

# Scout Adventures - Hawkhirst

## Off-ground Activity Risk Assessments (Generic and Element Specific)

This document contains the risk assessment and controls for each off ground activity base on the centre. It covers:

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

To use this risk assessment:

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

### Severity Factor & Remaining Risk Assessment

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

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

# Generic Off ground Risk Assessment

## Hawkhirst

- ! ○ This document should be used in conjunction with the Element Specific Risk Assessment for off ground activities.
- A qualified rescuer must be on site and contactable during all high ropes 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 fall from height	Group	High	<ul style="list-style-type: none"> <li>○ Instructors are trained and assessed by competent persons.</li> <li>○ Instructor safety system is in place to protect them from a fall.</li> <li>○ Approved safety systems and procedures are in place to protect participants and ensure they are always safeguarded from falling, including safe routes and PPE.</li> </ul>	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> <li>Participants are briefed and shown at the start of the session the process of the activity.</li> <li>The safety briefing includes explaining a waiting area to the group.</li> </ul>	
Injury caused failure of equipment/ base/ surroundings, including objects falling from height	Any	Medium	<ul style="list-style-type: none"> <li>All participants and instructors will wear a helmet throughout the activity.</li> <li>Activity will be set up in line with activity procedure document including functional checks before use.</li> <li>Participants are told to remove all objects from their pockets at the start of the session.</li> <li>All safety equipment is inspected on a daily, monthly and annual basis with appropriate records kept.</li> <li>All structures, trees and anchor bolts are checked on an annual basis by a competent person.</li> </ul>	Low
Slips and trips caused by uneven surfaces	Any	Low	<ul style="list-style-type: none"> <li>Careful consideration of route to and from activity, and make participants aware of any hazards within base area.</li> <li>All unused equipment and ropes are kept tidy or away in the appropriate store.</li> <li>Participants are instructed to wear appropriate footwear with no open toe or slip on shoes.</li> </ul>	Low
Injury caused by entrapment, including strangulation	Group	High	<ul style="list-style-type: none"> <li>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 or wrists as well as rings.</li> <li>All loose items of clothing are removed.</li> </ul>	Low

## OFF GROUND RISK ASSESSMENT – HAWKHIRST

Document Managed by: Ben Savage, lead Instructor

Last Edited: 3 May 2022 Formal review date: January 2023

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> <li>○ All harnesses are checked when they are put on and again before the participant completes the activity.</li> <li>○ Ropes are checked so as not to cause injury through strangulation.</li> </ul>	
Injury resulting from unsupervised use of equipment	Any	High	<ul style="list-style-type: none"> <li>○ Where possible operational equipment is removed/locked or made inaccessible when not supervised.</li> <li>○ Visual deterrents used where deemed to benefit – e.g. signage, fences, etc.</li> </ul>	Low
Injury resulting from participation in the activity	Group	Medium	<ul style="list-style-type: none"> <li>○ Participants are fully briefed in how to be safe during the activity and this will be monitored by the instructor throughout the activity.</li> <li>○ All staff are first aid trained.</li> <li>○ All Instructors will have a first aid kit and a radio nearby to contact help.</li> </ul>	Low
Injury resulting from environmental/weather conditions	All	Medium	<ul style="list-style-type: none"> <li>○ If thunder is heard or lightening seen then apply the 30:30 rule. If the gap between thunder and lightning (flash to bang) is less than 30 seconds then move to safety for 30 minutes. Repeat with each new thunder/lightening.</li> <li>○ If high winds occurs (Beaufort 6 or above – Large branches move in wind), then instructor to stop the session.</li> <li>○ Staff and participants should have suitable clothing during the activity.</li> </ul>	Low

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			<ul style="list-style-type: none"> <li>Staff should be vigilant for signs of foreseeable conditions related to the weather conditions and take appropriate action - e.g. hypothermia, dehydration.</li> </ul>	
Fall from height due to being over the allowed weight limit for off ground activities	All	High	<ul style="list-style-type: none"> <li>Ensure that all instructors are aware of the weight limit and know what to look for in participants. If this is suspected then the instructor to either politely enquire away from the group's knowledge or call for assistance from senior staff.</li> </ul>	Low
Injury caused by participant misbehaving	All	Low	<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>	Low

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

## Abseil

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Access to Abseil	Trespassers, Group	High	<ul style="list-style-type: none"> <li>○ Maximum of two participants at abseil rail.</li> <li>○ All Group to be on a safety rope when at abseil rail.</li> <li>○ Tower locked when not in use, tower area is fenced and gated.</li> </ul>	Low
Entrapment in figure of eight	Participant	Medium	<ul style="list-style-type: none"> <li>○ Groups are briefed to keep their hands low on the abseil rope, keeping clear of the figure of 8 abseil device.</li> <li>○ Participants receive demonstration/briefing of how to descend.</li> </ul>	Low
Participant suffering medical condition or freezing during descent.	Participant	Medium	<ul style="list-style-type: none"> <li>○ Participants briefed on how to descend.</li> <li>○ Instructor discussed medical concerns with group leader at start of the session.</li> <li>○ Instructor trained to perform full rescue and lower participant to ground.</li> </ul>	

## Climbing

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Access to Tower	Trespassers, Group	High	<ul style="list-style-type: none"> <li>○ Tower locked when not in use, tower area is fenced</li> <li>○ Banners to be placed covering the tower face.</li> </ul>	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Zip wire in operation	Climber	High	<ul style="list-style-type: none"> <li>Slab face not to be used while zip session in progress</li> </ul>	Low
All other hazards covered by generic risk assessment				

### Crate stacking

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Injury caused by falling crates	Anyone in vicinity	Medium	<ul style="list-style-type: none"> <li>Crate passers only to pass crates, not to throw them.</li> <li>Crate passers to use the haul rope to pass crates once out of reach.</li> <li>Crate passers briefed where to stand after stacking to avoid injury.</li> <li>Group warned of potential hazard, climbers encouraged to push crate stack away from the rest of the group.</li> <li>Stacking Crates pushed to fall sideways instead of forward</li> </ul>	Medium
Climbers landing on crates while descending	Participants	Medium	<ul style="list-style-type: none"> <li>Instructor to observe climbers all the way to the floor and tell them to be vigilant/aware of obstructions underneath.</li> <li>If crates are a problem instructor to coordinate other group members to clear the landing area.</li> </ul>	

### Jacobs Ladder

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Unsupervised use of the activity	Anyone in Vicinity	High	<ul style="list-style-type: none"> <li>Removable bars to be removed and securely stored when the activity is not in use</li> </ul>	Low
Collision with activity equipment	Participants	Medium	<ul style="list-style-type: none"> <li>Clear safety briefing given and lower off carried out by instructor.</li> </ul>	Low

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Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Injury from metal wires (splinters)	Participants	Low	<ul style="list-style-type: none"> <li>○ Participants instructed not to use the metal wires</li> <li>○ Base inspected quarterly for condition.</li> </ul>	Low

## Zip Wire

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Rope burn on lower off	Participants	Medium	<ul style="list-style-type: none"> <li>○ Instructor to control descent; clear instruction given during safety brief and prior to descent that only the Rig handle should be held</li> </ul>	Low
Impact with moving return rope	Participants	Medium	<ul style="list-style-type: none"> <li>○ Participants are instructed to keep away from rope as it's being returned; instructors training to lower retrieval rope safely</li> </ul>	Low
Unsupervised use of the activity	Anyone in Vicinity	High	<ul style="list-style-type: none"> <li>○ Zip Wire Tower to be locked when not in use.</li> </ul>	Low
Participant lowering onto safety rope during descent	Participant	Low	<ul style="list-style-type: none"> <li>○ Safety talk demonstrates lowering procedure with VAK demo</li> <li>○ Ground instructor gives clear instructions and supervision</li> <li>○ Rescue ladder and on site rescuer to respond to problems.</li> </ul>	Low
Injury to persons underneath the Zip wire, or to participant from obstructions on the zip wire	Participants, Pedestrians	Medium	<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>	Low



# Scout Adventures - Hawkhirst

## On-ground Activity Risk Assessments (Generic and Element Specific)

This document contains the risk assessment and controls for each off ground activity base on the centre. It covers:

- Adventure Course
- Archery
- Bushcraft (Campfire, Fire Lighting, Backwoods Cooking)
- Bouldering
- Environmental
- Hike / Offsite inc Birds of Prey, Hareshaw Linn and Night hike
- Games Night / Have a Go Show
- Orienteering
- Pioneering
- Rifles
- Sensory Trail (Night Line)
- Shelter Building
- Team Building/Problem Solving
- Tomahawk Throwing

To use this risk assessment:

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

### Severity Factor & Remaining Risk Assessment

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

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

# Generic On ground Risk Assessment

## Hawkhurst

! This document should be used in conjunction with the Element Specific Risk Assessment for on ground 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> </ul>	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> <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 and a radio will be nearby.</li> </ul>	
Injury resulting from unsupervised use of equipment	Any	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>	Low
Injury resulting from environmental/weather conditions	All	Low	<ul style="list-style-type: none"> <li>○ If thunder is heard or lightening seen then apply the 30:30 rule. If the gap between thunder and lightning (flash to bang) is less than 30 seconds then move to safety for 30 minutes. Repeat with each new thunder/lightening.</li> <li>○ Instructor of the session to make participants aware of the ground they will be on and to take into consideration their surroundings e.g. trees and fences. Activity may be changed due to conditions.</li> <li>○ Staff and participants 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> </ul>	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
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>○ Instructor to discuss potential health risks with the group leader at the start of the session.</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
Injury from activities involving equipment, 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 for balance elements.</li> <li>○ Everybody must wear PPE if directed by the activity APS.</li> <li>○ No one may be on the course unless accompanied by a suitable instructor.</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 and other slippery surfaces.</li> <li>○ Participants are told never to wrap ropes around their arms or any other body parts.</li> </ul>	Low
Injury from activities involving self-led equipment/sessions	All	Medium	<ul style="list-style-type: none"> <li>○ Ensure teacher/group leader has been given a safety briefing on the activity and is provided with Self Led Guidance Sheet with activity guidelines on it.</li> </ul>	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	Medium	<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 participants</li> </ul>	Low
Evening sessions or sessions run in the dark	All	Medium	<ul style="list-style-type: none"> <li>○ Trees to have branches removed up to 2 meters from the ground where possible</li> <li>○ A proper safety brief to include possible low branches in the woods/area</li> <li>○ To use areas flat free from holes/ ruts where possible (If not cover in safety brief)</li> <li>○ Touches to be carried and used If appropriate to the game/activity</li> </ul>	Low

# Element specific on ground Risk Assessment

## Hawkhirst



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

### Adventure Course

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	Medium	<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>	Low

### 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 Archery GB instructor award or Scout Association Archery Permit</li><li>○ Bows will be kept at the shooting line at all times.</li><li>○ Participants can only use the bows whilst under supervision.</li></ul>	Medium

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> <li>○ Participants should not dry shoot (shoot without arrow) the bow.</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>	
Misuse of arrows	All	High	<ul style="list-style-type: none"> <li>○ Arrows are counted at the start and end of the session.</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 (VAK) how to load and shoot an arrow.</li> <li>○ All spare arrows are removed from the shooting line if the instructor needs to step away from it for any reason.</li> </ul>	Low
String hitting the arm	Participants	Low	<ul style="list-style-type: none"> <li>○ Participants are instructed on the correct shooting process, including keeping the bow arm slightly bent to prevent over extension of the elbow.</li> <li>○ Participants are provided with an arm bracer for their bow arm and instructed how to use it correctly.</li> </ul>	Low
Arrows in the target and on the ground	Participants	High	<ul style="list-style-type: none"> <li>○ Participants are instructed not to run on the range.</li> </ul>	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> <li>○ Participants 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>○ 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>	

**Bushcraft inc. camp fire, backwoods cooking, firelighting**

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 given, instructor to check understanding before moving on.</li> <li>○ Use long sticks to cook with, avoid touching food until cooled.</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. Highlighted during intro/safety briefing.</li> <li>○ Water/fire buckets available in immediate vicinity of fire.</li> </ul>	Low
Hygiene	Participants	Medium	<ul style="list-style-type: none"> <li>○ Ensure all who are participating clean and then sanitise before they handle food substances.</li> </ul>	Low



Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> <li>○ Maintain good food hygiene procedures – e.g. not mixing raw and cooked meats, use clean equipment.</li> </ul>	
Use of Tools	Participants	Medium	<ul style="list-style-type: none"> <li>○ All participants showed how to safely use tools and supervised whilst using them. Appropriate PPE to be used.</li> </ul>	Low
Allergic Reactions	Participants	Medium	<ul style="list-style-type: none"> <li>○ Instructors will be made aware of any special dietary requirements within the group; first aider present at each session</li> </ul>	Low
Fire spreading out of control	All	High	<ul style="list-style-type: none"> <li>○ Fire wood stored a safe distance away from fire; fire bucket located within easy reach; area cleared of flammable materials prior to session commencement; instructor to monitor fire size.</li> </ul>	Medium
Injury whilst collecting wood	All	Medium	<ul style="list-style-type: none"> <li>○ Brief to include staying within a designated area, not running, not moving big heavy objects (consider using a benchmark such as no thicker than your wrist) and not to carry too much at one time.</li> </ul>	Low
Scratches and splinters	All	Low	<ul style="list-style-type: none"> <li>○ Instructor to warn group about the possibility of splinters and avoid any wood which looks like a hazard</li> <li>○ All instructors first aid trained</li> </ul>	Low
Toxic smoke production	All	Medium	<ul style="list-style-type: none"> <li>○ Do not allow the burning of live trees</li> <li>○ Do not allow the burning of plastics</li> </ul>	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Burns	All	High	<ul style="list-style-type: none"> <li>○ Have a designated area for fire lighting</li> <li>○ Brief group to pay special attention in this area and especially do not run</li> <li>○ Group briefed not to play with fire</li> <li>○ Once something is in the fire do not remove (only exception is some food stuffs which will be removed by the instructor or designated leader)</li> <li>○ Instructor to ensure area is supervised at all times</li> <li>○ Water source to be nearby for quick treatment if necessary</li> </ul>	Low
Smoke inhalation	All	Medium	<ul style="list-style-type: none"> <li>○ Brief on hazard as appropriate</li> </ul>	Low

### Hike / Offsite inc Birds of Prey, Hareshaw Linn and Night hike

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Groups becoming lost or disorientated	Group	Medium	<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>	Low

Group moving into hazardous terrain	Group	High	<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>	Low
Injury or incident while off centre	Group	Medium	<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>	Low
Evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	Medium	<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>	Low
Vehicle accident during travel to and from venue in Association vehicles	All	High	<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>	Medium
Supervision of group and group behaviour	All	High	<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> </ul>	Low

			<ul style="list-style-type: none"> <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>	
Falls, 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>○ 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

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
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

### Bouldering

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Unsupervised use of the activity	Any	High	<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>	Low
Impact from falling off the bouldering wall	Group	High	<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, and participants must be taught to spot effectively.</li> <li>○ Instructor/Adult in charge must supervise the group while bouldering is taking place.</li> <li>○ Helmets must be worn while bouldering.</li> </ul>	Low

### Environmental including Pond Dipping and Minibeast Hunting

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Cold water shock and Drowning	All	High	<ul style="list-style-type: none"> <li>Group briefed not to go in the water</li> <li>Group briefed to dip from designated areas only; younger groups to remain on the dipping platform</li> </ul>	Low
Equipment misuse	All	Medium	<ul style="list-style-type: none"> <li>Group briefed as appropriate on use of equipment</li> </ul>	Low
Individual health	Individuals	High	<ul style="list-style-type: none"> <li>Group briefed to wash hands after activity</li> <li>Instructor and leaders to ensure Group have appropriate medication with them at all times for example asthma inhaler, epipen.</li> </ul>	Low
Evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	Medium	<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>	Low

### Games Night & Have a Go Show

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
All Identified in Generic Evening Activities Risk Assessment				
Evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	Medium	<ul style="list-style-type: none"> <li>Brief teacher/leader given a safety briefing on the activity and the role of responsibility they have for the session</li> </ul>	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> <li>o Ensure the teacher/leader has been informed of off the additional support for ratio. 1 teacher/leader for every 12 Group</li> </ul>	

### Orienteering

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Group becoming lost and separated	Group	Medium	<ul style="list-style-type: none"> <li>o Group briefed to stay together in there groups</li> <li>o Group briefed to stay on the tracks</li> <li>o 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>o Group to carry whistle and touch in the winter nights</li> </ul>	Low
Evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	Medium	<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>	Low

### Pioneering (instructed)

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk

Injury from lifting heavy items	Group	Medium	<ul style="list-style-type: none"> <li>o Correct lifting procedure covered in safety briefing.</li> </ul>	Low
Injury from impact with pioneering equipment - poles	Group	Medium	<ul style="list-style-type: none"> <li>o Safety briefing Highlights the hazard and ensures people are aware of others around them.</li> <li>o Participants are told to watch out for others, be aware of their surroundings and an instructor / teacher is able to assist if needed.</li> </ul>	Low
Evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	Medium	<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>	Low

### 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>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> <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> </ul>	Low



			<ul style="list-style-type: none"> <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 to check at the end of the sessions that the rifle's 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 Group are loading their rifles.</li> <li>○ Group 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	Group	Medium	<ul style="list-style-type: none"> <li>○ Instructor demonstrates where Group 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>	M
Over shoots and side shoots	All	High	<ul style="list-style-type: none"> <li>○ Group 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
Access to spent pellets	All	High	<ul style="list-style-type: none"> <li>○ All spent rifle pellets should be collected at the end of session and disposed of properly</li> </ul>	Low

Lead toxicity	All	Medium	<ul style="list-style-type: none"> <li>○ Make sure participants and instructors wash their hands after session</li> </ul>	Low
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### Sensory Trail

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Collision with people / objects whilst blindfolded.	Participants	Medium	<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>	Low
Other users walking into the night line	Pedestrians	Low	<ul style="list-style-type: none"> <li>○ Trail to be visually marked on trees with bright colours or warnings.</li> </ul>	Low
Entrapment	Group	Medium	<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>	Low

### Shelter Building:

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Moving construction material	All	Medium	<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</li> </ul>	Low

			and long objects, awareness of others and not carrying too much at one time. <ul style="list-style-type: none"> <li>o No throwing of objects</li> </ul>	
Shelter collapse	Group	Medium	<ul style="list-style-type: none"> <li>o Instructor to visually and if necessary physically check structures for stability before structure is used</li> <li>o Instructor to ensure supervision of the area and construction</li> </ul>	Low
Falling objects	All	High	<ul style="list-style-type: none"> <li>o Instructor to check for potential deadfall in the area</li> </ul>	Low
Scratches and splinters	All	Low	<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>	Low
Rope burn	All	Medium	<ul style="list-style-type: none"> <li>o If using rope or string instructor to ensure it is being used appropriately</li> </ul>	Low

### Team Building/Problem Solving

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Evening sessions – Instructor lead sessions familiarity/experience of adult in charge	All	Medium	<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>	Low
All foreseeable hazards covered by generic risk assessment. Ongoing dynamic risk assessment by instructor to be used relevant to each task being completed.				

## Tomahawk Throwing

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Misuse of Tomahawks Angels	All	High	<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>	Low
Suitability of instructor	All	High	<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>	Low
Suitability of range	All	High	<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>	Low
Tomahawk Hitting Group	All	High	<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>	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Equipment failure	User	Medium	<ul style="list-style-type: none"> <li>○ All equipment is inspect and logged each month.</li> <li>○ All equipment is checked before each session and any defective equipment is removed from operation, logged and placed in the quarantine box and lead Instructor notified.</li> </ul>	Low
Entanglement	User	Medium	<ul style="list-style-type: none"> <li>○ Group are instructed to remove scarves, tie long hair back, remove or taped over long earrings.</li> <li>○ Clothing checked for 'baggy' sleeves.</li> </ul>	Low

# Scout Adventures - Hawkhirst

## Water Activity Risk Assessments (Generic and Element Specific)

This document contains the risk assessment and controls for each off ground activity base on the centre. It covers:

- Bell Boats
- Canoe and Kayak
- Launch Trips
- Raft Build
- Sailing
- Stand Up Paddleboards

To use this risk assessment:

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

### Severity Factor & Remaining Risk Assessment

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

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

# Generic Water Risk Assessment

## Hawkhurst

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

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Cold Water Immersion/shock	All	Medium	<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>	Medium
Inexperience of staff supervision/coaching	All	Medium	<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 or in house safety training and sign off</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>	Low

<b>Hazards</b>	<b>Who may be harmed?</b>	<b>Foreseeable Severity</b>	<b>Control Measures in Place</b>	<b>Residual Risk</b>
Inexperience of group and or group behaviour	Group	Medium	<ul style="list-style-type: none"> <li>○ An activity safety briefing is delivered to help orientate guests and identify any particular hazards-</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 Group 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> <li>○ The instructor and group leader will communicate to understand who is responsible for the group at all times.</li> </ul>	Medium
Venue specific hazards	Group	Low	<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>	Low
Capsize or Immersion	Group	High	<ul style="list-style-type: none"> <li>○ Clear information is given prior to the session as to the clothing required.</li> <li>○ Ensure everyone dresses for the weather conditions.</li> <li>○ No bare feet (closed toe shoes only)</li> <li>○ Correctly fitting of buoyancy aids are to be worn by all.</li> <li>○ Helmets if required (Instructor discretion) and appropriate to activity</li> </ul>	Medium



Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> <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.</li> <li>○ Equipment inspections are carried out for boats, boards and buoyancy aids. Also helmets if required before each use</li> <li>○ Annual boat and buoyancy aid inspections are completed and recorded. This includes a sample floatation test for buoyancy aids.</li> </ul>	
Drowning	All	High	<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 allows</li> <li>○ Site pacific training to be carried out regarding know hazards. I.e capsized/entrapment</li> </ul>	Low
Strains, sprains and soft tissue injury	Group	Medium	<ul style="list-style-type: none"> <li>○ Instruction in safe manual handling will be given</li> <li>○ Helmets If required worn for the 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> </ul>	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> <li>Boats with protruding screw head/bolts should not be used.</li> </ul>	
Injury resulting from environmental/weather conditions	Group	Medium	<ul style="list-style-type: none"> <li>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 or lightening seen</li> <li></li> </ul>	Low
Effects of the weather	Group	High	<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>	Medium
Illness	Group	Medium	<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>	Low
Unauthorised use	Anyone	High	<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>	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Health issues	Group	High	<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>	Low/medium

# Element specific Water Risk Assessment

## Hawkhurst

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

### Bell Boats

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Supervision of the group	Group	Medium	<ul style="list-style-type: none"> <li>o 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>o 1 members of staff per BB, if only 1 BB is used a powerboat must be in attendance.</li> <li>o A minimum of 1 Instructor with PB2 and in house safety training sign off for safety boat</li> </ul>	Low
Slips trips and falls, including impact with equipment	Group	Medium	<ul style="list-style-type: none"> <li>o Helmets compulsory for all. The risk of impact by the BB and paddles is to be Highlighted to everyone,</li> <li>o No bare feet – suitable footwear must be worn.</li> </ul>	Medium

## Canoe and Kayak

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Supervision of the group	Group	Medium	<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>	Low
Slips trips and falls, including impact with equipment	Group	Medium	<ul style="list-style-type: none"> <li>○ Helmets compulsory for kayaking.</li> <li>○ Helmets for canoeing If required ( Instructor discretion)</li> <li>○ 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>	Medium

## Launch Trips

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Launching and landing	Group	High	<ul style="list-style-type: none"> <li>○ Clear safety procedure given to Group regarding routes and safe areas</li> </ul>	Low
Mechanical failure	Group	Medium	<ul style="list-style-type: none"> <li>○ Launch well maintained and checked before use. Appropriate support in place including method of contacting help.</li> </ul>	Low
Sinking	Group	High	<ul style="list-style-type: none"> <li>○ Appropriate safety equipment on board, group briefed on its use by the instructor.</li> <li>○ Safety boat on stand by</li> </ul>	Low

## Raft Build

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Supervision of the group	Group	Medium	<ul style="list-style-type: none"> <li>○ In house training and safety course with sign of,</li> <li>○ 1st aid qualification.</li> <li>○ The session will be broken down and supervised as four phases-               <ol style="list-style-type: none"> <li>1)Planning</li> <li>2)Raft building</li> <li>3)Paddling the rafts on the water</li> <li>4)Dismantling</li> </ol> </li> <li>○ Phases 1, 2 and 4 may be assisted/supervised by the groups own staff</li> </ul>	Low
Entrapment	Group	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
Canoe with SUP for Safety	Group	Medium	<ul style="list-style-type: none"> <li>○ Staff will be aware of the hazard presented to people in the water by the canoe towing SUP board and paddle the canoe accordingly, paying constant attention to the proximity of the canoe/SUP and paddle to any Group</li> </ul>	Low
Incorrect lifting or mishandling of raft build equipment	Group	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>○ Minimum of two people per pole/barrel if children.</li> <li>○ To work in groups of a minimum of 6 (under 14's) or 4 (adults) when moving rafts.</li> </ul>	Medium

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Slips trips and falls, including impact with equipment	Group	Medium	<ul style="list-style-type: none"> <li>○ Helmets compulsory for all. The risk of impact by the poles 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>	Medium

### Sailing

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Experience of supervising staff	Group	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	Group	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> </ul>	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			<ul style="list-style-type: none"> <li>o Detailed route plan will be logged and followed</li> </ul>	
Slips trips and falls, including impact with equipment	Group	Medium	<ul style="list-style-type: none"> <li>o 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>o No bare feet – suitable footwear must be worn.</li> </ul>	Medium
Safety boat equipped to rescue	Group	Medium	<ul style="list-style-type: none"> <li>o 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	Group	High	<ul style="list-style-type: none"> <li>o Masthead buoyancy fitted to double handers to prevent inversion Entrapment be aware of the risk of entrapment.</li> <li>o Within the briefing highlight the risk of entanglement in any rigging.</li> <li>o Be aware of position of Group when capsize occurs.</li> <li>o Monitor scene of any capsize immediately and take any necessary action.</li> </ul>	Medium
Inversion	Group	Medium	<ul style="list-style-type: none"> <li>o Mast head buoyancy (inflatable air bags) will be used on double handers.</li> <li>o Within the briefing instruction should be given to go straight to the centre or dagger board to prevent inversion.</li> <li>o Within the briefing/training the prevention of inversion will be highlighted as a priority.</li> </ul>	Low



## Stand Up Paddleboards

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Supervision of the group	All	Medium	<ul style="list-style-type: none"> <li>○ 1:8 for SUP 1 Instructor with site specific training and assessment</li> <li>○ 2:12 SUP 1 Instructor and 1 assistant with site specific training and assessment</li> <li>○ Instructor to hold the relevant qualification</li> </ul>	Low
Slips trips and falls, including impact with equipment	Group	Medium	<ul style="list-style-type: none"> <li>○ The risk of impact by the SUP and paddles is to be Highlighted to everyone,</li> <li>○ Helmets for SUPing If required ( Instructor discretion)</li> <li>○ No bare feet – suitable footwear must be worn.</li> <li>○ Kneeling always when within 5 meters from the shore Jetty or boat</li> </ul>	Medium