND ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkthirst

Page 2 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

Hazards	Who?	FS	Control Measures in Place	RR
Injury caused by fall from height	Group	H	<ul style="list-style-type: none"> <li>o Instructors are trained and assessed by competent persons.</li> <li>o Instructor safety system is in place to protect them from a fall.</li> <li>o Approved safety systems and procedures are in place to protect Group and ensure they are always safeguarded from falling, including safe routes and PPE.</li> <li>o Group are briefed and shown at the start of the session the process of the activity.</li> <li>o The safety briefing includes explaining a waiting area to the group.</li> </ul>	L
Injury caused failure of equipment/ base/ surroundings, including objects falling from height	Any	M	<ul style="list-style-type: none"> <li>o All Group and instructors will wear a helmet throughout the activity.</li> <li>o Activity will be set up in line with activity procedure document including functional checks before use.</li> <li>o Group are told to remove all objects from their pockets at the start of the session.</li> <li>o All safety equipment is inspected on a daily, monthly and annual basis with appropriate records kept.</li> <li>o All structures, trees and anchor bolts are checked on an annual basis by a competent person.</li> </ul>	L
Slips and trips caused by uneven surfaces	Any	L	<ul style="list-style-type: none"> <li>o Careful consideration of route to and from activity, and make Group aware of any hazards within base area.</li> <li>o All unused equipment and ropes are kept tidy or away in the appropriate store.</li> <li>o Group are instructed to wear appropriate footwear with no open toe or slip on shoes.</li> </ul>	L
Injury caused by entrapment, including strangulation	Group	H	<ul style="list-style-type: none"> <li>o At the start of the session, Group are instructed to tie long hair back and remove any dangling jewellery from their ears or around their necks or wrists.</li> <li>o All loose items of clothing are removed.</li> <li>o All harnesses are checked when they are put on and again before the participant completes the activity.</li> <li>o Ropes are checked so as not to cause injury through strangulation.</li> </ul>	L
Injury resulting from unsupervised use of equipment	Any	H	<ul style="list-style-type: none"> <li>o Where possible operational equipment is removed or made inaccessible when not supervised.</li> <li>o Visual deterrents used where deemed to benefit – e.g. signage, fences, etc.</li> </ul>	L
Injury resulting from participation in the activity	Group	M	<ul style="list-style-type: none"> <li>o Group are fully briefed in how to be safe during the activity and this will be monitored by the instructor throughout the activity.</li> <li>o All staff are first aid trained.</li> <li>o All activities have a first aid kit and a radio nearby to contact help.</li> </ul>	L

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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 OFF GROUND ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkhirst

Page 3 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

Hazards	Who?	FS	Control Measures in Place	RR
Injury resulting from environmental/weather conditions	All	M	<ul style="list-style-type: none"> <li>○ If thunder is heard or lightning seen, then the activity should stop immediately. The activity may continue 30 minutes after the last thunder was heard.</li> <li>○ If H winds occur then the instructor's ongoing risk assessment and judgement will decide whether to continue or put a stop to the session.</li> <li>○ Staff and Group should have suitable clothing during the activity.</li> <li>○ Staff should be vigilant for signs of foreseeable conditions related to the weather conditions and take appropriate action - e.g. hypothermia, dehydration.</li> <li>○ Instructors can seek guidance from Lead instructor or centre manager as to whether session can continue.</li> </ul>	L
Injury caused by participant misbehaving	All	L	<ul style="list-style-type: none"> <li>○ Instructor provides a comprehensive safety briefing to all members of the group including the basic rules and expectations of them during the activity.</li> <li>○ The adult or leader with the group is responsible for the group's behaviour whilst they are on the session.</li> </ul>	L
NOTE: During all rope sessions			A qualified ERCA Rescuer will be on site to provide additional assistance to instructors if required.	

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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.



## ELEMENT SPECIFIC OFF GROUND ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkthirst

Page 4 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

### CLIMBING

Hazards	Who?	FS	Control Measures in Place	RR
Zip wire in operation	Group	M	<ul style="list-style-type: none"> <li>Do not use slab climbing face when zip wire is in operation</li> </ul>	L
All covered by Generic Off ground Risk Assessment				

### ABSEIL

Hazards	Who?	FS	Control Measures in Place	RR
Access to Abseil	Group	M	<ul style="list-style-type: none"> <li>Group to be made aware of other users Abseil</li> <li>Maximum of one at abseil rail, other two with their back to the inside fence</li> <li>Abseil to be on a safety when at abseil rail.</li> </ul>	L
Entrapment	Group	H	<ul style="list-style-type: none"> <li>Group are briefed to keep their hands L on the abseil rope, keeping clear of the figure of 8 abseil device.</li> </ul>	L

### CRATE STACKING

Hazards	Who?	FS	Control Measures in Place	RR
Injury caused by falling crates	Any	M	<ul style="list-style-type: none"> <li>Crate passers only to pass crates, not to throw them. Crate passers briefed where to stand if crates fall.</li> <li>Group warned of potential hazard, climbers encouraged to push crate stack away from the rest of the group.</li> </ul>	M

### JACOBS LADDER

Hazards	Who?	FS	Control Measures in Place	RR
Risk of splinters / cut from wires	Group	H	<ul style="list-style-type: none"> <li>Group instructed not to use wires whilst climbing</li> </ul>	L
Collision with activity equipment	Group	M	<ul style="list-style-type: none"> <li>Clear safety briefing given and lower off carried out by instructor.</li> </ul>	L

### ZIP WIRE

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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.

## ELEMENT SPECIFIC OFF GROUND ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkthirst

Page 5 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

Hazards	Who?	FS	Control Measures in Place	RR
Participant becoming stuck on the zip wire due to loaded safety rope	Group	L	<ul style="list-style-type: none"> <li>Participant can be rescued by the instructor using the step ladder or if necessary recovered to the tower.</li> </ul>	L
Unconscious participant on wire.	Group	H	<ul style="list-style-type: none"> <li>Instructor trained to rescue the participant using step ladder and return casualty to the ground safely.</li> </ul>	L
Falling from the top of the tower	Group / Instructor	H	<ul style="list-style-type: none"> <li>Safety systems in place to prevent this occurring including gate, and safety ropes. Instructor to provide clear rules and boundaries.</li> </ul>	L
Injury to persons underneath the Zip wire, or to participant from obstructions on the zip wire	Any	M	<ul style="list-style-type: none"> <li>Clear communication between ground and top instructors to ensure it is safe to dispatch – making use of appropriate systems e.g radios</li> <li>Not to use the slope climbing wall while zip is in progress</li> </ul>	L

### BOULDERING

Hazards	Who?	FS	Control Measures in Place	RR
Unsupervised use of the activity	Any	H	<ul style="list-style-type: none"> <li>Barn to be locked when not in use</li> <li>Bouldering Mats should be put away behind the archery screen</li> </ul>	L
Impact from falling off the bouldering wall	Group	H	<ul style="list-style-type: none"> <li>Bouldering Mats must be in place before use.</li> <li>Spotters must be used whilst climbing is taking place</li> </ul>	L

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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 ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkthirst

Page 6 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

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

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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 ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkthirst

Page 7 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

Hazards	Who?	FS	Control Measures in Place	RR
Injury resulting from environmental/weather conditions	All	M	<ul style="list-style-type: none"> <li>o If thunder is heard or lightening seen then the activity should stop immediately. The activity may continue 30 minutes after the last thunder was heard.</li> <li>o If H winds occur then the instructor's ongoing risk assessment and judgement will decide whether to continue or put a stop to the session.</li> <li>o Staff and Group should have suitable clothing during the activity.</li> <li>o Staff should be vigilant for signs of foreseeable conditions related to the weather conditions and take appropriate action - e.g. hypothermia, dehydration.</li> </ul>	L
Injury from activities involving structures or build elements	All	M	<ul style="list-style-type: none"> <li>o All Group are shown how to use the equipment safely.</li> <li>o Everybody is shown spotting technique.</li> <li>o Everybody must wear PPE as directed by the activity APS.</li> <li>o No one may be on the course unless supervised by an appropriate adult.</li> <li>o No running is allowed in the area at any time.</li> <li>o Suitable footwear must be worn at all times.</li> <li>o Platforms are cleared of slippery items such as mud and leaves.</li> <li>o Group are made aware of hazards of walking on wires.</li> <li>o Group are told never to wrap ropes around their arms or any other body parts.</li> </ul>	L
Injury during self-led sessions	All	M	<ul style="list-style-type: none"> <li>o Ensure teacher/group leader has been given a safety briefing on the activity and is provided with an activity briefing card.</li> </ul>	L

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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.



## ELEMENT SPECIFIC ON GROUND ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkhirst

Page 8 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

### ACTIVITIES IN A BOX, LOW ROPES, TEAM GAMES, NIGHT HIKE

Hazards	Who?	FS	Control Measures in Place	RR
All covered by Generic On ground Risk Assessment				

### ADVENTURE COURSE

Hazards	Who?	FS	Control Measures in Place	RR
Self-Lead and evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	M	<ul style="list-style-type: none"> <li>Ensure teacher/leader has been given a safety briefing on the activity and the role of responsibility they have for the session</li> <li>Ensure the teacher/leader has been informed of the additional support for ratio. 1 teacher/leader for every 12 Group</li> </ul>	L

### ORIENTEERING

Hazards	Who?	FS	Control Measures in Place	RR
Group becoming lost and separated	Group	M	<ul style="list-style-type: none"> <li>Group briefed to stay together in there groups</li> <li>Group briefed to stay on the tracks</li> <li>Group are taught what to do if this happens and the instructor monitors where the group have been sent, getting the to return after finding no more than 3</li> <li>Group to carry whistle and touch in the winter nights</li> </ul>	L
Self-Lead and evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	M	<ul style="list-style-type: none"> <li>Ensure teacher/leader has been given a safety briefing on the activity and the role of responsibility they have for the session</li> <li>Ensure the teacher/leader has been informed of the additional support for ratio. 1 teacher/leader for every 12 Group</li> </ul>	L

### BIRDS OF PREY / HARESHAW LINN OFFSITE WALK

Hazards	Who?	FS	Control Measures in Place	RR
Groups becoming lost or disorientated	Group	M	<ul style="list-style-type: none"> <li>Supervision by adults and led by an instructor who know the route.</li> <li>If navigation is practiced then skills progressive so that Group develop skills under supervision</li> <li>Group have emergency procedure to follow if they encounter difficulties.</li> </ul>	L

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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.



## ELEMENT SPECIFIC ON GROUND ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkthirst

Page 9 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

Hazards	Who?	FS	Control Measures in Place	RR
			<ul style="list-style-type: none"> <li>All adults aware of their role – e.g. back marker.</li> </ul>	
Group moving into hazardous terrain	Group	H	<ul style="list-style-type: none"> <li>Instructor to brief group on potential hazards and define boundaries and route to be followed where necessary.</li> </ul>	L
Injury or incident while off centre	Group	M	<ul style="list-style-type: none"> <li>Instructor to carry off site bag including emergency kit including torches, first aid kit and spare clothing.</li> <li>Emergency action plan in place to contact assistance from centre.</li> </ul>	L
Self-Lead and evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	M	<ul style="list-style-type: none"> <li>Ensure teacher/leader has been given a safety briefing on the activity and the role of responsibility they have for the session</li> <li>Ensure the teacher/leader has been informed of the additional support for ratio. 1 teacher/leader for every 12 Group</li> </ul>	L

### PIONEERING

Hazards	Who?	FS	Control Measures in Place	RR
Injury from lifting heavy items	Group	M	<ul style="list-style-type: none"> <li>Correct lifting procedure covered in safety briefing.</li> </ul>	L
Injury from impact with pioneering equipment - poles	Group	M	<ul style="list-style-type: none"> <li>Safety briefing Highlights the hazard and ensures people are aware of others around them.</li> </ul>	L
Self-Lead and evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	M	<ul style="list-style-type: none"> <li>Ensure teacher/leader has been given a safety briefing on the activity and the role of responsibility they have for the session</li> <li>Ensure the teacher/leader has been informed of the additional support for ratio. 1 teacher/leader for every 12 Group</li> </ul>	L

### PROBLEM SOLVING / TEAM BUILDING

Hazards	Who?	FS	Control Measures in Place	RR
All foreseeable hazards covered by generic risk assessment. Ongoing dynamic risk assessment by instructor to be used relevant to each task being completed.				
Self-Lead and evening sessions – Instructor	All	M	<ul style="list-style-type: none"> <li>Ensure teacher/leader has been given a safety briefing on the activity and the role of responsibility they have for the session</li> </ul>	L

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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.

## ELEMENT SPECIFIC ON GROUND ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkthirst

Page 10 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

Hazards	Who?	FS	Control Measures in Place	RR
lead sessions familiarity/experience of adult in charge			<ul style="list-style-type: none"> <li>Ensure the teacher/leader has been informed of the additional support for ratio. 1 teacher/leader for every 12 Group.</li> </ul>	

### BUSHCRAFT INC. CAMP FIRE, BACKWOODS COOKING, FIRELIGHTING

Hazards	Who?	FS	Control Measures in Place	RR
Burns	Group	M	<ul style="list-style-type: none"> <li>Clear rules about behaviour close to fire and not reaching over/into fire given.</li> <li>Use long sticks to cook with.</li> <li>Keep participant numbers to a minimum around fire.</li> <li>Water tap nearest to campfire circle to be used for burns/scolds first aid.</li> <li>Water/fire buckets available in immediate vicinity of activity at all times</li> </ul>	L
Hygiene	Group	L	<ul style="list-style-type: none"> <li>Ensure all who are participating clean and then sanitise before they handle food substances.</li> <li>Maintain good food hygiene procedures – e.g. not mixing raw and cooked meats.</li> </ul>	L
Breathing conditions (brought on by smoke and dust)	All	H	<ul style="list-style-type: none"> <li>Instructor to ask about medical conditions at the start of session</li> <li>Asthma sufferers are to have their pump with them</li> <li>Group briefed to move away from smoke</li> </ul>	
Self-Lead and evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	M	<ul style="list-style-type: none"> <li>Ensure teacher/leader has been given a safety briefing on the activity and the role of responsibility they have for the session</li> <li>Ensure the teacher/leader has been informed of the additional support for ratio. 1 teacher/leader for every 12 Group</li> </ul>	L

### SHELTER BUILDING

Hazards	Who?	FS	Control Measures in Place	RR
Moving construction material	All	M	<ul style="list-style-type: none"> <li>Brief to include staying within a designated area, not running, not moving object which are too big and heavy, (consider using a benchmark such as no thicker than your arm) getting help with large and long objects, awareness of others and not carrying too much at one time.</li> <li>No throwing of objects</li> </ul>	L
Shelter collapse	Group	M	<ul style="list-style-type: none"> <li>Instructor to visually and if necessary physically check structures for stability before structure is used</li> </ul>	L

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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.

## ELEMENT SPECIFIC ON GROUND ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkthirst

Page 11 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

Hazards	Who?	FS	Control Measures in Place	RR
			<ul style="list-style-type: none"> <li>o Instructor to ensure supervision of the area and construction</li> </ul>	
Falling objects	All	H	<ul style="list-style-type: none"> <li>o Instructor to check for potential deadfall in the area</li> </ul>	L
Scratches and splinters	All	L	<ul style="list-style-type: none"> <li>o Instructor to warn group about the possibility of splinters and avoid any wood which looks like a hazard</li> </ul>	L
Rope burn	All	M	<ul style="list-style-type: none"> <li>o If using rope or string instructor to ensure it is being used appropriately</li> </ul>	L
Self-Lead and evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	M	<ul style="list-style-type: none"> <li>o Ensure teacher/leader has been given a safety briefing on the activity and the role of responsibility they have for the session</li> <li>o Ensure the teacher/leader has been informed of the additional support for ratio. 1 teacher/leader for every 12 Group</li> </ul>	L

### ENVIRONMENTAL –INC POND DIPPING, MINIBEAST HUNTING AND CONSERVATION

Hazards	Who?	FS	Control Measures in Place	RR
Cold water shock and Drowning	All	H	<ul style="list-style-type: none"> <li>o Group briefed not to go in the water</li> <li>o Group briefed to dip from designated areas only; younger groups to remain on the dipping platform</li> </ul>	L
Equipment misuse	All	M	<ul style="list-style-type: none"> <li>o Group briefed as appropriate on use of equipment</li> </ul>	L
Individual health	Individuals	H	<ul style="list-style-type: none"> <li>o Group briefed to wash hands after activity</li> <li>o Instructor and leaders to ensure Group have appropriate medication with them at all times for example asthma inhaler, epipen.</li> </ul>	L
Self-Lead and evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	M	<ul style="list-style-type: none"> <li>o Ensure teacher/leader has been given a safety briefing on the activity and the role of responsibility they have for the session</li> <li>o Ensure the teacher/leader has been informed of the additional support for ratio. 1 teacher/leader for every 12 Group</li> </ul>	

### AIR RIFLES

Hazards	Who?	FS	Control Measures in Place	RR
Impact from pellet	All	H	<ul style="list-style-type: none"> <li>o All Group are provided with protective goggles.</li> <li>o The instructor gives clear and simple instructions on the rules of the range.</li> </ul>	L

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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.



## ELEMENT SPECIFIC ON GROUND ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkthirst

Page 12 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

Hazards	Who?	FS	Control Measures in Place	RR
			<ul style="list-style-type: none"> <li>o At all times Group are supervised by a qualified instructor.</li> <li>o Instructor checks that everyone has understood the rules before continuing.</li> <li>o Access to the range is controlled.</li> <li>o There is a solid barrier between the firing stations and access to the range.</li> <li>o Access to pellets is controlled by the instructor.</li> <li>o Signs warning people of the danger if they enter the area.</li> <li>o Physical barriers to prevent people walking in to the danger area.</li> </ul>	
Rifle being stored loaded	All	L	<ul style="list-style-type: none"> <li>o The instructor to check at the end of the sessions that the rifle's barrel is clear.</li> <li>o All rifles are stored in the broken position.</li> </ul>	L
Loading the rifle (danger of loading whilst pointing at another person)	All	H	<ul style="list-style-type: none"> <li>o Instructor to give clear demonstration and instructions on the safe way in which to load the rifle.</li> <li>o Instructor to supervise whilst Group are loading their rifles.</li> <li>o Group told not to put their finger near the trigger when loading the rifle.</li> <li>o Number of people at the firing points controlled by the instructor.</li> </ul>	L
Crushed fingers	Group	M	<ul style="list-style-type: none"> <li>o Instructor demonstrates where Group are to put their hands when they are loading the rifle.</li> <li>o Instructor to supervise to make sure they are following the instructions.</li> </ul>	M
Over shoots and side shoots	All	H	<ul style="list-style-type: none"> <li>o Group given clear instruction on the direction of shooting.</li> <li>o Range perimeter in sound condition.</li> <li>o Physical stop behind targets to stop stray pellets.</li> </ul>	L
Unauthorised use		H	<ul style="list-style-type: none"> <li>o All rifles and pellets removed from the range after use.</li> </ul>	L
Access to spent pellets	All	H	<ul style="list-style-type: none"> <li>o All spent rifle pellets should be collected at the end of session and disposed of properly</li> </ul>	L
Lead toxicity	All	M	<ul style="list-style-type: none"> <li>o Make sure participants and instructors wash their hands after session</li> </ul>	L

### ARCHERY

Hazards	Who?	FS	Control Measures in Place	RR
Misuse of bows	All	H	<ul style="list-style-type: none"> <li>o Instructors are adequately trained and hold Archery GB or Scout permit Leader award.</li> <li>o Bows will be kept at the shooting line at all times.</li> <li>o Group are instructed that they can only use the bows whilst under supervision.</li> <li>o Group should not dry shoot (i.e. shoot without an arrow) the bows.</li> <li>o Bows should be kept pointing down the range at all times and never towards a person or away from the range.</li> </ul>	L
Misuse of arrows		H	<ul style="list-style-type: none"> <li>o Arrows are counted at the start and end of the session to ensure all are accounted for.</li> </ul>	L

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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.



## ELEMENT SPECIFIC ON GROUND ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkthirst

Page 13 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

Hazards	Who?	FS	Control Measures in Place	RR
	All		<ul style="list-style-type: none"> <li>Group 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>	
String hitting the arm	Group	L	<ul style="list-style-type: none"> <li>Group are instructed on the correct shooting process, including keeping the bow arm slightly bend to prevent over extension of the elbow.</li> <li>Group are provided with an arm bracer for their bow arm and instructed as to how to use it correctly.</li> <li>Group should be wearing long sleeves</li> </ul>	L
Arrows in the target and on the ground	Group	H	<ul style="list-style-type: none"> <li>Group are instructed not to run on the range.</li> <li>Group are instructed to approach the targets from the side of the target to ensure they do not walk into arrows which may not be visible.</li> <li>Group 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>	L

### TOMAHAWKS

Hazards	Who?	FS	Control Measures in Place	RR
Misuse of Tomahawks	All	H	<ul style="list-style-type: none"> <li>Make sure that the Tomahawks are not taken out of the enclosure.</li> <li>The Group do not have access to the tomahawks when they are not being supervised.</li> <li>Group are not allowed in the enclosure unless it is their turn to throw.</li> <li>Group supervised by instructor whilst collecting tomahawks.</li> </ul>	L
Suitability of instructor	All	H	<ul style="list-style-type: none"> <li>All instructors are to hold either Archery GB/Scout archery and have bolt on tomahawks training or undergo a full archery permit style course. Assessed by the centres lead instructor as competent in the safe delivery of a tomahawk session.</li> </ul>	L
Suitability of range	All	H	<ul style="list-style-type: none"> <li>Range is set up with a safe over shoot area and secured viewing /participant waiting area , protected with barriers and shelters</li> </ul>	L
Tomahawk Hitting Group	All	H	<ul style="list-style-type: none"> <li>Group are instructed on the correct way to throw.</li> <li>On the occurrence of a Tomahawk bouncing back Group are instructed to move.</li> <li>Group to aim at points marked on the targets minimum 200mm apart</li> <li>Waiting area to be position behind and to the side of the throwing area.</li> </ul>	L

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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.

## ELEMENT SPECIFIC ON GROUND ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkhirst

Page 14 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

Hazards	Who?	FS	Control Measures in Place	RR
Equipment failure	User	M	<ul style="list-style-type: none"> <li>o All equipment is inspect and logged each month.</li> <li>o All equipment is checked before each session and any defective equipment is removed from operation, logged and placed in the quarantine box.</li> </ul>	L
Entanglement	User	M	<ul style="list-style-type: none"> <li>o Group are instructed to remove scarves, tie long hair back, remove or taped over long earrings.</li> <li>o Clothing checked for 'baggy' sleeves.</li> </ul>	L

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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

Date: 02/06/2021

Location for Activity: Hawkthirst

Page 15 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

Hazards	Who?	FS	Control Measures in Place	RR
Cold Water Immersion/shock	All	M	<ul style="list-style-type: none"> <li>o It is recognised that immersion may occur during some activities. In general, activities will be managed to prevent immersion in water &lt;10°C.</li> <li>o Ensuring effective group briefing and control to prevent cold water immersion.</li> <li>o Clear information is given prior to the session as to the clothing required.</li> <li>o Ensure everyone dresses for the weather conditions.</li> <li>o Brief to include what the group needs to do in case of immersion – lie back, float, control breathing</li> </ul>	M
Inexperience of staff supervision/coaching	All	M	<ul style="list-style-type: none"> <li>o Staff running the session to hold the right NGB and stay within remit</li> <li>o Assistant staff to hold BC 2 star or paddle discover and FSRT</li> <li>o Staff will receive site specific training for the environment within which they operate</li> <li>o The safety and quality of these activities are validated externally by AALA, RYA and or BC where necessary</li> </ul>	L
Inexperience of group and or group behaviour	Group	M	<ul style="list-style-type: none"> <li>o An activity safety briefing is delivered to help orientate guests and identify any particular hazards-</li> <li>o Wind chill (if appropriate)</li> <li>o Correct measures to undertake if falling in the water</li> <li>o Behaviour monitored and managed appropriately, vigilance of all staff during activity and while Group get off the water and put away equipment.</li> <li>o Constant line of sight will be kept when on the water.</li> <li>o Clear responsibilities are outlined in the pre-course information sent out to all groups.</li> <li>o The instructor and group leader will communicate to understand who is responsible for the group at all times.</li> </ul>	M
Venue specific hazards	Group	L	<ul style="list-style-type: none"> <li>o Venue choice will be determined by guest wants, needs and ability and environmental conditions within the remit of the instructor</li> <li>o Alternative venues will be considered if appropriate.</li> <li>o The instructor will inspect the area for any hazards and conduct ongoing dynamic risk assessments</li> </ul>	L
Capsize or Immersion	Group	H	<ul style="list-style-type: none"> <li>o Clear information is given prior to the session as to the clothing required.</li> <li>o Ensure everyone dresses for the weather conditions.</li> <li>o No bare feet</li> <li>o Correctly fitting buoyancy aids and helmets are to be worn by all.</li> <li>o Visually check each participant is kitted out properly.</li> <li>o Visually check all equipment prior to use.</li> <li>o Activity Instructors will carry a knife, towing system. Carry a bailer when using canoes.</li> <li>o Equipment inspections are carried out for boats, buoyancy aids and helmets before each use</li> </ul>	M

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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

Date: 02/06/2021

Location for Activity: Hawkthirst

Page 16 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

			<ul style="list-style-type: none"> <li>Annual boat and buoyancy aid inspections are completed and recorded. This includes a sample floatation test for buoyancy aids.</li> </ul>	
Drowning	All	H	<ul style="list-style-type: none"> <li>All participants including instructors to wear buoyancy aids that are fit for use</li> <li>Buoyancy aids to be visually checked before every use and checked and recorded every 4 weeks</li> <li>Instructors to have correct training and qualifications to make correct decisions and be able to rescue participants in a variety of situations</li> <li>Instructors to only operate in the zones that their qualifications allow</li> <li>Site specific training to be carried out regarding known hazards. I.e capsizing/entrapment</li> </ul>	L
Strains, sprains and soft tissue injury	Group	M	<ul style="list-style-type: none"> <li>Instruction in safe manual handling will be given</li> <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>	L
Injury resulting from environmental/weather conditions	Group	M	<ul style="list-style-type: none"> <li>If thunder is heard or lightning seen then the activity should stop immediately. The activity may continue 30 minutes after the last thunder was heard or lightning seen</li> </ul>	L
Effects of the weather	Group	H	<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>	M
Illness	Group	M	<ul style="list-style-type: none"> <li>Check cuts etc are covered with water proof plasters.</li> <li>Check medical requirements and that any essential medication is accessible.</li> <li>Ensure protection from the weather (heat and cold).</li> </ul>	L
Unauthorised use	Anyone	H	<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>	L
Health issues	Group	H	<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>	L/M

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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.





## ELEMENT SPECIFIC WATER ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkhirst

Page 17 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

### CANOE & KAYAK

Hazards	Who?	FS	Control Measures in Place	RR
Supervision of the group	Group	M	<ul style="list-style-type: none"> <li>1:12 for canoes Tandem with site specific training and assessment and 1:6 canoes solo</li> <li>1:8 for kayaks or 2:12 with assistant</li> <li>BC paddlesport Leader award or BC Paddlesport instructor and assistant instructor or above</li> </ul>	L
Slips trips and falls, including impact with equipment	Group	M	<ul style="list-style-type: none"> <li>Helmets compulsory for all. The risk of impact by the Kayak/Canoe and paddles is to be Highlighted to everyone,</li> <li>No bare feet – suitable footwear must be worn.</li> </ul>	M

### SUPS

Hazards	Who?	FS	Control Measures in Place	RR
Supervision of the group	All	M	<ul style="list-style-type: none"> <li>1:8 for SUP with site specific training and assessment</li> <li>1:8 SUP solo or 2:12 with assistant</li> <li>BC paddlesport Leader award or BC Paddlesport instructor and assistant instructor or above</li> </ul>	L
Slips trips and falls, including impact with equipment	Group	M	<ul style="list-style-type: none"> <li>The risk of impact by the SUP and paddles is to be Highlighted to everyone,</li> <li>No bare feet – suitable footwear must be worn.</li> <li>Kneeling always when within 5 meters from the shore or Jetty</li> </ul>	M

### BELL BOATS

Hazards	Who?	FS	Control Measures in Place	RR
Supervision of the group	Group	M	<ul style="list-style-type: none"> <li>Activity takes place within the described area – instructed by an individual that has undertaken BB in house training and safety or an assistant instructor BC Leadership award, BC Paddlesport instructor</li> <li>1 members of staff per BB, if only 1 BB is used a powerboat must be in attendance.</li> <li>A minimum of 1 Powerboat per session</li> </ul>	L
Slips trips and falls, including impact with equipment	Group	M	<ul style="list-style-type: none"> <li>Helmets compulsory for all. The risk of impact by the BB and paddles is to be Highlighted to everyone,</li> <li>No bare feet – suitable footwear must be worn.</li> </ul>	M

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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.

# ELEMENT SPECIFIC WATER ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkthirst

Page 18 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

Hazards	Who?	FS	Control Measures in Place	RR
---------	------	----	---------------------------	----

## LAUNCH TRIPS

Hazards	Who?	FS	Control Measures in Place	RR
Launching and landing	Group	H	<ul style="list-style-type: none"> <li>o Clear safety procedure given to Group regarding routes and safe areas</li> </ul>	L
Mechanical failure	Group	M	<ul style="list-style-type: none"> <li>o Launch well maintained and checked before use. Appropriate support in place including method of contacting help.</li> </ul>	L
Sinking	Group	H	<ul style="list-style-type: none"> <li>o Appropriate safety equipment on board, group briefed on its use by the instructor.</li> </ul>	L

## RAFT BUILD

Hazards	Who?	FS	Control Measures in Place	RR
Supervision of the group	Group	M	<ul style="list-style-type: none"> <li>o In house training in house safety course,</li> <li>o 1st aid qualification.</li> <li>o The session will be broken down and supervised as four phases-</li> <li>o 1)Planning</li> <li>o 2)Raft building</li> <li>o 3)Paddling the rafts on the water</li> <li>o 4)Dismantling</li> <li>o Phases 1, 2 and 4 may be assisted/supervised by the groups own staff</li> </ul>	L
Entrapment	Group	H	<ul style="list-style-type: none"> <li>o Staff will carry a knife and be alert for entanglement if rafts break apart.</li> </ul>	L
Canoe with SUP for Safety	Group	M	<ul style="list-style-type: none"> <li>o Staff will be aware of the hazard presented to people in the water by the canoe and paddle the canoe accordingly, paying constant attention to the proximity of the canoe and paddle to any Group</li> </ul>	L
Incorrect lifting or mishandling of raft build equipment	Group	M	<ul style="list-style-type: none"> <li>o Safety briefing will include manual handling training. This briefing will specifically include to be aware of other people when moving poles.</li> <li>o Minimum of two people per pole/barrel if children.</li> <li>o To work in groups of at least 6 (under 18's) or 6 (adults) when moving rafts.</li> </ul>	M
Slips trips and falls, including impact with equipment	Group	M	<ul style="list-style-type: none"> <li>o Helmets compulsory for all. The risk of impact by the poles and paddles is to be Highlighted to everyone,</li> <li>o No bare feet – suitable footwear must be worn.</li> <li>o Kneeling always when within 5 meters from the shore or Jetty</li> </ul>	M

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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.



# ELEMENT SPECIFIC WATER ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkthirst

Page 19 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

## SAILING

Hazards	Who?	FS	Control Measures in Place	RR
Experience of supervising staff	Group	M	<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>	L
Venue conditions	Group	M	<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>	L
Slips trips and falls, including impact with equipment	Group	M	<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> <li>No bare feet – suitable footwear must be worn.</li> </ul>	M
Safety boat equipped to rescue	Group	M	<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>	L
Entrapment	Group	H	<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 Group when capsize occurs.</li> <li>Monitor scene of any capsize immediately and take any necessary action.</li> </ul>	M
Inversion	Group	M	<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>	L

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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 EVENING ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkthirst

Page 20 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

Hazards	Who?	FS	Control Measures in Place	RR
Generic hazards associated with adventurous activities – including misbehaviour of group.	All	M	<ul style="list-style-type: none"> <li>o A ratio of 1:12 for group members to responsible adults. One designated instructor in charge who will brief all other adults.</li> <li>o An activity safety briefing is delivered to help orientate guests and identify any particular hazards.</li> <li>o Venue choice will be determined by guest wants, needs and ability and environmental conditions</li> <li>o Boundaries set at base and closely supervised</li> <li>o Venue checked as being clear of avoidable hazards</li> <li>o Clear responsibilities are outlined in the pre-course information sent out to all groups.</li> </ul>	L
Falls, objects falling from above, trips and slips.	All	M	<ul style="list-style-type: none"> <li>o Appropriate equipment used</li> <li>o Proper briefing of guests, behaviour monitored and managed appropriately, vigilance by all staff during activity and especially if guests are blindfolded</li> <li>o Activities take place at level – no activity above the reach of participants</li> <li>o The building of any structures is closely monitored to prevent collapse.</li> <li>o Guidance to suitable footwear given before session.</li> <li>o Visual checks are carried out by staff on an ongoing basis.</li> <li>o Lifting of heavy equipment is avoided or managed with clear briefings.</li> <li>o All equipment is checked for fitness of purpose.</li> <li>o All relevant Health and safety guidelines are followed</li> <li>o The instructor will ensure access to a first aid kit.</li> </ul>	L
Unauthorised use	Any	M	<ul style="list-style-type: none"> <li>o All equipment and venues will be left safe and secure when unattended, and unauthorised access prohibited.</li> </ul>	M
Weather	All	L	<ul style="list-style-type: none"> <li>o Pre-session briefing will include information about suitable clothing.</li> <li>o Activity may be changed due to conditions</li> </ul>	L
Health issues including personal injury or illness	All	M	<ul style="list-style-type: none"> <li>o All groups are required to provide information about significant medical requirements and will ensure that any essential medication is accessible.</li> <li>o An adequate warm up will be carried out and repeated if necessary. Activities will be varied to avoid excessive strain.</li> </ul>	L
Activities involving structures or build elements	All	M	<ul style="list-style-type: none"> <li>o All participants are shown how to use the equipment safely</li> <li>o Everybody is shown spotting technique</li> <li>o Everybody must wear PPE as directed by the activity APS</li> </ul>	L

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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 EVENING ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkhirst

Page 21 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

Hazards	Who?	FS	Control Measures in Place	RR
			<ul style="list-style-type: none"> <li>o 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>o Suitable footwear must be worn at all times</li> <li>o Platforms are cleared of slippery items such as mud and leaves</li> <li>o 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>	
Self-Lead and evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	M	<ul style="list-style-type: none"> <li>o Ensure teacher/leader has been given a safety briefing on the activity and the role of responsibility they have for the session</li> <li>o Ensure the teacher/leader has been informed of off the additional support for ratio. 1 teacher/leader for every 12 participants</li> </ul>	L

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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.

## ELEMENT SPECIFIC EVENING ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkhirst

Page 22 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

### NIGHT HIKE

Hazards	Who?	FS	Control Measures in Place	RR
Groups becoming lost or disorientated	Group	M	<ul style="list-style-type: none"> <li>Supervision by adults and led by an instructor who know the route.</li> <li>If navigation is practiced then skills progressive so that Group develop skills under supervision</li> <li>Group have emergency procedure to follow if they encounter difficulties.</li> <li>All adults aware of their role – e.g. back marker.</li> </ul>	L
Group moving into hazardous terrain	Group	H	<ul style="list-style-type: none"> <li>Instructor to brief group on potential hazards and define boundaries and route to be followed where necessary.</li> </ul>	L
Injury or incident while off centre	Group	M	<ul style="list-style-type: none"> <li>Instructor to carry off site bag including emergency kit and torches, first aid kit and spare clothing.</li> <li>Emergency action plan in place to contact assistance from centre.</li> </ul>	L
Self-Lead and evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	M	<ul style="list-style-type: none"> <li>Ensure teacher/leader has been given a safety briefing on the activity and the role of responsibility they have for the session</li> <li>Ensure the teacher/leader has been informed of off the additional support for ratio. 1 teacher/leader for every 12 Group</li> </ul>	L

### GAMES NIGHT & HAVE A GO SHOW

Hazards	Who?	FS	Control Measures in Place	RR
All Identified in Generic Evening Activities Risk Assessment				
Self-Lead and evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	M	<ul style="list-style-type: none"> <li>Ensure teacher/leader has been given a safety briefing on the activity and the role of responsibility they have for the session</li> <li>Ensure the teacher/leader has been informed of off the additional support for ratio. 1 teacher/leader for every 12 Group</li> </ul>	L

### NIGHT LINE / SENSORY TRAIL

Hazards	Who?	FS	Control Measures in Place	RR
Bangs and Knocks	Group	L	<ul style="list-style-type: none"> <li>Group are to be prompted to use their touch sense more when approaching elements to ensure they find the correct route</li> <li>Group briefed to be aware that others are near and they should be careful with their movements</li> <li>Supervising staff to monitor safety of the group and ensure they are suitable spaced out.</li> </ul>	L

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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.

## ELEMENT SPECIFIC EVENING ACTIVITIES RISK ASSESSMENT

Date: 02/06/2021

Completed by: Graham Atkinson

Location for Activity: Hawkthirst

Review Date: + 1 year

Entrapment	Group	M	<ul style="list-style-type: none"> <li>Group are told never to wrap ropes around their arms or any other body parts</li> <li>Group are told to always use the palm of their hand to feel for rope when at obstacles</li> </ul>	L
Self-Lead and evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	M	<ul style="list-style-type: none"> <li>Ensure teacher/leader has been given a safety briefing on the activity and the role of responsibility they have for the session</li> <li>Ensure the teacher/leader has been informed of off the additional support for ratio. 1 teacher/leader for every 12 Group</li> <li>Ensure the course is used in the right direction to provide adequate supervision</li> </ul>	L

### CAMP FIRE

Hazards	Who?	FS	Control Measures in Place	RR
Fire Spread	Group	M	<ul style="list-style-type: none"> <li>Responsible adults to ensure that fire is kept to a manageable size and does not become unmanageable</li> <li>Fire buckets available and ready to use</li> <li>Adults briefed on firefighting action to take in event of emergency.</li> </ul>	L
Burns	Group	M	<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 Group to a minimum around fire.</li> <li>Tap nearest campfire circle to be used for burns/scalds first aid.</li> </ul>	L
Smoke Inhalation	Group	M	<ul style="list-style-type: none"> <li>Ensure that wood used is dry enough to burn without creating excessive smoke.</li> <li>If wind conditions result in smoke blowing at group, group should either move or activity be cancelled.</li> <li>Ensure that any Group with breathing conditions have inhalers etc. with them.</li> </ul>	L
Slip/trip or falls in the dark	Group	M	<ul style="list-style-type: none"> <li>Ensure that you have a torch to light the way and are actively leading the group from the front to avoid obstacles or use alternative track past outdoor archery.</li> </ul>	L
Self-Lead and evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	M	<ul style="list-style-type: none"> <li>Ensure teacher/leader has been given a safety briefing on the activity and the role of responsibility they have for the session</li> <li>Ensure the teacher/leader has been informed of off the additional support for ratio. 1 teacher/leader for every 12 Group</li> </ul>	L

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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 OFFSITE RISK ASSESSMENT

Date: 02/06/2021

Location for Activity: Hawkhirst

Page 24 of 24

Completed by: Graham Atkinson

Review Date: + 1 year

Hazards	Who?	FS	Control Measures in Place	RR
Vehicle accident during travel to and from venue in Association vehicles	All	H	<ul style="list-style-type: none"> <li>All vehicles to be regularly checked and maintained in accordance with centre policy</li> <li>All passengers should wear seatbelts</li> <li>Drivers should be appropriately qualified</li> <li>Drivers should not take excessive risks – e.g. Flood water, off road driving, excessive speed or overtaking</li> <li>Appropriate safe parking areas should be used and the group controlled on exit and entry to the vehicle</li> </ul>	M
Supervision of group and group behaviour	All	H	<ul style="list-style-type: none"> <li>A ratio of 1:12 is set. One visiting staff member may be added to 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>	L
Falls, objects falling from above, trips and slips.	All	H	<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>	M
Injury/illness	All	M	<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>	L
Effect of weather	All	M	<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>	M
Hypothermia	All	M	<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>	M

Level	(FS) Foreseeable Severity Description	(RR) Residual Risk Description
L = Low	Minor Injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
M = 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.
H = 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.

