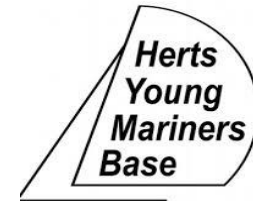
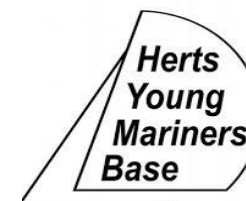


Risk Assessment



Risk Assessment
General Considerations
HYMB Site
Abseiling -HYMB Wall
Climbing – HYMB Climbing
Adventure Games & Problem Solving
Bush craft
Caving – HYMB cave
Orienteering- HYMB and surrounding area
Archery
Raft Building
Canoeing
Sailing
Camping
Bell boating
Stand Up Paddle Boarding
Hoists
Fencing



Risk Assessment

Activity:

General Considerations

Performed by:

James Riddick

Date:

08/01/2018

Approved by:

Darryl Grout

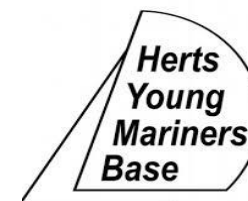
Date:

08/01/2018

Review Date:

05/02/2019

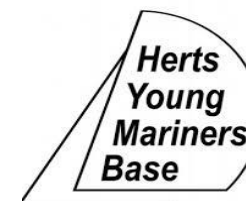
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
All incidents	Participants, Staff, Volunteers	Instructors trained in first aid. First aid kits on site. Radios issued to all lead instructors. Items likely to cause harm to be removed from clothing.	
Inappropriate leadership	Participants, Staff, Volunteers	For all Centre-led activities: - appropriately qualified leaders working within the terms of reference for qualifications held to oversee and run all sessions for "own staff" led activities: - leaders are provided with all relevant risk assessments and SOPs as may be required.	
Equipment failure	Participants, Staff,	All equipment is checked and maintained according to manufacturers' recommendations All equipment is used in accordance with	



Risk Assessment

	Volunteers	manufacturers' recommendations and/or local standard operating procedures All equipment checks are recorded on appropriate log sheets which are kept in specifically designated files All equipment giving any cause for concern is removed from service for further inspection and assessment to be repaired or destroyed as appropriate.	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Extremes of weather	Participants, Staff, Volunteers	Assessment of weather conditions is based on local and national weather forecasts Activities, and equipment used, to be at the professional discretion of activity leaders in consultation with visiting leaders, the duty manager and accordance with the Centre's SOPs, particularly in cases of thunder and lightning.	

Date of Review:	Reviewed by:	Comments:



Risk Assessment

Activity:

Site-HYMB

Performed by:

Andrew Skinner

Date:

05.02.2018

Minimum instructor Qualification:

N/A

Approved by:

Darryl Grout

Date:

05/02 2018

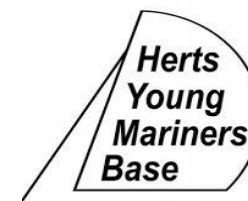
Review Date:

05/02/2019

Instructor to Participants Ratio:

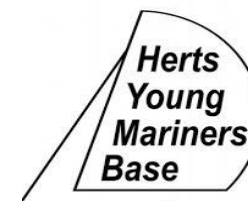
N/A

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Uneven ground Slips, trip and falls	Participants, Staff, Volunteers	No running is allowed on site. Clear warning markers where ground level suddenly changes. Site to be left tidy.	
Water	Participants, Staff, Volunteers	Correctly fitted buoyancy aids are to be worn when within 2 metres of the waters' edge.	
Slipways	Participants, Staff, Volunteers	Out of bounds unless launching/recovering boats. Kept clear of mud and slime.	



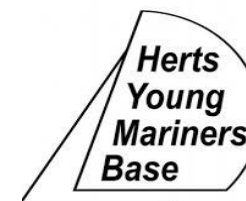
Risk Assessment

Traffic movement on site	Participants, Staff, Volunteers	Traffic movement to be kept to a minimum. Speed must be kept below 5mph. Vigilance by all and marshalling on event days.	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Trees	Participants, Staff, Volunteers	Vigilant supervision by group leaders. Participants not to climb trees, unless part of an organised HYMB session.	
Picnic benches	Participants, Staff, Volunteers	No climbing on picnic benches. Benches only to be moved with Duty Managers' permission. A minimum of 4 people is required to lift/move benches. Manual handling training for HYMB staff.	
Stairs	Participants, Staff, Volunteers	Care should be taken when moving up/down stairs. Stair treads fitted with non-slip treads	
Lift (entrapment)	Participants, Staff, Volunteers	Only to be used if unable to ascend/descend stairs. Never use the lift if alone in the building or during a fire evacuation. Lift checked and maintained in accordance with manufacturers' recommendations.	
Balcony	Participants, Staff, Volunteers	Vigilance by group leader. No climbing on balustrades or chairs on balcony. No throwing objects to or dropping items on, people below.	



Risk Assessment

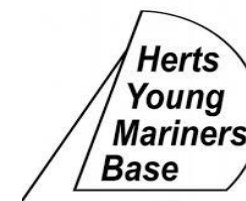
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Climbing Wall	Participants, Staff, Volunteers	All participants are to be supervised by the group leaders when not on activities. Clear perimeter boundaries. Only staff to enter the climbing wall area unless as part of an organised HYMB activity.	
Archery Range	Participants, Staff, Volunteers	All participants are to be supervised by group leaders when not on session. Clear perimeter boundaries. All staff aware of when range is in use; red flag flying at Bell Quay. Only staff to enter the range unless as part of an organised HYMB activity. Direction of shooting is away from the entrance to the range.	
Adventure Games Structures	Participants, Staff, Volunteers	All participants are to be supervised by group leaders when not on session. Clear perimeter boundaries. Only staff to enter adventure games areas unless as part of an organised HYMB activity.	



Risk Assessment

Workshop	Participants, Staff, Volunteers	Out of bounds to all but authorised personnel. Shutters are to remain down if no one is in the workshop area. Work experience to be under direct supervision when in the workshop.	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Fire	Participants, Staff, Volunteers	Ensure all people on site sign in/out. All leaders and participants briefed on fire safety procedure on arrival. Assembly points are clearly identified. No smoking is allowed on site. Use designated BBQ/ fire areas. Flammable substances kept in appropriate places. Fire alarm systems checked and maintained in accordance with manufacturers' recommendations.	
All incidents	Participants, Staff, Volunteers	Instructors to hold a valid first aid certificate appropriate to their qualifications. First aid kits on site. Radios issued to all lead instructors and Duty Manager. Reviewing and monitoring of incidents by senior staff.	

Date of Review:	Reviewed by:	Comments:



Risk Assessment

Activity: Abseiling – HYMB wall **Performed by:** Andrew Skinner

Date: 02.01.2018

Minimum instructor Qualification:

SPA, CWA with abseil module, or in-house assessment, and an 8 Hour first aid certificate.

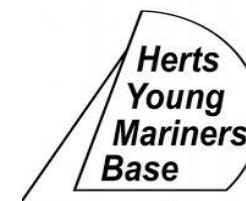
Approved by:
Darryl Grout

Date:
03/01/2018

Instructor to Participants Ratio: 1:10

Review Date:
05/02/2019

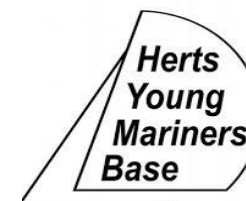
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
All generic climbing concerns	Participants, Staff, Volunteers	See 'Climbing – HYMB climbing wall – core risk assessment'	
Impact from swinging whilst descending	Participant	Instructor to brief Participant on line of descent and body position	
Becoming entangled in	Participant	Instructor to provide briefing on abseil stance and technique. Abseil rope to be secured to anchor on a screw gate HMS by a	



Risk Assessment

abseil rope		<p>tied off Italian itch so that it is releasable.</p> <p>Instructor to be practiced in abseil rescues and carry appropriate equipment for doing so.</p>	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Crag fast	Participant	<p>During abseil: Instructor should be practiced in abseil rescues</p> <p>A top of wall: Instructor should have a key to access internal ladder.</p> <p>Climbing wall side door should be opened before instructor ascends wall</p>	
Needing to lower/unweight the abseil rope	Participant	<p>The abseil rope should be attached to the wall with a tied off figure on a screw gate HMS.</p> <p>The abseil rope must be long enough that at any point the participant can be lowered to the ground without the risk of the abseil rope running completely through its carabiner.</p>	
Fingers/hair/clothing becoming entrapped in abseil device	Participant	<p>Instructor should brief participants on safe hand positions and keeping hands away from the abseil device.</p> <p>Any long hair should be tied up or tucked in in such a way that it cannot become entrapped in the abseil device.</p> <p>Any jewellery or clothing which presents an entrapment hazard should be tucked in, adjusted or removed as appropriate.</p>	

Date of Review:	Reviewed by:	Comments:



Risk Assessment

Activity: Climbing – HYMB Climbing wall- core risk assessment

Performed by:

Andrew Skinner

Date:

22.01.2018

Minimum instructor Qualification:

CWA/SPA or in-house assessment, and 8 Hour first aid certificate

Approved by:

Darryl Grout

Date:

22/01/2018

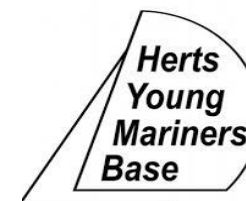
Review Date:

05/02/2019

Instructor to Participants Ratio:

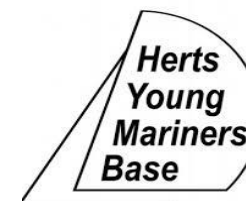
1:10

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Equipment failure	Participants, Staff, Volunteers	All equipment is to be checked by a qualified member of staff, in accordance with tri-annual maintenance checks. Any faulty equipment should be reported to Duty Manager and taken out of use.	
Climbing wall failure	Participants, Staff,	Climbing wall to be inspected annually by appropriately qualified engineers.	



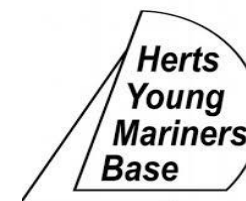
Risk Assessment

	Volunteers	Any causes for concern should be reported to the Duty Manager.	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Falling from height - bouldering	Participants, Staff, Volunteers	<p>Bouldering is only to be undertaken as a supervised activity.</p> <p>Boulderer's feet are not to pass above the white line.</p> <p>Boulderers to work in pairs, with a spotter protecting the boulderers head in the event of a fall.</p> <p>Spotters should not attempt to catch falling boulderers.</p> <p>The instructor should teach participants the look, leap and land method.</p> <p>Pea shingle around base of wall to provide an impact dispersing surface.</p>	
Falling from height- climbing	Participants, Staff, Volunteers	<p>Those climbing above the white line must be belayed using a top or bottom rope</p> <p>Belayers, unless qualified, must be supervised by the instructor and backed up on the dead rope, and instructed as necessary.</p> <p>Where there is a weight difference between the belayer and climber, a ground anchor should be used.</p> <p><u>Instructor to check all knots and carabiners before climbing commences.</u></p> <p>Pea shingle at base of wall to provide impact dispersing surface.</p>	
Falling from height - rigging	Participants, Staff, Volunteers	<p>Instructors with the appropriate qualifications are the only persons allowed to rig the wall.</p> <p>Instructors must use the provided cow-tails to safeguard their ascent.</p> <p>Cowtails should be attached to the abseil-loop with a lark's foot.</p>	



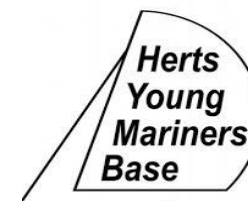
Risk Assessment

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
		<p>At least one cowtail must remain clipped in at all times when above the white line.</p> <p>Instructor must not climb above cow-tails except on the upper tier of the wall.</p>	
Falling from height- all other climbing	Participants, Staff, Volunteers	<p>At the time of writing, persons should be on the wall for no reasons other than those already given, unless abseiling (see specific risk assessment).</p> <p>No person is to climb above or below another person at any point.</p>	
Falling objects	Participants, Staff, Volunteers	<p>No loose objects should be left atop the wall at any time</p> <p>Rigging during a session should be avoided where possible</p> <p>If rigging during a session, all those at the wall must be briefed in the 'below call'. If another instructor is not present then the group must be asked to wait on the concrete area at the front of the wall.</p> <p>All those within the bounds of the climbing wall must wear a helmet at all times.</p>	
Falling on the surrounding wall whilst bouldering	participant	<p>As for 'falling from height - bouldering'</p> <p>Spotter to stand between boulderer and wall in order to protect the boulderer's head and back.</p>	
Head injury due to impact/collision with the wall	Participants, Staff, Volunteers	<p>All those within the bounds of the climbing wall must wear a correctly fitted helmet.</p> <p>No running except as part of an organised game</p>	



Risk Assessment

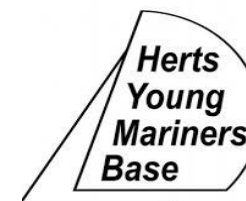
Pendulum/swing due to climbing off route	participant	Instructor to ensure that participants stick to the rigged route	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Catch or choke hazard from clothing or jewellery	Participants wearing the offending item	Rings should be removed or taped over. Dangly/ hooped earrings should be removed Necklaces should be tucked in or removed. Items of clothing presenting a hazard should be tucked in, adjusted or removed as appropriate.	
Hair and fingers caught in belay/abseil device	Participants, Staff, Volunteers	Long hair is to be tied back in such a way that it cannot be caught/entangled. Hair bands to be available in the climbing store. Instructors should know how to safely remove a participant from the rope system and carry appropriate equipment for doing so. Briefing on belaying should include keeping fingers a safe distance from the device.	
Fingers caught in gear placement slots or anchor rings	participant	Clear warning during pre-climb safety briefing. Strict policy of not using these features to be enforced throughout the climbing session. Instructors should know how to relieve the weight on a stuck climber and carry appropriate equipment for doing so.	
Body parts stuck in the crack	participant	Jamming techniques only to be taught to participants of an appropriate ability level. Instructors should be practiced in a number of techniques for rescuing a stuck climber and carry appropriate equipment for doing so.	



Risk Assessment

Crag fast climber	participant	Instructor should be practiced in taking over and escaping a belay system. Instructors should be practiced in ground up and top down rescues.	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Instructor needing to contact another member of staff	Staff	Instructors must carry a radio and be trained in its use.	
Injuries requiring first aid	Participants, Staff, Volunteers	Instructor to hold an appropriate first aid certificate. First aid kit located inside the climbing wall	
Loose holds	Participants, Staff, Volunteers	Instructor to brief the group about the possibility of loose holds. If the instructor feels it is appropriate to do so, they may tighten the hold. Unresolved loose holds should be reported to the Duty Manager and recorded.	

Date of Review:	Reviewed by:	Comments:



Risk Assessment

Activity: Adventure Games & problem solving

Performed by:

Andrew Skinner

Date:

31.01.2018

Minimum instructor Qualification: 6 Hour first aid qualification and HYMB Adventure Games sign off

Approved by:

Darryl Grout

Date:

01/02/2018

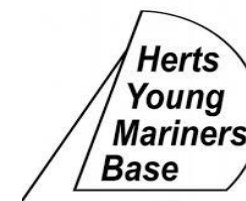
Review Date:

05/02/2018

Instructor to Participants Ratio:

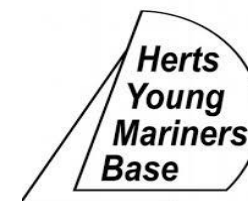
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Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Equipment Failure	Participants, Staff, Volunteers	Check all equipment including fixed equipment, prior to use as per SOPs. Wooden items (planks, poles etc.) to be checked for splinters and cracks, and any items causing concern to be removed from service and reported to the Duty Manager.	Note: amended from 'checking equipment'
Slips, trips and falls	Participants, Staff, Volunteers	Good group management on the part of the instructor. Groups to be reminded of the no running rule and instructor to ensure that all are wearing suitable footwear.	



Risk Assessment

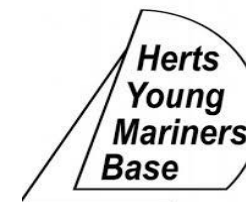
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Slippery planks	Participants	<p>Briefing beforehand to raise awareness that planks may be slippery to handle or walk on.</p> <p>In wet conditions, extra care must be taken, especially if planks are placed at a gradient.</p>	
Falling off apparatus	Participants / Staff	<p>All planks placed during the activity must overlap the supporting structure so the entirety of the grey section is engaged.</p> <p>Individuals on apparatus should be spotted as necessary at the discretion of the instructor.</p> <p>The area of ground to be used should be checked for any objects which present a risk of injury if fallen on e.g. sharp sticks.</p> <p>Participants should not stand on the area of the planks which may overhang the poles.</p> <p>No running or jumping is to be permitted on the apparatus at any time.</p> <p>Planks must not be placed along poles</p>	<p>Note: this is combined from 'falling of apparatus', 'planks moving/slipping' and 'falling generally'.</p>
Group behaviour	Participants, Staff, Volunteers	<p>When the group's behaviour is unsafe, the activity must be stopped</p>	
Carrying equipment	Participants, Staff, Volunteers	<p>Group must be briefed on safe lifting and handling techniques.</p> <p>Plank to be carried in such a way as the ends will not hit others e.g. one person at each end or carried</p>	



Risk Assessment

		vertically.	
Ropes (when setting up)	Participants, Staff, Volunteers	Instructor should ensure the group is sufficiently far from the apparatus when ropes are being thrown, so that whipping injuries do not occur. Carabiners may be removed from ropes at instructor's digression before attempting to throw them.	
Entanglement in ropes	Participants, Staff, Volunteers	Good group management on the part of the instructor. Participants should be instructed not to rap limbs around the rope, or the rope around any body parts, at any time.	
Distraction from mobile phones	Participants, Staff, Volunteers	Mobile phones, when carried, should be switched off. Participants should be encouraged to leave any electronic devices in the classroom, which will be locked upon exit.	

Date of Review:	Reviewed by:	Comments:



Risk Assessment

Activity: Bush craft - HYMB **Performed by:** Andrew Skinner

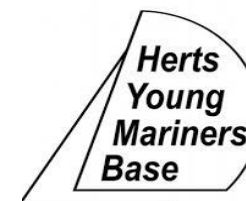
Date: 30.01.2018

Minimum instructor Qualification: HYMB bush craft instructor sign off and 8hr first aid course
Approved by: Darryl Grout

Date: 02/02/2018

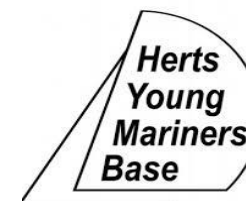
Instructor to Participants Ratio: 1:10
Review Date: 05/02/2018

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Slips, trips and falls	Participants, Staff, Volunteers	Group briefing and monitoring on base rules, specifically no running and sturdy footwear to be worn. If footwear inappropriate then the individual cannot take part	



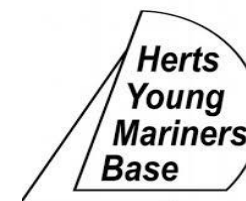
Risk Assessment

Manual handling	Participants, Staff, Volunteers	Brief group on the necessity to help each other when carrying heavy or awkward items. Staff trained in, and to advise on, good manual handling techniques	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Sharp tools (axes, knives and saws)	Participants, Staff, Volunteers	All participants to be trained in the safe use of tools. Tools to be kept sharp and serviceable. All participants to be monitored when using sharp tools. Sharp tools to be kept in tool box when not in use. Sturdy footwear to be worn. First aid kit to be kept close to hand.	
Food hygiene	Participants, Staff, Volunteers	Hands to be washed before handling cooked or uncooked foodstuff. Perishable foodstuffs to be stored appropriately beforehand and any left-overs disposed of appropriately afterwards. Staff aware of any potential food allergies	
Allergic reactions to organic matter (plants, insects etc.)	Participants, Staff, Volunteers	Instructor to exercise good group management and <u>provide guidance where appropriate.</u> Duty Manager to be contacted.	
Environmental factors	Participants, Staff, Volunteers	Ensure that the group has appropriate safety equipment, spare clothing and emergency kit for extremes of weather	



Risk Assessment

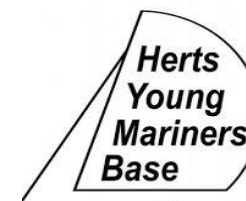
Falling objects/structures -shelter building	Participants, Staff, Volunteers	Instructor to exercise good group management and provide guidance where appropriate. If a structure/shelter presents a significant fall risk, the instructor must either reinforce or dismantle it as appropriate.	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Burns	Participants, Staff, Volunteers	<p>All participants to be supervised and briefed on the hazards of fire lighting and cooking on open fires.</p> <p>Ample water for cooling burns to be kept available for immediate use (Note: DO NOT send casualty to the lake to immerse burns).</p> <p>Keep the fire as small as possible for the tasks undertaken.</p> <p>Bush craft First Aid kit to be kept close to hand which includes burns dressing.</p>	
Smoke	Participants, Staff, Volunteers	Only burn natural, non-toxic, materials. Only have fires in designated fire pits or portable fire pits and keep them small.	
Individuals in groups	Participants, Staff, Volunteers	Make an early cautious judgement on the suitability of using sharp tools with the group you are working with.	



Risk Assessment

Distraction from mobile phones	Participants, Staff, Volunteers	Mobile phones, when carried, must be switched off. Encourage participants to leave all mobile devices locked in their room.	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Fire spread	Participants, Staff, Volunteers	Only use dedicated fire circles or portable fire pits. Ensure any fire is fully extinguished before leaving.	
Instructor needing to contact other staff	Participants, Staff, Volunteers	Instructor to carry a radio and be trained in its use.	

Date of Review:	Reviewed by:	Comments:



Risk Assessment

Activity: Caving – HYMB cave – core risk assessment

Performed by:

Andrew Skinner

Date:

02.02.2018

Minimum instructor Qualification: HYMB Cave leader and 6hr first aid certificate

Approved by:

Darryl Grout

Date:

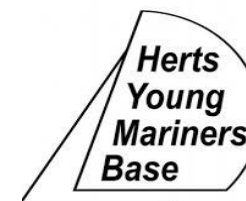
02/02/2018

Review Date:

05/02/2018

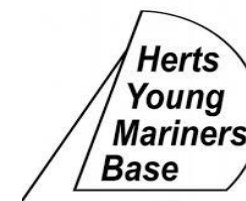
Instructor to Participants Ratio: 1:10

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Equipment Failure	Participants, Staff, Volunteers	All caving equipment to be checked tri-annually as per <u>maintenance SOPs</u> . Instructors should check equipment at the beginning and end of each session.	
Impacting head on ceiling, walls etc.	Participants, Staff, Volunteers	All those entering the cave must wear an appropriate, correctly fitting helmet. Exceptions may be made for religious headwear that provides a deal of other protection (e.g. turbans) but an alternative route may be necessary	



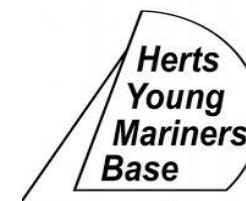
Risk Assessment

		Instructors to brief the group on relevant hazards	
Slippery slope at main entrance	Participants, Staff, Volunteers	Appropriate footwear should be worn Group to be briefed on the hazard	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Group inadvertently being locked inside	Participants, Staff, Volunteers	Instructor to lock padlock to cave entrance to indicate the cave is in use. The instructor's radio should be left in a prominent place at the entrance during sessions. Instructors should check their session is marked on the wall programme sheet. Instructors are to count their group in and out of the cave.	
Uneven ground in cave	Participants, Staff, Volunteers	Instructor to include this in the group safety brief.	
Abrasive surfaces	Participants, Staff, Volunteers	All those entering the cave should wear long sleeves and trousers	



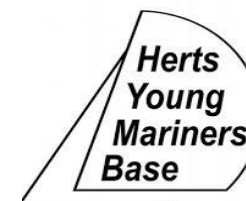
Risk Assessment

Head torch failure	Participants, Staff, Volunteers	See equipment failure If a headtorch should fail in the cave, the light from other group members' torches should be sufficient to wither continue the session or exit the cave as appropriate	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Torch light in eyes	Participants, Staff, Volunteers	Halogen bulbs have been removed from centre use headtorches. Instructor to brief the group on directing lights away from other's eyes	
Story Chamber hatch	Participants, Staff, Volunteers	Do not use	
Entering through the climbing wall	Participants, Staff, Volunteers	Instructor to brief the group on trip hazards and dangers presented by the heavy doors Instructors should make a judgement as to whether this is a suitable entrance for their group The walk area inside the climbing wall is to be kept clear and not used for the storage of tools or hazardous items.	



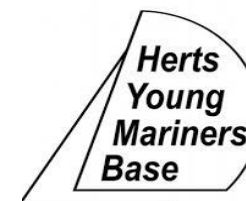
Risk Assessment

Opening and closing hatches	Participants, Staff, Volunteers	Participants under 18 should not be involved in this process Appropriate number of people present to open/close hatches. Use good lifting techniques. Staff to be trained on use of hatches. Hatches to be kept clear of obstructions or harmful objects/plants etc.	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Entrapment/ becoming stuck	Participants, Staff, Volunteers	Instructor to choose a route appropriate to the group's ability and the size of individuals within the group. Instructor should know how to assist stuck caver. In case of serious entrapment, instructors are to have a means of contacting the duty manager	
Emotional response or panic by participants	Participants, Staff, Volunteers	Recognise confidence/ability of the group Instructor to facilitate a session appropriate to the group, based on booking information and information gathered from the group through discussion/observation. Group size and management appropriate to the needs of the individuals. Relevant briefing of any supporting adults/volunteers.	
Stale air	Participants, Staff, Volunteers	Regular ventilation of the cave by means of electronic fans whilst the cave is not in use.	



Risk Assessment

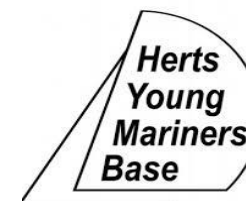
Dust (Asthma trigger)	Participants, Staff, Volunteers	Instructor to take possession of appropriate medication. Ventilation fans, if used, should be switched off at least 15 minutes prior to the session. Cave to be thoroughly swept and vacuumed at least once per year.	
Climbing wall inspection ladder	Participants, Volunteers	Bottom section of ladder covered with lockable plank to prevent unauthorised access.	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Water hazards in cave	Participants, Staff, Volunteers	Appropriate choice of route Good group management Consider whether the group is suitably equipped (spare change of clothes) and skilled before using the stream. If water shows significant/unexpected pooling, inform the duty manager and change route as appropriate.	
Fire and use of candles	Participants, Staff, Volunteers	Appropriate briefing on holding/use of candles and lanterns, including avoiding burns. Tall candles are to be used, lanterns to be used when using tea lights. Any debris/litter in the cave is to be removed regularly	
Bodily fluids/substances	Participants, Staff, Volunteers	Groups to use the toilets before entering the cave. All bodily fluids/substances to be removed and disposed of appropriately, and area thoroughly cleaned immediately using a disinfectant	
Eye damage due	Participants,	Exit cave slowly	



Risk Assessment

to light on exit	Staff, Volunteers	Instruct group to look downwards upon exit	
Incidents requiring first aid	Participants, Staff, Volunteers	Instructor to hold the relevant first aid certificate First aid kit located inside the climbing wall	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Incident requiring evacuation	Participants, Staff, Volunteers	Instructor to radio Duty Manager and request assistance as appropriate. All hatches and emergency exits to be kept clear. All full-time staff to receive evacuation of caver training.	
Instructor needing to contact other staff	Participants, Staff, Volunteers	Instructor to take a radio into the cave with them and be trained in its use	
Inappropriate use of cave	Participants, Staff, Volunteers	Instructor is to ensure that all cave doors and hatches are securely locked after use.	

Date of Review:	Reviewed by:	Comments:
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Risk Assessment

Activity: Orienteering- HYMB and surrounding area

Performed by:

Andrew Skinner

Date:

01.02.2018

Minimum instructor Qualification:

HYMB in-house sign off, BOF teaching orienteering, Countryside Leader Award and above plus min 6 Hour first aid certificate.

Approved by:

Darryl Grout

Date:

02/02/2018

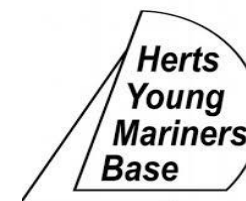
Instructor to Participants Ratio:

1:12 on HYMB site
1:10 surrounding area

Review Date:

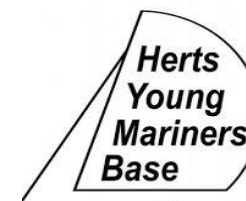
05/02/2018

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Equipment Failure	Participants	Equipment is to be checked as per SOPs	
Slips, trips and falls	Participants, Staff, Volunteers	Instructor to brief group on centre rules regarding running. Participants must wear appropriate footwear.	



Risk Assessment

Deep water (drowning)	Participants, Staff, Volunteers	Markers are not to be placed within 2 meters from the water's edge. Brief group on staying away from water's edge.	
Climbing wall and Adventure games structures (falls)	Participants	No markers to be placed within boundaries. Brief group to not cross climbing wall/adventure games boundaries.	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Getting Lost	Participants	Group briefing to set clear boundaries. Instructors to teach group basic map reading. If going offsite: Permission to be sought from Duty Manager and route agreed. Participants to work in a group of 3 or more Agreed meeting points identified and marked on the map Group briefed not to talk to strangers in the park	
Trees (falls)	Participants	Participants to be explicitly told not to climb trees	
Allergic reactions to insect bites/stings and vegetation, and	Participants / staff	Brief group on avoiding areas of long grass and bracken. Suggest covering legs and arms if area is known to be populated by ticks. Instructor to be aware of any allergies and ensure that appropriate medication (e.g. epi-pens) is carried.	Note: adapted from 'Lyme's Disease'

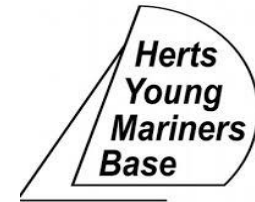


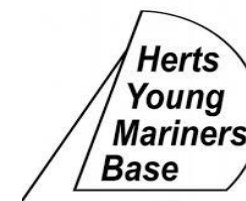
Risk Assessment

other bite related ailments.		Instructor to advise group leaders of the signs and symptoms of Lyme's disease and what action to take if symptoms develop.	
Incidents requiring first aid	Participants, Staff, Volunteers	Instructor to hold a valid first aid certificate. Various first aid kits located around the site.	Note: adapted from 'all incidents'
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Weather related ailments	Participants, Staff, Volunteers	Instructor is to ensure that the group is appropriately clothed and equipped.	Note: adapted from 'all incidents'
Instructor needing to contact another staff member	Participants, Staff, Volunteers	Instructors must carry a radio and be trained in its use.	Note: adapted from 'all incidents'

Date of Review:	Reviewed by:	Comments:

Risk Assessment





Risk Assessment

Activity:

Archery

Performed by:

Robin Warren

Date:

02/01/2018

Minimum instructor Qualification:

Archery Instructor Award

Approved by:

Darryl Grout

Date:

03/01/2018

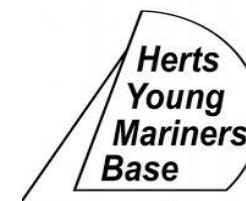
Review Date:

05/02/2019

Instructor to Participants Ratio:

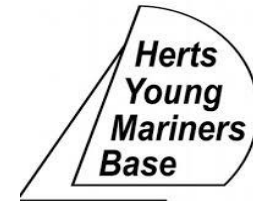
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Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Eye Injury	Participants, Staff, Volunteers.	Group management and briefings on use of equipment and removing arrows from targets.	
Exposure to the elements	Participants, Staff, Volunteers.	Briefing, correct clothes (extra clothes or sunscreen and cap), use of shelter.	
Falls and Trips	Participants, Staff, Volunteers.	Briefing, correct carrying of equipment, correct footwear and follow HYMB guide lines.	



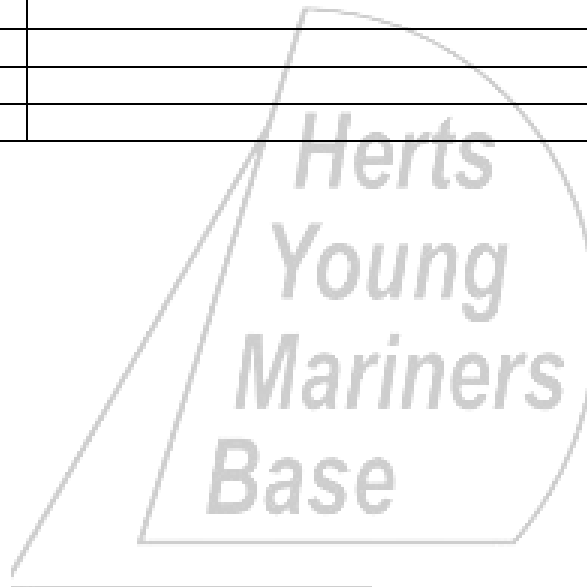
Risk Assessment

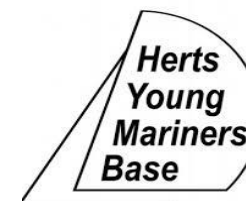
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Unauthorised entrance onto range.	Student, Staff, General Public.	When range is in use at HYMB, Warning signs to be displayed and red flag to be hoisted on Bell quay. When running archery at other venues, prominent warning signs to be displayed on all boundaries and/or all possible access points to shooting areas.	
Water users straying into No go zones.	All water users.	All water users to be made aware of no go zones when range is in use at HYMB. (red flag flying on Bell quay)	
Distraction from mobile phones.	Participants, Staff, Volunteers.	Mobile phones when carried must be switched off.	
Being struck by Archery Shelter shutters whilst they are being opened or closed (HYMB)	Participants	Archery Shelter shutters must be open whilst groups are in and around the shed. Group supervisor to open the shutters before the group enters the Range. The opening and closing ropes must be left outside of the shed while the activity is taking place.	
Long hair, Jewellery, Earrings	Participants, Volunteers.	Long hair must be tied back and jewellery must be removed. Particular attention should be paid to large earrings, long necklaces and body piercings in order to avoid entanglement in bow string.	



Risk Assessment

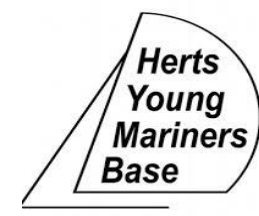
Date of Review:	Reviewed by:	Comments:





Risk Assessment

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Trapped limbs between barrels, ropes etc.	Participants, Staff, Volunteers	Constant supervision, Ensure lashings are secure, Sharp knife (blunt ended) to be available.	
Being hit by capsizes craft.	Participants, Staff, Volunteers	Guidance in stable design of craft, Do not flip rafts over on land or on water, Constant supervision.	
Panicking swimmers.	Participants,	Throwline and Rescue craft available.	
Exposure to elements.	Participants, Staff, Volunteers	Ensure that the Participants have adequate clothing and appropriate footwear for the conditions. Avoid immersion in water during winter months.	
Monitoring of rafts as it is paddled.	Participants,	Canoe or Rowing boat available for immediate use for each group of 10 participants. When 3 or more rafts are on the water, a power boat should be rigged and a competent helm available.	
High spirits.	Participants,	Have a whistle to attract the groups attention.	
Rafting equipment being dropped/falling.	Participants, Staff, Volunteers	Good briefing, group control and group awareness when moving equipment. Ensure lashings are secure.	
Hazard	Who might	Measures to Minimise Risk	Amendments for next Review?

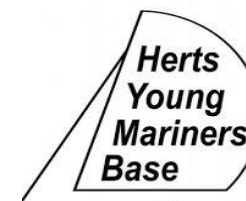


Risk Assessment

	be harmed?		
Weil's Disease (leptospirosis)	Participants, Staff, Volunteers	Normal personal hygiene to be observed, Wash hands before eating, Cover cuts/grazes with waterproof plasters. Briefing on symptoms and action to take is symptoms develop.	
Distractions from mobile phones.	Participants, Staff, Volunteers	Mobile Phones when carried must be switched off.	

Future Reference must be made to: HYMB Rules, Blue Green Algae, Weather, Tetanus, Water Immersion, Hypothermia, BC Guidelines

Date of Review:	Reviewed by:	Comments:



Risk Assessment

Activity: Canoe – Sheltered Lake, green flow river and Canal

Performed by:

Kayleigh Tongue

Date:

07/02/2018

Minimum instructor Qualification: UKCC Level 1 Coach for sheltered Lake and Level two for canal and Green flow river.

Approved by:

Darryl Grout

Date:

07/02/2018

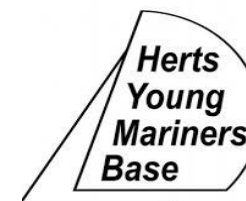
Review Date:

05/02/2019

Instructor to Participants Ratio:

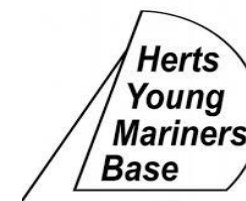
1:10

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Drowning	Participants, Staff Volunteers	Appropriately sized buoyancy aids fitted and checked by group supervisor must be worn.	
Weather conditions	Participants, Staff Volunteers	Group supervisors to check for appropriate clothing for the prevailing weather conditions	
Being hit by paddle	Participants, Staff Volunteers	Group supervision, Participants advised to take care when in close proximity to each other. Take care when breaking out of rafts.	



Risk Assessment

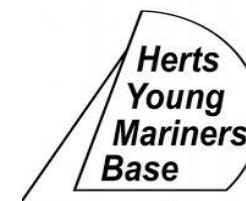
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Collisions	Participants, Staff Volunteers	Group supervision, Good control, Brief group on keeping hands and arms inside the craft.	
Lifting and Carrying	Participants, Staff Volunteers	Clear instructions to be given, Adequate/appropriate number of participants for craft, Correct manual handling techniques.	
Entrapment	Participants, Staff Volunteers	Group supervision, Brief on what to do if you capsize. If a participant appears to be trapped or caught, instructor to turn canoe upright asap.	
Falling into lake	Participants, Staff Volunteers	Clear instructions, Good supervision.	
Rafted Open Canoes clamming	Participants, Staff Volunteers	At least one wooden or metal stay to be securely strapped across the full width of both boats.	
Archery range in use; "No Go Zone"	Participants, Staff Volunteers	All water users to be made aware of "No Go Zones" when archery range in use. Red flag raised on Bell quay when archery range is in use.	



Risk Assessment

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Weil's Disease	Participants, Staff Volunteers	Normal personal hygiene to be observed, Wash hands after water contact, Cover cuts and grazes with a waterproof dressing, Brief group on symptoms and actions to take if symptoms develop.	
Fishermen on rivers	Participants, Staff Volunteers	Avoid fishing lines, Be polite Ask permission to pass if required	
Distractions from mobile phones	Participants, Staff Volunteers	Mobile phones, when carried must be switched off.	
Accidents	Participants, Staff Volunteers	Good instruction about hands and fingers inside the boat at all time. (especially rafted canoes) First aid kits situated around site, if on the river first aid kit to be carried with you. Accident or incident forms to be completed when needed and reviewed by senior staff.	

Date of Review:	Reviewed by:	Comments:



Risk Assessment

Activity: Sailing

Performed by:

Kayleigh Tongue

Date:

08/02/2018

Minimum instructor Qualification: Assistant Instructor supervised by Dinghy Instructor or above. Dinghy Instructor if working solo

Approved by:

Darryl Grout

Date:

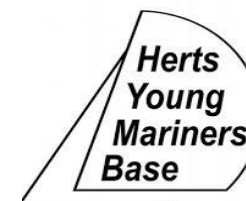
08/02/2018

Instructor to Participants Ratio: 1:10 for HYMB Instructors, 1:6 for volunteers and external instructors (unless otherwise agreed by HYMB Chief Instructor/Principal)

Review Date:

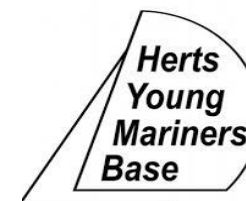
05/02/2019

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Drowning	Participants, Staff, Volunteers	Correctly fitted buoyancy aid or lifejacket, checked by group supervisor, must be worn.	
Inappropriate Leadership	Participants, Staff, Volunteers	Group supervisors to hold the relevant qualifications, and work within their remit.	
Collisions	Participants, Staff, Volunteers	Collision avoidance to be explained, Group Supervision, Use of appropriate course. Awareness of other water users.	
Carrying equipment	Participants, Staff,	Masts to be carried by two participants (one at each end) Boats to be launched by sufficient participants.	



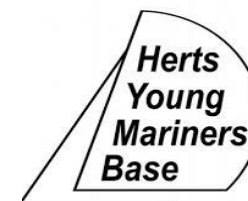
Risk Assessment

	Volunteers	Where possible trolleys must be used.	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Mast Raising	Participants, Staff, Volunteers	Masts to be raised by group supervisor or someone suitably competent.	
Capsize leading to possible entrapment	Participants	Mast head floats to be used during all capsize drills. Participants to be instructed on what to do in the event of capsize. Safety boat rigged and available for immediate use. Safety boat drivers to have received training on the appropriate rescue techniques, including entrapment. Right the boat as soon as possible	
Crush between boats	Participants, Staff, Volunteers	Instructions given on how to avoid collisions, Group supervision, Briefed on sitting down, hands and legs inside the craft.	
Equipment Breakage	Participants, Staff, Volunteers	Regular maintenance of craft and equipment recorded. Safety boat available, Awareness in change of prevailing weather conditions. Group supervision. All equipment breakage reported at the end of the session and damaged equipment removed from use.	



Risk Assessment

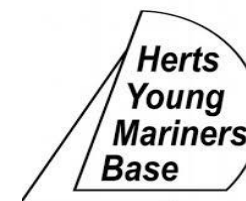
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Bumps to head	Participants, Staff, Volunteers	Beginners boats to have high booms, where possible. Reef sails when required. Training in safe tacking and gybing to be given. Helmets available for use at instructor's discretion. Suitable use of craft and sailing course for groups ability.	
Exposure to Cold, heat and sun	Participants, Staff, Volunteers	Appropriate clothing to be worn. Wetsuits and cags can be provided where required.	
Injuries from paddles/tiller	Participants	Participants to be aware of others, instructions on where to sit and how to use the equipment correctly to be given.	
Archery Range in use: "No Go Zone"	Participants, Staff, Volunteers	Red flag raised on Bell Quay when archery range is in use. Briefings given on "No Go Zones" In the instance of a craft straying into this area use of radio to archery group supervisor to cease session until area is cleared.	
Weils Disease	Participants, Staff, Volunteers	Briefings on washing after water contact to be given. Cover cuts/grazes with waterproof dressings. Briefing on symptoms and actions to take place if symptoms develop.	
Distraction from mobile phones	Participants, Staff, Volunteers	Mobile phones, when carried must be switched off.	



Risk Assessment

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Accidents	Participants, Staff, Volunteers	All instructors to hold a valid 1 st Aid certificate. 1 st aid kits located in safety boats and around site. Accidents to be recorded on accident form.	
Weather	Participants, Staff, Volunteers	Use of suitable craft, Mast floats and reefing for prevailing weather conditions, During Thunder groups will stop doing the activity and return to main building, discuss with the Duty Warden/Manager the best course of action.	
Use of Personal PPE	Participants, Staff, Volunteers	Personal PPE to be used at instructor's discretion with regards to Age, Condition, CE Mark and Appropriateness for activity.	

Date of Review:	Reviewed by:	Comments:



Risk Assessment

Activity: Camping at HYMB

Performed by:

Kayleigh Tongue

Date:

07/02/2018

Minimum instructor Qualification:

N/A

Approved by:

Darryl Grout

Date:

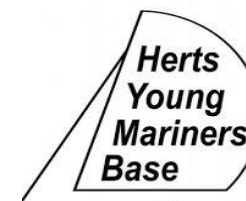
07/02/2018

Review Date:

05/02/2019

Instructor to Participants Ratio:

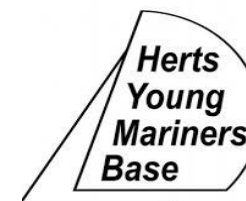
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Fire	Participants, Staff.	No smoking allowed on site, No naked flames or cooking to be allowed in tents, Tents to be pitched with a minimum of 3 metres clear distance between them (CFPA-E No 20:2012) Designated assembly point to be clearly identified and made know to participants.	
Movement of Vehicles	Participants, Staff.	Vehicle movement kept to a minimum, 10mph speed limit, Awareness of other groups using the site.	
Intruders	Participants, Staff.	Be vigilant, Brief groups on staying together.	
Accidents	Participants, Staff.	HYMB Safety rules explained to group, 1 st aid kits available onsite,	



Risk Assessment

		1 st aiders available when centre is open.	
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Cooking: - <ul style="list-style-type: none"> • Food Poisoning <ul style="list-style-type: none"> • Cuts • Burns and scalds • Use of portable stoves (Meth's or gas) 	Participants, Staff.	Appropriate storage and careful preparation of food, using clean pots and utensils, Participants aware of need for hygiene; Careful supervision and handling of knives; all cutting/chopping to be on a stable surface; care when opening and disposing of tin cans, Careful instructions, training and supervision to be given for handling hot pots, liquids etc. 1 st aid kit with burns kit to be available, Meth's stoves to be cold before refuelling, No cooking in tents; stoves to be at least 1metre from tent canvas (CFPA-E No 20:2012) Meth's to be kept in in approved containers at least 3metres away from stove when cooking; only resealable cartridges to be used when cooking with gas. Use of other fuels by HYMB camping groups is by arrangement only.	

Date of Review:	Reviewed by:	Comments:



Risk Assessment

Activity: Bell Boating

Performed by:

Robin Warren

Date:

08/02/2018

Minimum instructor Qualification:

Bell boat Helm

Approved by:

Darryl Grout

Date:

08/02/2018

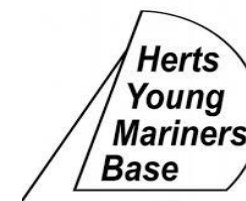
Review Date:

05/02/2019

Instructor to Participants Ratio:

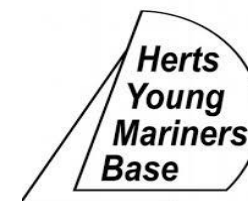
1:10

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Paddles	Participants, Staff, Volunteers	Group briefings on how to hold and use paddles correctly.	
Slips, Trips, Falls	Participants, Staff, Volunteers	No running permitted on site, Group supervision, Take extra care when surfaces are wet. (Jetty's, catwalk, seats,) Take care whilst playing games.	
Falling into water / Drowning	Participants, Staff, Volunteers	Correctly fitting Buoyancy aids or lifejackets must be worn, checked by group supervisor. Group supervision.	
Collisions	Participants, Staff, Volunteers	Bell Boats helms to be HYMB trained or hold BC Bell Boat Helm qualification. Awareness of other water users	



Risk Assessment

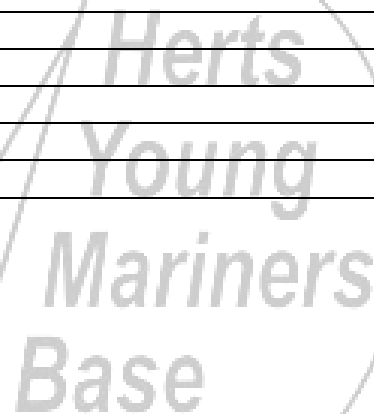
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Archery	Participants, Staff, Volunteers	Water users to be made aware of "No Go Zone" when archery range in use, Red flag to be raised on Bell Quay when archery range is in use.	
Fishermen (when using Lee Navigation)	Participants, Staff, Volunteers	Obtain permission to pass if needed, Avoid fishing lines, Be polite.	
Accidents	Participants, Staff, Volunteers	Briefing on keeping hands, arms and legs inside the boat at all times. Take care when playing games.	
Weil's Disease	Participants, Staff, Volunteers	Shower after water contact, Wash hands before eating, Cover cuts/grazes with waterproof dressing, Briefing on symptoms and actions to take if they develop.	
Swamping and/or capsize of boat	Participants, Staff, Volunteers	Group supervision, Suitable weight distribution. Helms to monitor amounts of water in boats throughout session. Participants to be instructed to swim clear of a swamped boat in case of capsize. With immediate head count completed.	
Distractions from mobile phones	Participants, Staff, Volunteers	Mobile phones when carried must be switched off.	

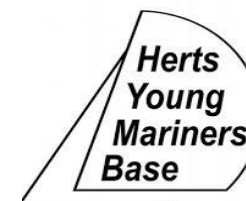


Risk Assessment

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Weather	Participants, Staff, Volunteers	Suitable clothing to be worn for prevailing weather conditions. In the case of thunder and lightning return to centre, speak with duty manager on best course of action.	

Date of Review:	Reviewed by:	Comments:





Risk Assessment

Activity: Stand Up Paddle Boarding

Performed by:

Kayleigh Tongue

Date:

06/02/2018

Minimum instructor Qualification:

In house Trained

Approved by:

Darryl Grout

Date:

07/02/2018

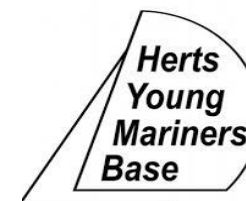
Review Date:

05/02/2019

Instructor to Participants Ratio:

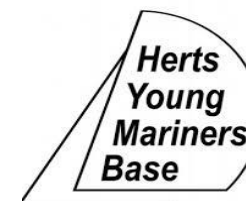
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Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Drowning	Participants, Staff Volunteers	Correctly fitting buoyancy aids must be worn and checked by group supervisor.	
Manual Handling	Participants, Staff Volunteers	Good instruction and supervision. Two people to carry each board. Place board on soft surface fin up.	
Fall from board onto hard surface	Participants, Staff Volunteers	Good instruction, group to be seated when near banks and jetties, keep adequate distance between boards, supervision.	
Collisions	Participants, Staff Volunteers	Vigilance, Good control, Clear instructions.	



Risk Assessment

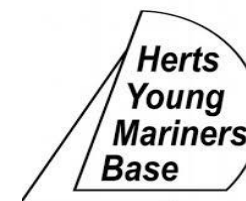
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Being hit by paddle	Participants, Staff, Volunteers	Advise participants to take care when in close proximity to each other, 1 st aid kit located in SUP container if required.	
Being hit by board	Participants, Staff, Volunteers	Clear instructions to group on safe distances Group supervision, Participants aware of other water users. 1 st aid kit located in SUP container if required.	
Submerged Obstacles	Participants, Staff, Volunteers	Appropriate footwear to be worn at all times, Instructor to brief groups on danger of underwater hazards and shallow areas.	
Archery Range in Use: - Straying into "No Go Zone"	Participants, Staff, Volunteers	All participants to be made aware of "No Go Zones" when archery range in use. Red flag raised on Bell Quay when archery range in use Radio archery leader when necessary to cease session until area cleared.	
Weils Disease	Participants, Staff, Volunteers	Normal personal hygiene to be observed. Wash hands after water contact, Cover cuts/grazes with a waterproof dressing. Briefing on symptoms and actions to take place if symptoms develop.	



Risk Assessment

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Fishermen (on canal Journeys)	Participants, Staff, Volunteers	Be polite Ask permission to pass if necessary. Watch out for fishing lines.	
Distractions from mobile phones	Participants, Staff, Volunteers	Mobile phones, when carried must be switched off	
Accidents	Participants, Staff Volunteers	Instructors to hold the relevant first aid certificate, First aid kits in SUP container if required, Radios to be carried by Instructor Complete incident or accident report as required to be reviewed by senior staff.	

Date of Review:	Reviewed by:	Comments:



Risk Assessment

Activity: Kayaking: – Sheltered Lake, Green flow river and Canal

Performed by:

James Riddick

Date:

24/01/18

Minimum instructor Qualification:

UKCC BC Level 1 on sheltered lake and level two on green flow river and canal.

Approved by:

Darryl Grout

Date:

02/02/2018

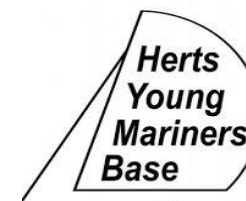
Instructor to Participants Ratio:

1:10

Review Date:

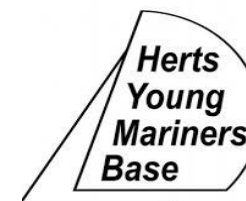
05/02/2019

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Drowning	Participants, Staff, Volunteers	All water users to wear a minimum of a Buoyancy aid, anyone without a BA to stay 3 metres away from water's edge	
Entrapment	Participants, Staff, Volunteers	Staff to put people in suitable boats, Staff to be up to date on to rescue participants from entrapment	



Risk Assessment

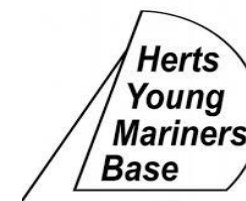
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Carrying Kayaks	Participants, Staff, Volunteers	Clear instructions on good manual handling of boats. Boats should be carried in pairs at a minimum	
Paddles	Participants, Staff, Volunteers	Clear instructions on carrying paddles. Appropriate games to be played with paddles. Helmets to be worn and correctly fitted when playing polo	
Slips, Trips and falls	Participants, Staff, Volunteers	Clear instructions about safety when standing Careful choice of games with groups	
Equipment	Participants, Staff, Volunteers	Group supervisor to ensure all equipment is appropriate to the participants and level of activity	
Inappropriate leadership	Participants, Staff, Volunteers	Deploy appropriately experienced and qualified coaches according to BC Guidelines	
Environmental factors	Participants, Staff, Volunteers	Approximate environments to be used to suit the group's needs.	



Risk Assessment

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Archery range in use: - straying into "No go" zones	Participants, Staff, Volunteers	All water users to be made aware of "No go" zones when archery range is in use at morning brief. Red Flag raised on Bell Quay when archery range is in use.	
Weil's Disease	Participants, Staff, Volunteers	Wash hands before eating. Cover cuts/grazes with waterproof plasters.	
Distractions from mobile phones	Participants, Staff, Volunteers	Mobile phones should not be carried or used on sessions by anybody.	
Lighting storm.	Participants, Staff, Volunteers	To contact the Duty Manager/Warden be prepared to get off at the nearest bank.	
Weather Conditions	Participants, Staff, Volunteers	Appropriate clothing for the time of year. Do not go out when the conditions are inappropriate	

Date of Review:	Reviewed by:	Comments:



Risk Assessment

Activity: Use of Hoists (Waterside & Disabled Toilets)

Performed by:

Kayleigh Tongue

Date:

06/02/2018

Minimum instructor Qualification:

In house Trained

Approved by:

Darryl Grout

Date:

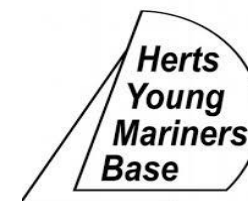
07/02/2018

Review Date:

05/02/2019

Instructor to Participants Ratio:

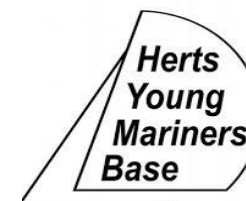
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Falling out of hoist during movement	Participants	Sling correctly sized and positioned around participant before lifting (Slings kept in hoist store, generally use participants own sling so they are familiar with fitting) Sling attached correctly to gantry before lifting, Hoist training and familiarisation to be given.	
Mechanical Failure /Battery Failure	Participants	Service contract in place. 6 monthly LOLER inspections carried out and recorded. Staff training for hoist operation, including dealing with mechanical failure. Battery placed on charge after every use. Spare battery on charge whilst one is in use.	
Misuse	Participants, Staff	Not to be used for lifting anything out than people within the manufactures specified weight ranges.	



Risk Assessment

	Volunteers		
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Heavy components/Gantry arm (waterside hoist)	Participants, Staff Volunteers	Correct manual handling maintained, At least 2 people to assemble/dismantle hoist, Training and familiarisation with hoist operation. General self – awareness Gantry arm to be secured by sling tie attached to the main upright to prevent it from swinging whilst not in use.	
Falling into water (waterside hoist)	Participants, Staff Volunteers	Correctly –sized and fitted buoyancy aids or lifejackets to be worn, checked by group supervisor. Wheelchair users to be supervised and assisted as appropriate, to and from hoist. Any seat belt or restraints to be unclipped or removed before descending slope to hoist. Wheelchairs to descend backwards	

Date of Review:	Reviewed by:	Comments:



Risk Assessment

Activity:

Fencing

Performed by:

Robin Warren

Date:

05/02/2018

Minimum instructor Qualification:

Fencing activity Leader

Approved by:

Darryl Grout

Date:

07/02/2018

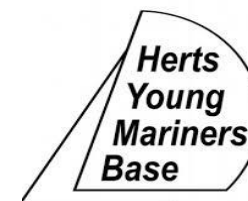
Review Date:

05/02/2019

Instructor to Participants Ratio:

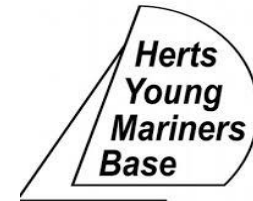
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Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Venue	Participants, Staff, Volunteers	Check suitability of venue, including floor area used, before setting up. Set out teaching area with appropriate and clearly marked safety zones/boundaries.	
Inadequate lighting/Dazzle from the sun	Participants, Staff, Volunteers	Room with covered window/position group appropriate to lighting/sun position.	
Slippery Floor	Participants, Staff, Volunteers	Floor swept/cleaned regularly. Clean up any spillages immediately.	



Risk Assessment

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Unauthorised entry into fencing area (indoor or outdoor)	Participants, Staff, Volunteers, Bystanders	Warning signs placed on doors. Doors kept locked (except fire doors) or barrier to be placed in front of doors. If outdoors, clearly marked safety area and appropriately positioned warning signs.	
Inappropriate clothing and/or footwear.	Participants, Staff, Volunteers	Clothing list sent out to groups. Briefing. Check participants at the start of the session. If clothing is inappropriate, participants are not to take part.	
Broken Foils during the session. i.e. Jagged/sharp edges	Participants, Staff, Volunteers	Check equipment prior to use. Briefing students regarding safety during fencing. Damaged equipment removed immediately.	
Extreme range of movement i.e. Lunging	Participants, Staff, Volunteers	Briefing at the start and during the session. Check for previous/existing injuries.	
Inappropriate use of the foils	Participants, Staff, Volunteers	Briefing at the start and during the session.	
Distraction from mobile phones.	Participants, Staff, Volunteers	Mobile phones when carried must be switched off.	



Risk Assessment

Date of Review:	Reviewed by:	Comments:

