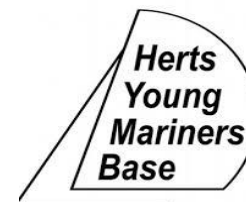
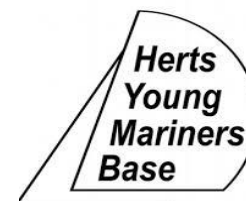


Risk Assessment



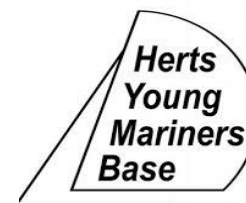
Risk Assessment	Pages	Risk Assessment	Pages
General Considerations	2-3	Powerboating	42-43
HYMB Site	4-6	Sailing	44-47
Abseiling -HYMB Wall	7-8	Camping	48-49
Climbing – HYMB Climbing	9-12	Bell boating	50-51
GCSE climbing course	13-14	Stand Up Paddle Boarding	52-53
Climbing- teaching belaying	15-16	Kayaking Sheltered Water	54-55
Climbing fingerboard	17	Sea kayaking	56-57
Adventure Games & Problem Solving	18-20	Inflatable Kayaking at LVWWC	58-60
Bush craft	21-23	Kayak pool	61-62
Caving – HYMB cave	24-28	Hoists	63-64
Caving- rope and ladder use	29-30	Fencing	65-66
Orienteering- HYMB and surrounding area	31-32	Coach/Minibus loading and Unloading	67
Archery	33-35		
Raft Building	36-38		
Canoeing	39-41		



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Extremes of weather	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:
04/02/2019	Robin Warren	Removed Who can be harmed? Column.
04/02/2019	Robin Warren	Who might be harmed? Placed in Header.



Risk Assessment

Activity: Site-HYMB

Performed by: Andrew Skinner

Minimum instructor Qualification: N/A

Date: 05.02.2018

Instructor to Participants Ratio: N/A

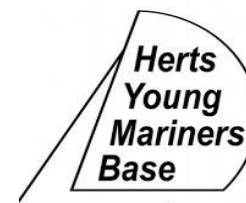
Approved by: Darryl Grout

Who might be harmed? Participants, Volunteers, Staff

Date: 04/02/2019

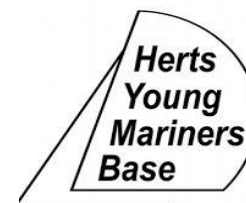
Review Date: 04/02/2020

Hazard	Measures to Minimise Risk	Amendments for next Review?
Uneven ground Slips, trip and falls	No running is allowed on site. Clear warning markers where ground level suddenly changes. Site to be left tidy	
Water	Correctly fitted buoyancy aids are to be worn when within 2 metres of the waters' edge.	
Slipways	Out of bounds unless launching/recovering boats. Kept clear of mud and slime	
Traffic movement on site	Traffic movement to be kept to a minimum. Speed must be kept below 5mph. Vigilance by all and marshalling on event days.	
Trees	Vigilant supervision by group leaders. Participants not to climb trees, unless part of an organised HYMB session.	
Picnic benches	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	



Risk Assessment

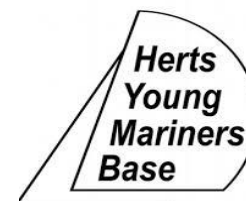
Hazard	Measures to Minimise Risk	Amendments for next Review?
Stairs	Care should be taken when moving up/down stairs. Stair treads fitted with non-slip treads	
Lift (entrapment)	Only to be used if unable to ascend/descend stairs. Never use the lift if alone in the building or during a fire evacuation. Lift checked and maintained in accordance with manufacturers' recommendations.	
Balcony	Vigilance by group leader. No climbing on balustrades or chairs on balcony. No throwing objects to, or dropping items on, people below.	
Climbing Wall	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	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	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.	
Workshop	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.	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Fire	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	Instructors to hold a valid first aid certificate appropriate to their qualifications. First aid kits on site. Radios issued to all instructors and Duty Manager. Reviewing and monitoring of incidents by senior staff.	

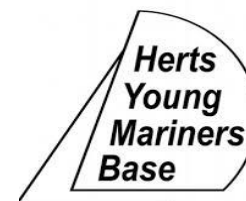
Date of Review:	Reviewed by:	Comments:
04/02/2019	Robin Warren	Removed Who can be harmed? Column.
04/02/2019	Robin Warren	Who might be harmed? Placed in Header.



Risk Assessment

Activity:	Abseiling – HYMB wall	Performed by:	Andrew Skinner
Minimum instructor Qualification:	SPA, CWA with abseil module, or in-house assessment, and One Day first aid certificate	Date:	02.01.2018
Instructor to Participants Ratio:	1:10	Approved by:	Darryl Grout
Who might be harmed?	Staff, Volunteers, Participants	Date:	03/01/2018
		Review Date:	05/02/2020

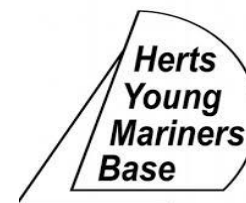
Hazard	Measures to Minimise Risk	Amendments for next Review?
All generic climbing concerns	See 'Climbing – HYMB climbing wall – core risk assessment'	
Impact from swinging whilst descending	Instructor to brief participants on line of descent and body position	
Becoming entangled in abseil rope	Instructor to provide briefing on abseil stance and technique. Abseil rope to be secured to anchor on a screw gate HMS by a tied off Italian hitch so that it is releasable. Instructor to be practiced in abseil rescues and carry appropriate equipment for doing so.	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Crag fast	During abseil: Instructor should be practiced in abseil rescues At top of wall: Instructor should have a key to access internal ladder. Climbing wall side door should be opened before instructor ascends wall.	
Needing to lower/unweight the abseil rope	The abseil rope should be attached to the wall with a tied off figure on a screw gate HMS. 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.	
Fingers/hair/clothing becoming entrapped in abseil device	Instructor should brief participants on safe hand positions and keeping hands away from the abseil device. Any long hair should be tied up or tucked in in such a way that it cannot become entrapped in the abseil device. Any jewellery or clothing which presents an entrapment hazard should be tucked in, adjusted or removed as appropriate.	

Date of Review:	Reviewed by:	Comments:
23/01/2019	Robin Warren	Removed Who might be harmed? Column.
23/01/2019	Robin Warren	Who might be harmed? Placed in Header.
13/03/2019	Robin Warren	Changed 8-hour First aid to One Day First aid



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 One Day first aid certificate

Approved by: Darryl Grout

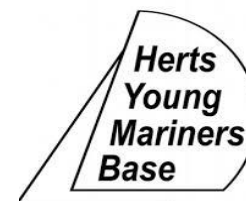
Date: 23/01/2019

Instructor to Participants Ratio: 1:10

Review Date: 23/01/2020

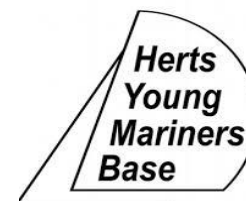
Who might be harmed? All in the immediate vicinity of
the climbing wall

Hazard	Measures to Minimise Risk	Amendments for next Review?
Equipment failure	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	Climbing wall to be inspected annually by appropriately qualified engineers. Any causes for concern should be reported to the Duty Manager	
Falling from height - bouldering	Bouldering is only to be undertaken as a supervised activity. Boulderer's feet are not to pass above the white line. Boulderers to work in pairs, with a spotter protecting the boulderers head in the event of a fall. Spotters should not attempt to catch falling boulderers. The instructor should teach participants the look, leap and land method. Pea shingle around base of wall to provide an impact dispersing surface.	



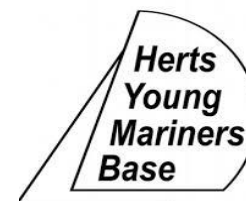
Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Falling from height- climbing	<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>Instructor to check all knots and carabiners before climbing commences.</p> <p>Pea shingle at base of wall to provide impact dispersing surface.</p>	
Falling from height - rigging	<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>Cow-tails should be attached to the abseil-loop with a lark's foot.</p> <p>At least one cow-tail 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	<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	<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>	



Risk Assessment

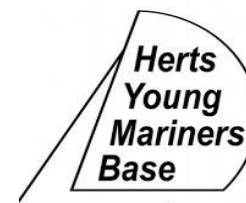
Hazard	Measures to Minimise Risk	Amendments for next Review?
Falling on the surrounding wall whilst bouldering	As for 'falling from height - bouldering' Spotter to stand between boulderer and wall in order to protect the boulderer's head and back.	
Head injury due to impact/collision with the wall	All those within the bounds of the climbing wall must wear a correctly fitted helmet. No running except as part of an organised game	
Pendulum/swing due to climbing off route	Instructor to ensure that participants stick to the rigged route	
Catch or choke hazard from clothing or jewellery	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	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.	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Fingers caught in gear placement slots or anchor rings	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	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.	
Crag fast climber	Instructor should be practiced in taking over and escaping a belay system. Instructors should be practiced in ground up and top down rescues.	
Instructor needing to contact another member of staff	Instructors must carry a radio and be trained in its use.	
Injuries requiring first aid	Instructor to hold an appropriate first aid certificate. First aid kit located inside the climbing wall	
Loose holds	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.	

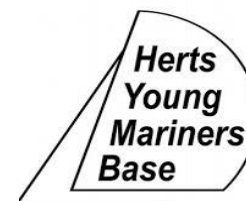
Date of Review:	Reviewed by:	Comments:
23/01/2019	Robin Warren	Removed Who might be harmed? Column.
23/01/2019	Robin Warren	Who might be harmed? Placed in Header.
13/03/2019	Robin Warren	Changed 8-hour First aid to One Day First aid



Risk Assessment

Activity:	GCSE climbing course.	Performed by:	Andrew Skinner
Minimum instructor Qualification:	CWA/SPA and One Day first aid certificate.	Date:	02.01.2018
Instructor to Participants Ratio:	1:10	Approved by:	Darryl Grout
Who might be harmed?	Participants, Volunteers, Staff	Date:	06/02/2019
		Review Date:	06/02/2020

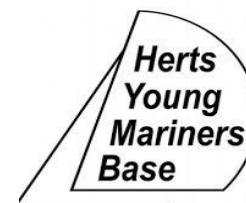
Hazard	Measures to Minimise Risk	Amendments for next Review?
All generic climbing concerns	See 'Climbing – HYMB climbing wall- core risk assessment'	
Holding a fall assessment -climber injury	The climber for this part of the session should be an instructor, wearing an appropriately supportive and padded harness. Climbing should take place on the back overhang to prevent any scraping injuries. The climber should also be belayed by a suitably qualified and experienced instructor on a separate safety rope.	
Holding a fall assessment -all others	The belayers harness must be properly fitted and should be checked by an instructor. The belayer must wear a ground anchor. Ideally, the instructor who is belaying should stop any fall at such a height that there is no possibility of the climbing hitting any persons below. All other participants should keep clear of the area being used.	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Rope damage due to hold a fall assessment	All ropes are checked as per maintenance SOPs. Two designated ropes are to be used for this activity, making it easier to keep track of which ropes are likely to have core damage and reducing the chance of damage going unnoticed.	
Injuries associated with jamming	Instructor to provide briefing/detailed instruction of appropriate jamming techniques Climbing tape to be issued at instructor's discretion. For entrapments, see core risk assessment.	
Slipping due to wearing climbing shoes whilst walking	Instructors should brief the group on the properties of climbing shoes No running as per centre rules. Participants to be discouraged from walking/standing on the grass at the climbing wall. In the event of wet ground conditions, instructors may wish to get the group to put climbing shoes on at the wall.	
Participants tying incorrect/inappropriate knots	Instructors should check all knots and 'attachments' before any climber leaves the floor.	

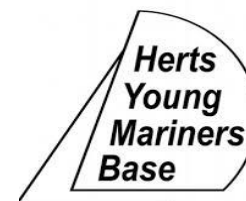
Date of Review:	Reviewed by:	Comments:
06/02/2019	Robin Warren	Removed Who might be harmed? Column
06/02/2019	Robin Warren	Who might be harmed? Placed in Header.
08/02/2019	Darryl Grout	Removed in house sign off for this course.
13/03/2019	Robin Warren	Changed 8-hour First aid to One Day First aid



Risk Assessment

Activity:	Climbing- teaching belaying using a 1-5 method	Performed by:	Andrew Skinner
Minimum instructor Qualification:	SPA/CWA or in-house assessment, and One Day first aid certificate	Date:	02.02.2018
Instructor to Participants Ratio:	1:10	Approved by:	Darryl Grout
Who might be harmed?	Participants, Volunteers, Staff	Date:	06/02/2019
		Review Date:	06/02/2020

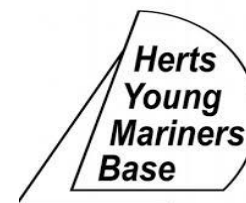
Hazard	Measures to Minimise Risk	Amendments for next Review?
All generic climbing concerns	See 'Climbing – HYMB climbing wall- core risk assessment'	
Inappropriate technique	Instructor to thoroughly demonstrate the 1-5 method or similar Instructor should directly supervise the belayer and be close enough to take over immediately if required. If the belayer proves to be competent, more remote supervision may be possible as the instructor's discretion. The climber may be asked to slow down to give the belayer time to learn the movements.	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Belayer letting go or the rope sliding through their hands	The belayer should be taught the correct method of changing their hands over i.e. 1-5. The dead rope should be backed up by another participant who has been fully briefed on their role The instructor should provide direct supervision when the belayer is lowering a climber. The instructor should continue to supervise the belayer even if they are deemed competent, albeit in a more remote style.	
Significant weight difference between climber and belayer	The belayer must be attached by their abseil loop to a ground anchor with screw-gate carabiners	

Date of Review:	Reviewed by:	Comments:
06/02/2019	Robin Warren	Removed Who might be harmed? Column.
06/02/2019	Robin Warren	Who might be harmed? Placed in Header.
13/03/2019	Robin warren	Changed 8-hour First aid to One Day First aid

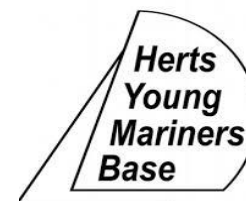


Risk Assessment

Activity: Fingerboard
Performed by: Andrew Skinner
Minimum instructor Qualification: CWA/SPA or higher
Date: 05.02.2018
Instructor to Participants Ratio: 1:10
Approved by: Darryl Grout
Who might be harmed? Participants and persons walking through door
Date: 04/02/2019
Review Date: 04/02/2020

Hazard	Measures to Minimise Risk	Amendments for next Review?
Falling off	Instructor to ensure that appropriate spotting is in place if the participant is not tall enough to reach the floor whilst hanging from the board	
Being hit by opening of the door	Cave/climb store door to be kept open whilst fingerboard is in use	
Damage to tendons, ligaments or muscles	Instructor must brief participants on the correct use of fingerboards and carry out an appropriate warm up, stretch and warm down after use. Use with participants aged under 16 is discouraged.	
Damage from jewellery	All rings to be removed to avoid damage to fingers	

Date of Review:	Reviewed by:	Comments:
04/02/2019	Robin Warren	Removed Who might be harmed? Column
04/02/2019	Robin Warren	Who might be harmed? Placed in Header.



Risk Assessment

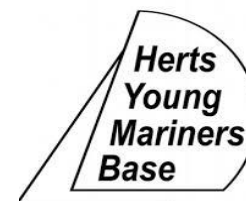
Activity: Adventure Games & Problem Solving
Minimum instructor Qualification: One Day first aid qualification and HYMB Adventure Games sign off
Instructor to Participants Ratio: 1:10
Who might be harmed?: Staff, Volunteers, Participants

Performed by: Andrew Skinner
Date: 31.01.2018
Approved by: Darryl Grout
Date: 01/02/2019
Review Date: 05/02/2020

Hazard	Measures to Minimise Risk	Amendments for next Review?
Equipment Failure	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	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.	
Slippery planks	Briefing beforehand to raise awareness that planks may be slippery to handle or walk on. In wet conditions, extra care must be taken, especially if planks are placed at a gradient.	

Risk Assessment

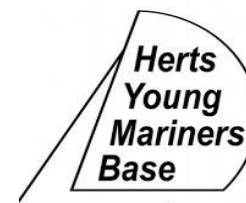
Hazard	Measures to Minimise Risk	Amendments for next Review?
Falling off apparatus	<p>All planks placed during the activity must overlap the supporting structure, so the entirety of the grey section is engaged.</p> <p>Individuals on apparatus should be spotted as necessary at the discretion of the instructor.</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	<p>When the group's behaviour is unsafe, the activity must be stopped</p>	
Carrying equipment	<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 vertically.</p>	
Ropes (when setting up)	<p>Instructor should ensure the group is sufficiently far from the apparatus when ropes are being thrown, so that whipping injuries do not occur.</p> <p>Carabiners may be removed from ropes at instructor's digression before attempting to throw them.</p>	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Entanglement in ropes	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	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.	

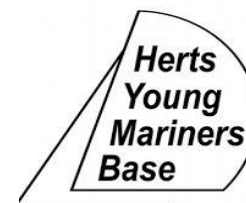
Date of Review:	Reviewed by:	Comments:
23/01/2019	Robin Warren	Removed Who might be harmed? Column.
23/01/2019	Robin Warren	Who might be harmed? Placed in Header.
13/03/2019	Robin Warren	Changed 6-hour First aid to One Day First aid



Risk Assessment

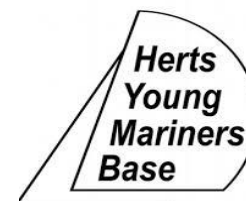
Activity: Bush-craft - HYMB **Performed by:** Andrew Skinner
Minimum instructor Qualification: HYMB bush-craft instructor sign off and One Day first aid course **Date:** 30.01.2018
Instructor to Participants Ratio: 1:10 **Approved by:** Darryl Grout
Who might be harmed? All **Date:** 23/01/2019
Review Date: 23/01/2020

Hazard	Measures to Minimise Risk	Amendments for next Review?
Slips, trips and falls	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	
Manual handling	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	
Sharp tools (axes, knives and saws)	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.	



Risk Assessment

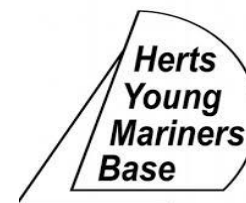
Hazard	Measures to Minimise Risk	Amendments for next Review?
Food hygiene	Hands to be washed before handling cooked or uncooked foodstuff. Perishable foodstuffs to be stored appropriately beforehand and any left-overs disposed of appropriately afterwards. Staff aware of any potential food allergies	
Allergic reactions to organic matter (plants, insects etc.)	Instructor to exercise good group management and provide guidance where appropriate. Duty Manager to be contacted.	
Environmental factors	Ensure that the group has appropriate safety equipment, spare clothing and emergency kit for extremes of weather	
Falling objects/structures -shelter building	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.	
Burns	All participants to be supervised and briefed on the hazards of fire lighting and cooking on open fires. Ample water for cooling burns to be kept available for immediate use (Note: DO NOT send casualty to the lake to immerse burns). Keep the fire as small as possible for the tasks undertaken. Bush-craft First Aid kit to be kept close to hand which includes burns dressing.	



Risk Assessment

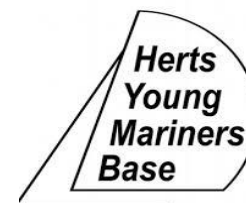
Hazard	Measures to Minimise Risk	Amendments for next Review?
Smoke	Only burn natural, non-toxic, materials. Only have fires in designated fire pits or portable fire pits and keep them small.	
Individuals in groups	Make an early cautious judgement on the suitability of using sharp tools with the group you are working with.	
Distraction from mobile phones	Mobile phones, when carried, must be switched off. Encourage participants to leave all mobile devices locked in their room.	
Fire spread	Only use dedicated fire circles or portable fire pits. Ensure any fire is fully extinguished before leaving.	
Instructor needing to contact other staff	Instructor to carry a radio and be trained in its' use.	

Date of Review:	Reviewed by:	Comments:
23/01/2019	Robin Warren	Removed Who might be harmed? Column.
23/01/2019	Robin Warren	Who might be harmed? Placed in Header
13/03/2019	Robin Warren	Changed 8-hour First aid to One Day First aid



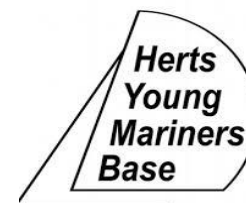
Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Group inadvertently being locked inside	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	Instructor to include this in the group safety brief.	
Abrasive surfaces	All those entering the cave should wear long sleeves and trousers	
Head torch failure	See equipment failure If a headtorch should fail in the cave, the light from other group members' torches should be sufficient to continue the session or exit the cave as appropriate.	
Torch light in eyes	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	Do not use	
Entering through the climbing wall	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.	



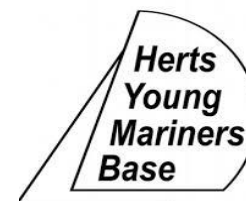
Risk Assessment

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



Risk Assessment

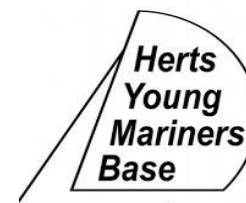
Hazard	Measures to Minimise Risk	Amendments for next Review?
Dust (Asthma trigger)	Instructor to take possession of appropriate medication. Ventilation fans, if used, should be switched off at least 15 minutes prior to the session. Cave to be thoroughly swept and vacuumed at least once per year.	
Climbing wall inspection ladder	Bottom section of ladder covered with lockable plank to prevent unauthorised access	
Water hazards in cave	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	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	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	



Risk Assessment

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

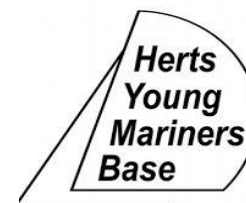
Date of Review:	Reviewed by:	Comments:
24/01/2019	Robin warren	Removed Who might be harmed? Column.
24/01/2019	Robin Warren	Who might be harmed? Placed in Header.
13/03/2019	Robin Warren	Changed 8-hour First aid to One Day First aid.



Risk Assessment

Activity: Caving- rope and ladder use **Performed by:** Andrew Skinner
Date: 02.02.2018
Minimum instructor Qualification: **TO BE REVIEWED** **Approved by:**
Date:
Instructor to Participants Ratio: 1:10 **Review Date:**

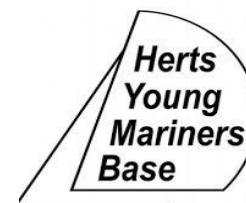
Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Generic caving concerns	All	See 'caving- HYMB cave- core risk assessment'	
Falling from height - rigging	Instructor	Participants must not be involved in the rigging process. Instructors should use two cow-tails (attached to their harness with a lark's foot) to safeguard their ascent. Instructors must remain clipped in at all times when above the white line of the climbing wall	
Falling from height – ascending/ descending	All	Instructor to belay any participant who is at height via the use of a top-rope. Instructor to check all harnesses, knots, carabiners and any other attachments before climbing takes place. Participants atop the wall must remain belayed or clipped in at all times. Instructor to teach participants appropriate techniques for the activity.	



Risk Assessment

Falling objects	All	All within the bounds of the cave and climbing wall must wear a correctly fitted helmet (exemption may be given on religious ground, provided the alternative headwear gives some form of protection). Group to be briefed on the 'below call'. No equipment is to be stored at height, unless secured to an anchor point.	
Inappropriate technique	All	Instructor to teach group appropriate techniques for the equipment being used. Direct supervision as appropriate.	
Hair or jewellery caught in equipment	All	Any long hair must be tied back or tucked in so that it does not present an entrapment hazard. Clothing or jewellery which presents a hazard should be tucked in, adjusted or removed as appropriate.	
Further abseil hazards	All	See 'Abseiling – HYMB wall'	
Entanglement in the ladder	All	Instructor to be practiced in abseil rescues and taking the weight off of a climber and carry appropriate equipment for doing so.	

Date of Review:	Reviewed by:	Comments:
03/02/2019	Darryl Grout	This is still under review at this time.



Risk Assessment

Activity: Orienteering- HYMB and surrounding area **Performed by:** Andrew Skinner

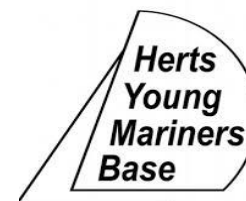
Minimum instructor Qualification: HYMB in-house sign off, BOF teaching orienteering or Countryside Leader Award and One Day first aid certificate. **Date:** 01/02/2018

Instructor to Participants Ratio: 1:12 on HYMB site or 1:10 surrounding area **Approved by:** Darryl Grout

Who might be harmed? Participants, Volunteers, Staff **Date:** 05/02/2019

Review Date: 05/02/2020

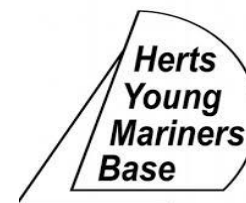
Hazard	Measures to Minimise Risk	Amendments for next Review?
Equipment Failure	Equipment is to be checked as per SOPs	
Slips, trips and falls	Instructor to brief group on centre rules regarding running. Participants must wear appropriate footwear.	
Deep water (drowning)	Markers are not to be placed within 2 meters from the water's edge. Brief group on staying away from water's edge.	
Climbing wall and Adventure games structures (falls)	No markers to be placed within boundaries. Brief group to not cross climbing wall/adventure games boundaries.	
Getting Lost	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	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Trees (falls)	Participants to be explicitly told not to climb trees	
Allergic reactions to insect bites/stings and vegetation, and other bite related ailments.	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. Instructor to advise group leaders of the signs and symptoms of Lyme's disease and what action to take if symptoms develop.	Note: adapted from 'Lyme's Disease'
Incidents requiring first aid	Instructor to hold a valid first aid certificate. Various first aid kits located around the site.	Note: adapted from 'all incidents'
Weather related ailments	Instructor is to ensure that the group is appropriately clothed and equipped.	Note: adapted from 'all incidents'
Instructor needing to contact another staff member	Instructors must carry a radio and be trained in its use.	Note: adapted from 'all incidents'

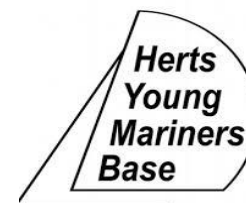
Date of Review:	Reviewed by:	Comments:
05/02/2019	Robin warren	Removed Who might be harmed? Column.
05/02/2019	Robin warren	Who might be harmed? Placed in Header.
13/03/2019	Robin Warren	Changed 6-hour First aid to One Day First aid



Risk Assessment

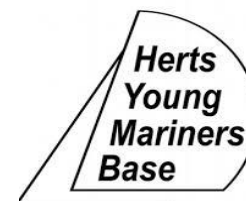
Activity: Archery **Performed by:** Robin Warren
Minimum instructor Qualification: Archery Instructor Award Plus One **Date:** 02/01/2018
 Day first aid
Instructor to Participants Ratio: 1:12 **Approved by:** Darryl Grout
Who might be harmed? Participants, Staff, Volunteers. **Date:** 06/02/2019
Review Date: 06/02/2020

Hazard	Measures to Minimise Risk	Amendments for next Review?
Eye Injury	Group management and briefings on use of equipment and removing arrows from targets.	
Exposure to the elements	Briefing, correct clothes (extra clothes or sunscreen and cap), use of shelter.	
Falls and Trips	Briefing, correct carrying of equipment, correct footwear and follow HYMB guide lines.	
Lost Arrows (missed targets)	Suitable location, adequate back space beyond stop net. Count arrows at start and end of session. If any missing make note in incident book with description of arrow and where lost.	



Risk Assessment

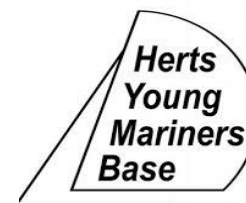
Hazard	Measures to Minimise Risk	Amendments for next Review?
<p>Unauthorised entrance onto range.</p>	<p>When range in in use at HYMB, Warning signs to be displayed and red flag to be hoisted on Bell quay. When running archery at other venues, prominent warning signs to be displayed on all boundaries and/or all possible access points to shooting areas.</p>	
<p>Water users straying into No go zones.</p>	<p>All water users to be made aware of no-go zones when range is in use at HYMB. (red flag flying on Bell quay)</p>	
<p>Distraction from mobile phones.</p>	<p>Mobile phones when carried must be switched off.</p>	
<p>Being struck by Archery Shelter shutters whilst they are being opened or closed (HYMB)</p>	<p>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.</p>	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Long hair, Jewellery, Earrings	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.	

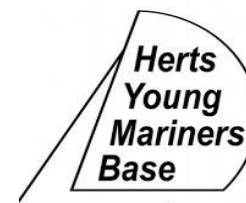
Date of Review:	Reviewed by:	Comments:
06/02/2019	Robin Warren	Removed Who might be Harmed? Column
06/02/2019	Robin Warren	Who might be Harmed? Places in header.
13/03/2019	Robin Warren	Added Plus One Day First Aid



Risk Assessment

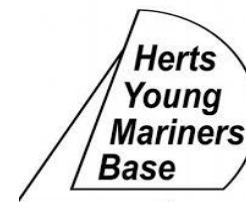
Activity:	Raft building	Performed by:	Robin Warren
Minimum instructor Qualification:	BC UKCC Level 1 Coach or RYA Dinghy Instructor, plus One Day First Aid.	Date:	18/01/2018
Instructor to Participants Ratio:	1:10	Approved by:	Darryl Grout
Who might be Harmed?	Participants, Volunteers, Staff	Date:	05/02/2019
		Review Date:	05/02/2020

Hazard	Measures to Minimise Risk	Amendments for next Review?
Drowning	Buoyancy aids to be correctly fitted and "checked" by the group supervisor. Buoyancy aids must be worn when a person is within 2 metres of the water's edge,	
B Trapped under craft by craft inversion.	Raft design must be "approved" by the group supervisor. Good group supervision and instruction on what to do in the event of a capsize. Head counts; if a person is missing or appears trapped or caught, instructor is to intervene immediately. Sharp knife (blunt ended) to be available.	
Moving and lifting of equipment.	Clear instructions on manual Handling. Sufficient people involved to move equipment. Encourage good communication before lifting. Frame work to be lifted onto the barrels/floats. Constant supervision of group.	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Trapped Limbs between barrels, ropes etc.	M Constant supervision, Ensure lashings are secure, Sharp Knife (blunt ended) to be available.	
Being hit by capsized craft.	B Guidance in stable design of craft, Do not flip rafts on land or water, Constant supervision.	
Panicking Swimmers.	Throwlines and Rescue craft available.	
Exposure to the elements	B Ensure that the participants have adequate clothing appropriate footwear for the conditions. Avoid immersion in the water during winter months.	
Monitoring of rafts as it is paddled.	B 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.	B Have a whistle to attract the groups attention.	
Rafting equipment being dropped/falling	B Good briefing, group control and awareness when moving equipment. Ensure lashing are secure.	

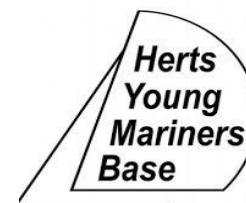


Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Weil's Disease (leptospirosis)	Normal personal hygiene to be observed, Wash hands before eating, Cover cut/grazes with waterproof plasters. Briefing on symptoms and action to take if symptom develop.	
Distractions from Mobile Phones.	Mobile Phones when carried must switched off.	

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

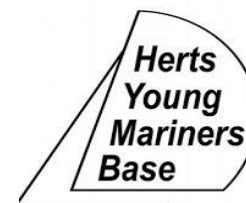
Date of Review:	Reviewed by:	Comments:
06/02/2019	Robin Warren	Removed Who might be Harmed? Column
06/02/2019	Robin Warren	Who might be Harmed? Places in header.



Risk Assessment

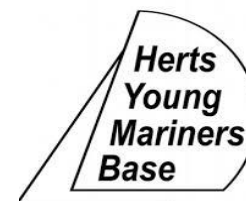
Activity: Canoe-Sheltered Lake, green flow River and Canal
Performed by: Kayleigh Tongue
Date: 07/02/2018
Minimum instructor Qualification: UKCC Level 1 Coach for sheltered Lake and Level 2 for canal and Green flow river, plus One Day First Aid.
Approved by: Darryl Grout
Instructor to Participants Ratio: 1:10
Date: 28/01/2018
Who might be harmed?: Participants, Staff & Volunteers
Review Date: 28/01/2020

Hazard	Measures to Minimise Risk	Amendments for next Review?
Drowning	Appropriately sized buoyancy aids must be worn. fitted and checked by group supervisor.	
Weather conditions	Group supervisors to check for appropriate clothing for the prevailing weather conditions	
Being hit by paddle	Group supervision, Participants advised to take care when in close proximity to each other. Take care when breaking out of rafts.	
Collisions	Group supervision, Good control, Brief group on keeping hands and arms inside the craft	
Lifting and Carrying	Clear instructions to be given, Adequate/appropriate number of participants for craft, Correct manual handling techniques.	



Risk Assessment

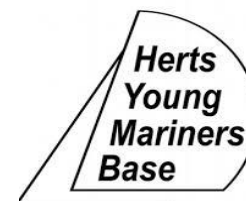
Hazard	Measures to Minimise Risk	Amendments for next Review?
Entrapment	Group supervision, Brief on what to do if you capsize. If a participant appears to be trapped or caught, instructor to turn canoe upright asap.	
Falling into lake	Clear instructions, Good supervision.	
Rafted Open Canoes Clamming	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"	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.	
Weil's Disease	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	Avoid fishing lines, Be polite Ask permission to pass if required	
Distractions from mobile phones.	Mobile phones, when carried must be switched off.	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Accidents	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.	

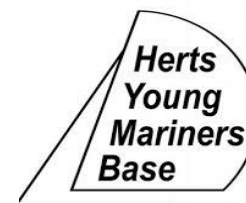
Date of Review:	Reviewed by:	Comments:
28/01/2019	Robin Warren	Removed Who might be Harmed? Column
28/01/2019	Robin Warren	Who might be Harmed? Places in header.
13/03/2019	Robin Warren	Added, plus One Day First Aid.



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Equipment Failure	Regular recorded maintenance Pre-start checks including fuel check Radio, Anchor and Paddle to be carried on board	
Injuries sustained whilst carrying out a rescue	Staff to hold suitable 1 st aid qualifications, Knowledge and training of suitable rescue techniques Correct manual handling Make sure area is clear when carrying out a rescue	
Man Over-Board	Remain seated when powerboat in motion. Driver to be wearing kill cord (securely fastened around the leg or personal buoyancy back onto itself) attached to kill switch when in motion. Kill cord to be removed from kill switch when in close proximity to people in the water. Safe speed maintained. Good Communication on board.	
Fire	Regular recorded service and checks. Fire extinguisher to be carried on board at all times. Tackle fire if it is safe to do so before it takes hold. If all else fails Drop anchor where possible and abandon craft.	

Date of Review:	Reviewed by:	Comments:
05/02/2019	Robin Warren	Removed who might be harmed? Column.
05/02/2019	Robin Warren	who might be harmed? Placed in Header.
13/02/2019	Robin warren	Added, plus One Day First Aid.



Risk Assessment

Activity: Sailing

Minimum instructor Qualification: Assistant Instructor supervised by Dinghy Instructor or above. Dinghy Instructor if working Solo, plus One Day First Aid.

Instructor to Participants Ratio: 1:10 for HYMB instructors, 1:8 for Volunteers and External (unless otherwise agreed by HYMB Chief instructor/Principal) Maximum 6 Boats per Instructor.

Who might be harmed? Participants, Volunteers, Staff

Performed by: Kayleigh Tongue

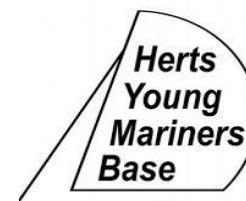
Date: 08/02/2018

Approved By: Darryl Grout

Date: 05/02/2019

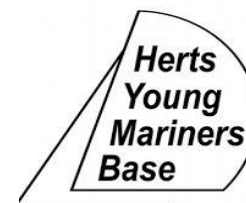
Review Date: 05/02/2020

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



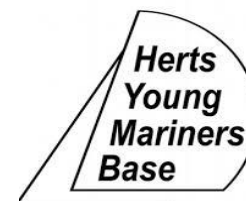
Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Capsize leading to possible entrapment	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	Instructions given on how to avoid collisions, Group supervision, Briefed on sitting down, hands and legs inside the craft.	
Equipment Breakage	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.	
Bumps to head	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.	



Risk Assessment

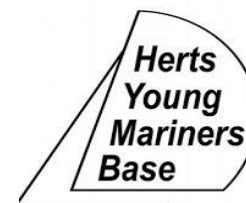
Hazard	Measures to Minimise Risk	Amendments for next Review?
Exposure to Cold, heat and sun	Appropriate clothing to be worn. Wetsuits and cags can be provided where required.	
Injuries from paddles/tiller	Participants to be aware of others, instructions on where to sit and how to use the equipment correctly to be given.	
Archery Range in use: "No Go Zone"	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	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	Mobile phones, when carried must be switched off.	
Accidents	All instructors to hold a valid First Aid certificate. First aid kits located in safety boats and around site. Accidents to be recorded on accident form.	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Weather	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	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:
05/02/2019	Robin Warren	Removed who might be harmed? Column.
05/02/2019	Robin Warren	who might be harmed? Placed in Header.
05/02/2019	Robin Warren	Changed spelling of 1 st aid to first aid.
13/03/2019	Iain Fenton-Adams	Maximum 6 Boats per Instructor.
13/03/2019	Robin warren	Added plus One Day First Aid.



Risk Assessment

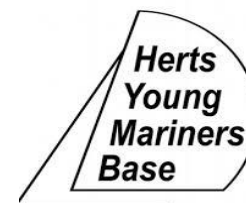
Activity: Camping at HYMB **Performed by:** Kayleigh Tongue
Date: 07/02/2018
Minimum instructor Qualification: N/A **Approved by:** Darryl Grout
Instructor to Participants Ratio: **Date:** 28/01/2019
Who Might be Harmed?: Participants & Staff **Review Date:** 28/01/2020

Hazard	Measures to Minimise Risk	Amendments for next Review?
Fire	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 known to participants.	
Movement of Vehicles	Vehicle movement kept to a minimum, 10mph speed limit, Awareness of other groups using the site.	
Intruders	Be vigilant, Brief groups on staying together.	
Accidents	HYMB Safety rules explained to group, First aid kits available onsite, First aiders available when centre is open.	

Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Cooking: - <ul style="list-style-type: none"> • Food Poisoning • Cuts • Burns and scalds • Use of portable stoves (Meth's or gas) 	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 1 metre 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.	

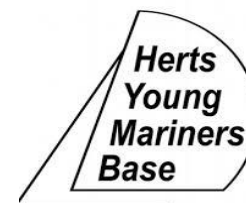
Date of Review:	Reviewed by:	Comments:
28/01/2019	Robin Warren	Changed 1 st aid to First Aid
28/01/2019	Robin Warren	Removed Who might be Harmed? Column.
28/01/2019	Robin Warren	Who might be Harmed? Placed in Header.



Risk Assessment

Activity:	Bell Boating	Performed by:	Robin Warren
Minimum instructor Qualification:	Bell boat Helm. Plus, One Day First Aid.	Date:	08/02/2018
Instructor to Participants Ratio:	1:10	Approved by:	Darryl Grout
		Date:	28/01/2019
Who might be harmed?	Participants, Staff & Volunteers	Review Date:	28/01/2020

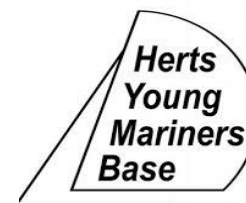
Hazard	Measures to Minimise Risk	Amendments for next Review?
Paddles	Group briefings on how to hold and use paddles correctly.	
Slips, Trips, Falls	No running permitted on site, Group supervision, Take extra care when surfaces are wet. (Jetty's, catwalk, seats,) Take care whilst playing games.	
Falling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



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Accidents	Briefing on keeping hands, arms and legs inside the boat at all times. Take care when playing games.	
Weil's Disease	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 / capsizing of boat	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	Mobile phones when carried must be switched off.	
Weather	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.	

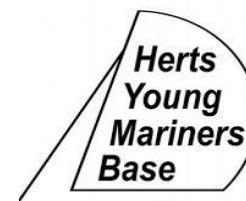
Date of Review:	Reviewed by:	Comments:
28/01/2019	Robin Warren	Removed Who might be harmed? Column.
28/01/2019	Robin Warren	Who might be harmed? Placed in Header.
13/03/2019	Robin Warren	Added, plus One Day First Aid.



Risk Assessment

Activity: Stand Up Paddle Boarding **Performed by:** Kayleigh Tongue
Minimum instructor Qualification: In House Trained Plus One Day First Aid **Date:** 06/02/2018
Instructor to Participants Ratio: 1:10 **Approved by:** Darryl Grout
Who might be harmed? Participants, Staff, Volunteers **Date:** 05/02/2019
Review Date: 05/02/2020

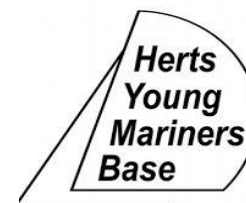
Hazard	Measures to Minimise Risk	Amendments for next Review?
Drowning	Correctly fitting buoyancy aids must be worn and checked by group supervisor.	
Manual Handling	Good instruction and supervision. Two people to carry each board. Place board on soft surface fin up.	
Fall from board onto hard surface	Good instruction, group to be seated when near banks and jetties, keep adequate distance between boards, supervision.	
Collisions	Vigilance, Good control, Clear instructions.	
Being hit by paddle	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	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	Appropriate footwear to be worn at all times, Instructor to brief groups on danger of underwater hazards and shallow areas.	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Archery Range in Use: - Straying into "No Go Zone"	All participants to me 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	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.	
Fishermen (on canal Journeys)	Be polite Ask permission to pass if necessary. Watch out for fishing lines.	
Distractions from mobile phones	Mobile phones, when carried must be switched off	
Accidents	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.	

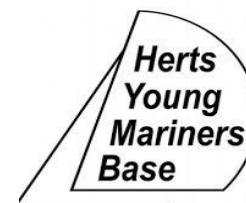
Date of Review:	Reviewed by:	Comments:
05/02/2019	Robin Warren	Removed Who might be Harmed? Column
05/02/2019	Robin Warren	Who might be Harmed? Placed in header.
13/03/2019	Robin Warren	Added, plus One Day First Aid.



Risk Assessment

Activity: Kayaking - Sheltered Lake, Grade 1 River and Canal
Performed by: James Riddick
Minimum instructor Qualification: UKCC BC Level 1 Paddlesports, One Day First Aid
Date: 24/01/18
Instructor to Participants Ratio: 1:10
Approved by: Darryl Grout
Who might be harmed?: Participants, Volunteers, Staff
Date: 04/02/2019
Review Date: 04/02/2020

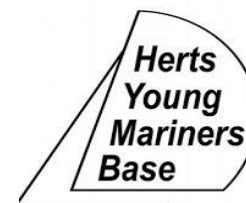
Hazard	Measures to Minimise Risk	Amendments for next Review?
Drowning	All water users to wear a minimum of a Buoyancy aid, anyone without a BA to stay 3 metres away from water's edge.	
Entrapment	Staff to put people in suitable boats, Staff to be up to date on to rescue participants from entrapment.	
Carrying Kayaks	Clear instructions on good manual handling of boats. Boats should be carried in pairs at a minimum.	
Paddles	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	Clear instructions about safety when standing Careful choice of games with groups	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Equipment	Group supervisor to ensure all equipment is appropriate to the participants and level of activity.	
Inappropriate leadership	Deploy appropriately experienced and qualified coaches according to BC Guidelines.	
Environmental factors	Approximate environments to be used to suit the group's needs.	
Archery range in use: - straying into "No go" zones	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	Wash hands before eating. Cover cuts/grazes with waterproof plasters.	
Distractions from mobile phones	Mobile phones should not be carried or used on sessions by anybody.	
Lighting storm.	To contact the Duty Manager/Warden be prepared to get off at the nearest bank	
Weather Conditions	Appropriate clothing for the time of year. Do not go out when the conditions are inappropriate.	

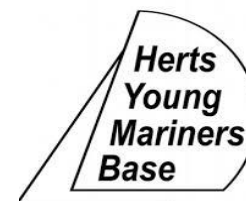
Date of Review:	Reviewed by:	Comments:
04/02/2019	Robin warren	Removed Who might be harmed? Column.
04/02/2020	Robin Warren	Who might be harmed? Placed in Header.
13/03/2019	Robin Warren	Added, plus One Day First Aid.



Risk Assessment

Activity: Sea kayaking Performed by: Andrew Skinner
Minimum instructor Qualification: BC Level 2 with moderate water endorsement or old BCU Level 3, plus 16-Hour First Aid Date: 05.02.2018
Instructor to Participants Ratio: 1:6 Approved by: Darryl Grout
Date: 05/02/2019
Who might be harmed? Participants, Volunteers, Staff Review Date: 05/02/2020

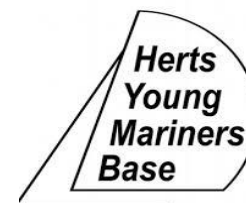
Hazard	Measures to Minimise Risk	Amendments for next Review?
Equipment Failure	Equipment is to be checked tri-annually as per maintenance SOPs. Instructor to ensure that equipment is appropriate for conditions, and that the group has adequate safety equipment, including sunscreen.	
Deep Water	All on, or within close proximity to, the water must wear an appropriate and correctly fitted buoyancy aid, which has been checked by a qualified member of staff	
Inappropriate leadership	Activity to be run by appropriately qualified leaders, working within the remit of their qualification	
Individuals	Pre-requisites for trip to be adhered to, except where leaders have knowledge of the participants' ability in which case their recommendation can be accepted.	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Manual handling	Staff trained in manual handling best practice. Instructors to brief group on best practice and ensure there are sufficient people for lifting heavy items such as kayaks.	
Sea state	Leaders aware of tidal flow patterns and local tide times for the intended area(s) being used. Appropriate venues chosen for participants' competence and current conditions. Seek/use sheltered venue for adverse conditions. Good group management.	
Instructor needing to communicate/ signal for help	Leaders to carry VHF radios and be trained in their use. Leaders to carry flares (in date) Clearly understood system of signalling to be established within the group before setting off.	
Surf	Where surfing is a specific activity: Clearly defined area of operation with set boundaries Correctly fitted helmets must be worn Constant supervision by leaders.	

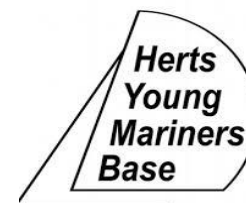
Date of Review:	Reviewed by:	Comments:
05/02/2019	Robin Warren	Removed Who might be harmed? Column.
05/02/2019	Robin Warren	Who might be harmed? Placed in Header.
13/03/2019	Robin Warren	Added, plus 16-Hour First Aid



Risk Assessment

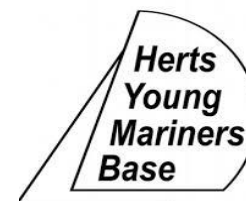
Activity:	Inflatable Kayaking at LVWWC	Performed by:	Robin Warren
Minimum instructor Qualification:	White water Kayak Coach, Plus 16-hour First aid.	Date:	05/02/2018
Instructor to Participants Ratio:	1:8	Approved by:	Darryl Grout
Who might be harmed?	Participants, Staff, Volunteers	Date:	04/02/2019
		Review Date:	04/02/2020

Hazard	Measures to Minimise Risk	Amendments for next Review?
Inappropriate Leadership	Group Supervisors to have attended activity specific training at LVWWC and hold White water kayak coach, UKCC level 2 + moderate water endorsement, White water Kayak Leader or Old BCU level 3 coach.	
The Inflatables	HYMB specifically have 4 inflatable Double kayaks for use at LVWWC; these are the only craft to be used in this activity. Group supervisor to ensure that all equipment is in appropriate condition for the grade of water.	
Group Behaviour	Brief young people about the dangers of the LVWWC site and the expectations of them whilst on the site. Where there are accompanying youth worker/staff ensure that they understand that the supervision of the young people not on the water is their responsibility.	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Drowning	Buoyancy aid "must" be worn and Correctly fitted, checked by group supervisor. Group supervisor and assistant on bank with Throwlines.	
Head Injury	Correctly fitted Helmets "must" be worn. Checked by group supervisor.	
Cold water	Wear suitable Protection from cold water.	
Inappropriate foot wear	Group supervisor to ensure that suitable foot wear is worn by all participants. Foot wear must not be open toed and must not come off in the water.	
Swimming	Participants instructed how to swim safely in moving water (on back, feet up, legs are bent, and bottom kept up as high as possible) Participants instructed how to receive a throw line and how to try to avoid other boats when in the water. If safe to do so, all participants to take a swim and receive a throw line.	
Strain injury due to carrying inflatable kayak.	Clear instruction and sufficient People.	

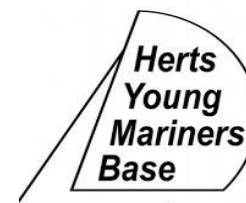


Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Entrapment	Thigh Straps are removed from the front of each boat. Group Supervisor to ensure there are no other entrapment hazards in/on the boats. Briefing to Participants.	
Distractions from mobile phones.	Mobile phones. When carried must be switched off.	

Further References must be made to: HYMB Rules, weather, Tetanus, Water immersion, Hypothermia, BCU Guidelines

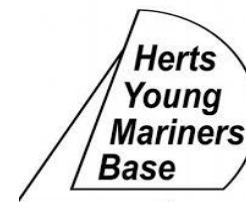
Date of Review:	Reviewed by:	Comments:
04/02/2019	Robin Warren	Removed Who might be harmed? Column
04/02/2019	Robin warren	Who might be harmed? Placed in header.
13/03/2019	Robin Warren	Added, plus 16-Hour First Aid



Risk Assessment

Activity: Kayaking pool sessions
Performed by: Andrew Skinner
Minimum instructor Qualification: BC Level 1 under the supervision of BC Level 2, Plus One Day First Aid
Date: 05.02.2018
Instructor to Participants Ratio: 1:10
Approved by: Darryl Grout
Who might be harmed? Participants, Volunteers, Staff
Date: 04/02/2019
Review Date: 04/02/2020

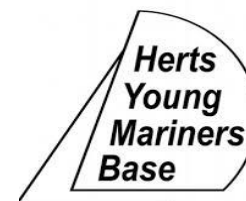
Hazard	Measures to Minimise Risk	Amendments for next Review?
Equipment failure	Equipment to be checked tri-annually in accordance with maintenance SOPs.	
Water	Have BC FSR-qualified staff and/or pool life guards on session (at least one Level 2 Coach must be present). Vigilance and good supervision. Sessions must not start until qualified staff on pool side and must stop if staff leave.	
Hitting heads	Brief group about capsizing near pool sides. Make sure paddles used correctly and appropriately. Good group management by instructor.	
Slipping	Ensure people walk carefully around the pool side.	
Manual handling	Boats should be carried in pairs, using safe lifting techniques.	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Accidents	Instructors to hold a current first aid certificate appropriate to their qualifications. Activity must not take place unless appropriately qualified safety cover is present. First aid kits on site.	
Equipment (contamination if pool)	Ensure that all equipment is clean and appropriate for use before being taken to the pool.	

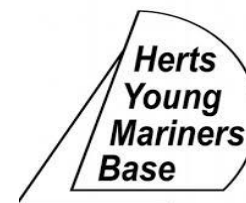
Date of Review:	Reviewed by:	Comments:
04/02/2019	Robin Warren	Removed Who might be harmed? Column.
04/02/2019	Robin Warren	Who might be harmed? Placed in Header.
13/03/2019	Robin Warren	Added, Plus One Day First Aid



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Misuse	Not to be used for lifting anything out than people within the manufactures specified weight ranges.	
Heavy components / Gantry arm (waterside hoist)	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)	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	

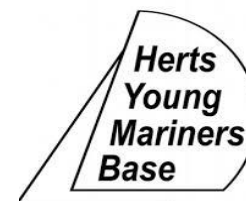
Date of Review:	Reviewed by:	Comments:
04/02/2019	Robin Warren	Removed Who might be Harmed?
04/02/2019	Robin Warren	Who might be harmed? Placed in Header.



Risk Assessment

Activity:	Fencing	Performed by:	Robin Warren
Minimum instructor Qualification:	Fencing activity Leader, Plus One Day First Aid	Date:	05/02/2018
Instructor to Participants Ratio:	1:12	Approved by:	Darryl Grout
Who might be harmed?	Participants, Staff & Volunteers	Date:	28/01/2019
		Review Date:	28/01/2020

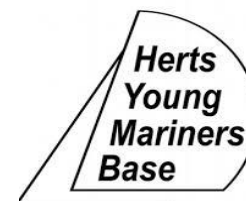
Hazard	Measures to Minimise Risk	Amendments for next Review?
Venue	Check suitability of venue, including floor area used, before setting up. Set out teaching area with appropriate and clearly marked safety zones/boundaries.	
Inadequate lighting/Dazzle from the sun	Room with covered window/position group appropriate to lighting/sun position.	
Slippery Floor	Floor swept/cleaned regularly. Clean up any spillages immediately.	
Unauthorised entry into fencing area (indoor or outdoor)	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.	



Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Inappropriate clothing and/or footwear.	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	Check equipment prior to use. Briefing students regarding safety during fencing. Damaged equipment removed immediately.	
Extreme range of movement i.e. Lunging	Briefing at the start and during the session. Check for previous/existing injuries.	
Inappropriate use of the foils	Briefing at the start and during the session.	
Distraction from mobile phones.	Mobile phones when carried must be switched off.	

Date of Review:	Reviewed by:	Comments:
28/01/2019	Robin Warren	Removed Who might be Harmed? Column.
28/01/2019	Robin Warren	Who might be Harmed? Placed in Header.
13/03/2019	Robin Warren	Added, Plus One Day First Aid



Risk Assessment

Activity:	Coach/Minibus loading and Unloading	Performed by:	James Riddick
Minimum instructor Qualification:	N/A	Date:	19/09/18
Instructor to Participants Ratio:	N/A	Approved by:	Darryl Grout
Who might be harmed?	All persons in and around the carpark	Date:	28/02/2019
		Review Date:	28/02/2020

Hazard	Measures to Minimise Risk	Amendments for next Review?
Coach/minibus parking	Vehicles should be allowed to park, and engines switched off before boarding or unloading or approaching vehicle	
Other car park users	Staff and Teachers to keep watchful eye on other car park traffic to insure group is kept safe. Group should not be kept in the car park unnecessarily.	
Coach parking location	Coaches to keep emergency access points clear. This includes external fire doors. Coaches to park as directed by HYMB Staff	
Loading/Unloading.	While in the car park it is the teacher's responsibility to manage their group getting on and off the coach/coaches	
Foot traffic public	Responsibility of all adults both HYMB staff and group leaders to identify any risk from the public.	

Date of Review:	Reviewed by:	Comments:
27/02/2019	Robin Warren	Removed Who might be harmed? Column.
27/02/2019	Robin Warren	Who might be harmed? Placed in Header.
27/02/2019	Robin Warren	Correction of some spelling.