

# Risk Assessment



Risk Assessment	Pages	Risk Assessment	Pages
<a href="#">Abseiling</a>	2-3	<a href="#">General considerations</a>	34-35
<a href="#">Adventure Games</a>	4-6	<a href="#">Giant SUP</a>	36
<a href="#">Archery</a>	7-9	<a href="#">HYMB Site</a>	37-39
<a href="#">Bell Boating</a>	10-11	<a href="#">Kayaking</a>	40-41
<a href="#">Bush craft</a>	12-14	<a href="#">Moving Water</a>	42-43
<a href="#">Camping</a>	15-16	<a href="#">Orienteering</a>	44-45
<a href="#">Canoeing</a>	17-18	<a href="#">Powerboat</a>	46-47
<a href="#">Car Park</a>	19	<a href="#">Raft Building</a>	48-50
<a href="#">Caving</a>	20-24	<a href="#">Sailing</a>	51-54
<a href="#">Climbing</a>	25-28	<a href="#">Sea Kayaking</a>	55-56
<a href="#">Fencing</a>	29-30	<a href="#">Stand Up Paddle boarding</a>	57-58
<a href="#">Fingerboard</a>	31	<a href="#">Teaching Belaying</a>	59-60
<a href="#">GCSE Climbing</a>	32-33	<a href="#">Use of the Hoist</a>	61-62

# Risk Assessment

**Activity:** Abseiling – HYMB wall **Performed by:** Mark Hughes  
**Minimum instructor Qualification:** SPA, CWA with abseil module, or in-house assessment, and 1 day first aid certificate **Date:** 24/01/2020  
**Instructor to Participants Ratio:** 1:10 **Approved by:** Darryl Grout  
**Who might be harmed?** Staff, Volunteers, Participants **Date:** 24/01/2020  
**Review Date:** 24/01/2021

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 online 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 an 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.	
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.	

# Risk Assessment

<p>Needing to lower/unweight the abseil rope</p>	<p>Abseil rope to be secured to anchor on an HMS, by a tied off Italian hitch so that it is releasable. 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>	
<p>Fingers/hair/clothing becoming entrapped in abseil device</p>	<p>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.</p>	

Date of Review:	Reviewed by:	Comments:
23/01/2019	Robin Warren	Removed <b>Who might be harmed?</b> Column.
23/01/2019	Robin Warren	<b>Who might be harmed?</b> Placed in Header.
29/11/2019	Mark Hughes	Screw gate HMS changed to HMS Screw gate
29/11/2019	Mark Hughes	Changed wording on – need to lower/unweight the abseil rope so same as becoming entangled in ab rope
02/12/2019	Mark Hughes	1 day first aid instead of 8 hour

# Risk Assessment

<b>Activity:</b>	Adventure Games & Problem Solving	<b>Performed by:</b>	Mark Hughes
<b>Minimum instructor Qualification:</b>	1 Day first aid qualification and HYMB Adventure Games sign off	<b>Date:</b>	24/01/2020
<b>Instructor to Participants Ratio:</b>	1:10	<b>Approved by:</b>	Darryl Grout
<b>Who might be harmed?</b>	Staff, Volunteers, Participants	<b>Date:</b>	24/01/2020
		<b>Review Date:</b>	24/01/2021

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.	
Hazard	Measures to Minimise Risk	Amendments for next Review?
Falling off apparatus	All planks placed during the activity must overlap the supporting structure, so the entirety of the grey section is engaged.	Note: this is combined from 'falling of apparatus', 'planks moving/slipping' and 'falling generally'.

# Risk Assessment

	<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>	
Group behaviour	When the group's behaviour is unsafe, the activity must be stopped	
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>	
<b>Hazard</b>	<b>Measures to Minimise Risk</b>	<b>Amendments for next Review?</b>
Entanglement in ropes	<p>Good group management on the part of the instructor.</p> <p>Participants should be instructed not to wrap limbs around the rope, or around any body parts, at any time.</p>	
Distraction from mobile phones	Mobile phones, when carried, should be switched off.	

# Risk Assessment

	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 <b>Who might be harmed?</b> Column.
23/01/2019	Robin Warren	<b>Who might be harmed?</b> Placed in Header.
29/11/2019	Mark Hughes	Rap to wrap
02/12/2019	Mark Hughes	6 hour changed to 1 day first aid

# Risk Assessment

<b>Activity:</b>	Archery	<b>Performed by:</b>	Mark Hughes
<b>Minimum instructor Qualification:</b>	Archery Instructor Award	<b>Date:</b>	27/01/2020
<b>Instructor to Participants Ratio:</b>	1:12	<b>Approved by:</b>	Darryl Grout
<b>Who might be harmed?</b>	Participants, Staff, Volunteers.	<b>Date:</b>	27/01/2020
		<b>Review Date:</b>	27/01/2021

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 guidelines.	
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 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.</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 <b>Who might be Harmed?</b> Column
06/02/2019	Robin Warren	<b>Who might be Harmed?</b> Places in header.

# Risk Assessment

**Activity:** Bell Boating **Performed by:** Mark Hughes  
**Minimum instructor Qualification:** Bell boat Helm or HYMB sign off and 1 day first aid. **Date:** 24/01/2020  
**Instructor to Participants Ratio:** 1:10 **Approved by:** Darryl Grout  
**Who might be harmed?** Participants, Staff & Volunteers **Date:** 24/01/2020  
**Review Date:** 24/01/2021

Hazard	Measures to Minimise Risk	Amendments for next Review?
Paddles	Group briefing 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.	
<b>Hazard</b>	<b>Measures to Minimise Risk</b>	<b>Amendments for next Review?</b>
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,	

# Risk Assessment

	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 <b>Who might be harmed?</b> Column.
28/01/2019	Robin Warren	<b>Who might be harmed?</b> Placed in Header.
29/11/2019	Mark Hughes	Old paddles to Hold Paddles
29/11/2019	Mark Hughes	Minimum instructor qual – added HYMB sign off

# Risk Assessment

**Activity:** Bush-craft - HYMB **Performed by:** Mark Hughes  
**Date:** 24/01/2020  
**Minimum instructor Qualification:** HYMB bush-craft instructor sign off and 1 day first aid course **Approved by:** Darryl Grout  
**Instructor to Participants Ratio:** 1:10 **Date:** 24/01/2020  
**Review Date:** 24/01/2021  
**Who might be harmed?** All

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 toolbox when not in use. Gloves to be made available for use Sturdy footwear to be worn. First aid kit to be kept close to hand.	Gloves to be made available

# Risk Assessment

Hazard	Measures to Minimise Risk	Amendments for next Review?
Food hygiene	<p>Hands to be washed before handling cooked or uncooked foodstuff.</p> <p>Perishable foodstuffs to be stored appropriately beforehand and any left overs disposed of appropriately afterwards.</p> <p>Staff aware of any potential food allergies</p>	
Allergic reactions to organic matter (plants, insects etc.)	<p>Instructor to exercise good group management and provide guidance where appropriate.</p> <p>Duty Manager to be contacted.</p>	
Environmental factors	<p>Ensure that the group has appropriate safety equipment, spare clothing and emergency kit for extremes of weather</p>	
Falling objects/structures -shelter building	<p>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.</p>	
Burns	<p>All participants to be supervised and briefed on the hazards of fire lighting and cooking on open fires.</p> <p>5 litres of 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>Fire gloves in bush craft box for use when cooking or moving wood on fire.</p> <p>Bush craft First Aid kit to be kept close to hand which includes burns dressing.</p>	<p>5 litres minimum</p> <p>Fire gloves</p>

# 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 <b>Who might be harmed?</b> Column.
23/01/2019	Robin Warren	<b>Who might be harmed?</b> Placed in Header
02/12/2019	Mark Hughes	Fire gloves added into bush craft box
29/11/2019	Mark Hughes	Gloves to be made available
29/11/2019	Mark Hughes	5 litres of water not 'ample'
02/12/2019	Mark Hughes	8 hour changed to 1 day first aid

# Risk Assessment

**Activity:** Camping at HYMB **Performed by:** Mark Hughes  
**Date:** 24/01/2020  
**Minimum instructor Qualification:** N/A **Approved by:** Darryl Grout  
**Instructor to Participants Ratio:** **Date:** 24/01/2020  
**Who Might be Harmed?:** Participants & Staff **Review Date:** 24/01/2021

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 in centre opening hours 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"> <li>• Food Poisoning</li> <li>• Cuts</li> <li>• Burns and scalds</li> <li>• Use of portable stoves (Meth's or gas)</li> </ul>	<p>Appropriate storage and careful preparation of food, using clean pots and utensils,</p> <p>Participants aware of need for hygiene;</p> <p>Careful supervision and handling of knives; all cutting/chopping to be on a stable surface; care when opening and disposing of tin cans,</p> <p>Careful instructions, training and supervision to be given for handling hot pots, liquids etc.</p> <p>First Aid kit with burns kit to be available,</p> <p>Meth's stoves to be cold before refuelling,</p> <p>No cooking in tents; stoves to be at least 1 metre from tent canvas (CFPA-E No 20:2012)</p> <p>Meth's to be kept in in approved containers at least 3 metres away from stove when cooking; only resealable cartridges to be used when cooking with gas.</p> <p>Use of other fuels by HYMB camping groups is by arrangement only.</p>	

Date of Review:	Reviewed by:	Comments:
28/01/2019	Robin Warren	Changed 1 <sup>st</sup> aid to First Aid
28/01/2019	Robin Warren	Removed <b>Who might be Harmed?</b> Column.
28/01/2019	Robin Warren	<b>Who might be Harmed?</b> Placed in Header.
02/12/2019	Mark Hughes	first aid kit only available when centre is open.



# Risk Assessment

**Activity:** Canoe-Sheltered Lake, green flow River and Canal      **Performed by:** Mark Hughes

**Minimum instructor Qualification:** BC Paddle Sport instructor for sheltered Lake and BC Coach award with supporting modules for canal and Green flow river.      **Date:** 24/01/2020

**Instructor to Participants Ratio:** 1:10      **Date:** 24/01/2020

**Who might be harmed?** Participants, Staff & Volunteers      **Review Date:** 24/01/2021

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 deal with the incident accordingly	'instructor to turn canoe upright asap.' Changed 'to deal with incident accordingly'
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.	
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:
29/11/2019	Mark Hughes	BC awards name changes
29/11/2019	Mark Hughes	'instructor to turn canoe upright asap.' Changed 'to deal with incident accordingly'

# Risk Assessment

<b>Activity:</b>	Coach/Minibus loading and Unloading	<b>Performed by:</b>	Mark Hughes
<b>Minimum instructor Qualification:</b>	N/A	<b>Date:</b>	24/01/20
<b>Instructor to Participants Ratio:</b>	N/A	<b>Approved by:</b>	Darryl Grout
<b>Who might be harmed?</b>	All persons in and around the carpark	<b>Date:</b>	24/01/2020
		<b>Review Date:</b>	24/01/2021

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 ensure 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 <b>Who might be harmed?</b> column
27/02/2019	Robin Warren	<b>Who might be harmed?</b> Placed in Header
27/02/2019	Robin Warren	Correction of some spelling



# Risk Assessment

<b>Hazard</b>	<b>Measures to Minimise Risk</b>	<b>Amendments for next Review?</b>
Group inadvertently being locked inside	Instructor to lock padlocks to cave entrance so the door cannot be locked shut unintentionally and 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 this hatch as descent dangerous	
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.	
<b>Hazard</b>	<b>Measures to Minimise Risk</b>	<b>Amendments for next Review?</b>

# Risk Assessment

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 10 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 exits 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 <b>Who might be harmed?</b> Column.
24/01/2019	Robin Warren	<b>Who might be harmed?</b> Placed in Header.
02/12/2019	Mark Hughes	1 day first aid and 15- 10 mins in line with SOP for stale air
02/12/2019	Mark Hughes	Wording of door being locked shut changed slightly



# Risk Assessment

**Activity:** Climbing – HYMB Climbing wall-  
Core risk assessment

**Performed by:** Mark Hughes

**Date:** 24/01/2020

**Minimum instructor Qualification:** CWI/RCI or in-house assessment,  
and 1 day first aid certificate

**Approved by:** Darryl Grout

**Date:** 24/01/2020

**Instructor to Participants Ratio:** 1:10

**Review Date:** 24/01/2021

**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.	
Hazard	Measures to Minimise Risk	Amendments for next Review?
Falling from height- climbing	Those climbing above the white line must be belayed using a top or bottom rope Belayers, unless qualified, must be supervised by the instructor and backed up on the dead rope, and instructed as necessary.	

# Risk Assessment

	<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 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>	
<b>Hazard</b>	<b>Measures to Minimise Risk</b>	<b>Amendments for next Review?</b>
Falling on the surrounding wall whilst bouldering	<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	<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	Instructor to ensure that participants stick to the rigged route	
Injury 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.	
<b>Hazard</b>	<b>Measures to Minimise Risk</b>	<b>Amendments for next Review?</b>
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.	

# Risk Assessment

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 <b>Who might be harmed?</b> Column.		
23/01/2019	Robin Warren	<b>Who might be harmed?</b> Placed in Header.		
02/12/2019	Mark Hughes	Wording of climbing awards in line with qualification changes and 1 day first aid changed		
02/12/2019	Mark Hughes	Deleted out of RA as not needed <table border="1" data-bbox="526 989 2116 1133"> <tr> <td>Falling from height- all other climbing</td> <td>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). No person is to climb above or below another person at any point.</td> </tr> </table>	Falling from height- all other climbing	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). No person is to climb above or below another person at any point.
Falling from height- all other climbing	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). No person is to climb above or below another person at any point.			

# Risk Assessment

**Activity:** Fencing **Performed by:** Mark Hughes  
**Minimum instructor Qualification:** Fencing activity Leader or signed off by Head of Centre **Date:** 24/01/2020  
**Instructor to Participants Ratio:** 1:12 **Approved by:** Darryl Grout  
**Who might be harmed?:** Participants, Staff & Volunteers **Date:** 24/01/2020  
**Review Date:** 24/01/2021

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 <b>Who might be Harmed?</b> Column.
28/01/2019	Robin Warren	<b>Who might be Harmed?</b> Placed in Header.

# Risk Assessment

**Activity:** Fingerboard **Performed by:** Mark Hughes  
**Minimum instructor Qualification:** CWI/RCI or higher and First Aid **Date:** 24/01/2020  
**Instructor to Participants Ratio:** 1:10 **Approved by:** Darryl Grout  
**Who might be harmed?** Participants and persons walking through door **Date:** 24/01/2020  
**Review Date:** 24/01/2021

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 highly 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 <b>Who might be harmed?</b> Column
04/02/2019	Robin Warren	<b>Who might be harmed?</b> Placed in Header.
02/12/2019	Mark Hughes	Qualification wording changed
02/12/2019	Mark Hughes	Highly discouraged added

# Risk Assessment

<b>Activity:</b>	GCSE climbing course	<b>Performed by:</b>	Mark Hughes
<b>Minimum instructor Qualification:</b>	CWI/RCI or in-house assessment, and 1 day first aid certificate.	<b>Date:</b>	24/01/2020
<b>Instructor to Participants Ratio:</b>	1:10	<b>Approved by:</b>	Darryl Grout
<b>Who might be harmed?</b>	Participants, Volunteers, Staff	<b>Date:</b>	24/01/2020
		<b>Review Date:</b>	24/01/2021

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 <b>Who might be harmed?</b> Column
06/02/2019	Robin Warren	<b>Who might be harmed?</b> Placed in Header.
02/12/2019	Mark Hughes	Qualification wording changed and 1 day first aid



# 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 <b>Who can be harmed?</b> Column.
04/02/2019	Robin Warren	<b>Who might be harmed?</b> Placed in Header.

# Risk Assessment

<b>Activity:</b>	Giant SUP	<b>Performed by:</b>	Mark Hughes
<b>Minimum instructor Qualification:</b>	In house training and First aid trained	<b>Date:</b>	27/01/2020
<b>Instructor to Participants Ratio:</b>	1-10	<b>Approved by:</b>	Darryl Grout
<b>Who might be harmed?</b>	Staff and Participants	<b>Date:</b>	27/01/2020
		<b>Review Date:</b>	27/01/2021

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
General SUP Risks	All	See SUP Risk assessment	
Manual handling	All	Brief group on correct procedure for moving the Giant SUP	
High Winds – Giant SUP flipping or drifting away	All	If weather forecast is showing signs of strong winds or adverse weather, then do not use the Giant SUP	
Man overboard	All	Instructor to brief group on stopping if someone is to falls into the water Instructor to be aware of number in group and be vigilant when going on a journey with the Giant SUP	
Injury from Paddles	All	Brief group on safe paddle use on the Giant SUP	
Head injuries	All	Instructor to use appropriate games when on the Giant SUP to avoid head injuries	

Date of Review:	Reviewed by:	Comments:

# Risk Assessment

**Activity:** Site-HYMB **Performed by:** Mark Hughes  
**Minimum instructor Qualification:** N/A **Date:** 24.01.2020  
**Instructor to Participants Ratio:** N/A **Approved by:** Darryl Grout  
**Who might be harmed?** **Participants, Volunteers, Staff** **Date:** 24.01.2020  
**Review Date:** 24.01.2021

Hazard		Measures to Minimise Risk	Amendments for next Review?
Uneven ground Slips, trip and falls	All	No running is allowed on site. Clear warning markers where ground level suddenly changes. Site to be left tidy	
Water	All	Correctly fitted buoyancy aids are to be worn when within 2 metres of the waters' edge.	
Slipways	All	Out of bounds unless launching/recovering boats. Kept clear of mud and slime	
Traffic movement on site	All	Traffic movement to be kept to a minimum. Speed must be kept below 10mph. Vigilance by all and marshalling on event days.	
Trees	All	Vigilant supervision by group leaders. Participants not to climb trees, unless part of an organised HYMB session.	
Picnic benches	All	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	All	Care should be taken when moving up/downstairs. Stair treads fitted with non-slip treads	

# Risk Assessment

Lift (entrapment)	All	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	All	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	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	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	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	All	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.	
Fire	All	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.	

# Risk Assessment

All incidents	All	<p>Instructors to hold a valid first aid certificate appropriate to their qualifications.</p> <p>First aid kits on site.</p> <p>Radios issued to all instructors and Duty Manager.</p> <p>Reviewing and monitoring of incidents by senior staff.</p>	
---------------	-----	--	--

Date of Review:	Reviewed by:	Comments:
02/12/2019	Mark Hughes	5 to 10 MPH so in line with Camping RA

# Risk Assessment

**Activity:** Kayaking - Sheltered Lake, Green flow River and Canal **Performed by:** Mark Hughes

**Minimum instructor Qualification:** BC Paddle Sport instructor for sheltered Lake and BC Coach award with supporting modules for canal and Green flow river **Date:** 27/01/20

**Instructor to Participants Ratio:** 1:10 **Approved by:** Darryl Grout

**Who might be harmed?** Participants, Volunteers, Staff **Date:** 27/01/2020  
**Review Date:** 27/01/202

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 2 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	

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.	



# Risk Assessment

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 <b>Who might be harmed?</b> Column.
04/02/2020	Robin Warren	<b>Who might be harmed?</b> Placed in Header.
02/12/2019	Mark Hughes	Qualification amended in line with new BC wording
02/12/2019	Mark Hughes	3 changed to 2 meters from water's edge as per other risk assessment

# Risk Assessment

**Activity:** Moving Water Canoe & Kayak **Performed by:** Mark Hughes

**Minimum instructor Qualification:** BC White Water Kayak/Canoe Coach,  
White water Kayak/Canoe leader or Signed off by Head of centre. **Date:** 27/01/20

**Instructor to Participants Ratio:** Kayak 1-6 Canoe 1-4 solo or 1-6 tandem. **Approved by:** Darryl Grout

**Who might be harmed?** Staff and Participants **Date:** 27/01/20

**Review Date:** 27/01/21

Hazard	Measures to Minimise Risk	Amendments for next Review?
Loading, Unloading trailer	Participants are not to climb on trailers to load/unload boats, if this is necessary it should be done by a member of HYMB staff. No one is to climb over the tow bar/trailer attachment area. Consider the use of helmets in particularly slippery conditions.	
Slips, trips, and falls	Sturdy footwear with good ankle support and an appropriate level of tread is to be worn. Helmets should be worn in the immediate vicinity of the river.	
Rocks in the River	Appropriate helmets to be worn. Participants to be briefed on 'hugging rocks' to avoid a pin. Pin Kits to be carried by instructors.	
Capsizes and unplanned Swims	See Instructor Qualifications and ratios. Instructors are to use their own judgement on the most suitable approach to each rapid/feature for the group. Throwlines to be carried by all instructors. Group members should be instructed on how to receive a throwline properly and maybe trained in throwing lines at the instructor's discretion.	
Use of throwlines	Instructors should carry an appropriate river knife. Participants should be instructed on how to receive a throwline and if necessary, how to throw and to rescue with a throwline.	

# Risk Assessment

Hypothermia/hyperthermia	Instructors should carry appropriate emergency kit to deal with either scenario or adopt an avoidance rather than a cure ethos. Participants should be briefed on the appropriate kit required. Where participants are under 18, a physical kit check by the instructing staff may be necessary at the instructor's discretion.	
Strainers and siphons	Instructors to use their own judgement on the safest way of bringing the group down a rapid. Instructors to carry pin kits and be confident in their use.	
Other river users/group members	The group should be briefed on good river etiquette.	
Inappropriate river levels	Instructors should check river levels and weather forecasts thoroughly before the trip begins and enact an appropriate plan. Instructors should only operate within the remit of their qualifications. An emergency evacuation/get off plan should be in place.	
Inappropriately skilled participants	Instructors should use their judgement to assess the level of each participants skill and choose appropriate tactics to facilitate the group. If a participant is drastically under-skilled it may be prudent to remove them from the course.	
Use of the car parks and running shuttle	All group members are to exercise caution and good common sense in any carparks/on any roads. Drivers should be appropriately qualified and must be in a fit state to drive.	

<b>Date of Review:</b>	<b>Reviewed by:</b>	<b>Comments:</b>
02/12/2019	Mark Hughes	Minimum qualification wording changed

# Risk Assessment

<b>Activity:</b>	Orienteering- HYMB and surrounding area	<b>Performed by:</b>	Mark Hughes
<b>Minimum instructor Qualification:</b>	HYMB in-house sign off, BOF teaching orienteering or Countryside Leader Award and 1 day first aid certificate.	<b>Date:</b>	27/01/2020
<b>Instructor to Participants Ratio:</b>	1:12 on HYMB site or 1:10 surrounding area	<b>Approved by:</b>	Darryl Grout
<b>Who might be harmed?</b>	Participants, Volunteers, Staff	<b>Date:</b>	27/01/2020
		<b>Review Date:</b>	27/01/2021

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	
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,	Brief group on avoiding areas of long grass and bracken. Suggest covering legs and arms if area is known to be populated by ticks.	Note: adapted from 'Lyme's Disease'

# Risk Assessment

and other bite related ailments.	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.	
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 <b>Who might be harmed?</b> Column.
05/02/2019	Robin warren	<b>Who might be harmed?</b> Placed in Header.
02/12/2019	Mark Hughes	First aid qualification changed to 1 day

# Risk Assessment

**Activity: Power boating - HYMB**

**Performed by:** Mark Hughes

**Date:** 27/01/2020

**Minimum instructor Qualification:** RYA Powerboat Level 2

**Approved by:** Darryl Grout

**Date:** 27/01/2020

**Instructor to Participants Ratio:** Staff only on Powerboat or rescued persons

**Review Date:** 27/01/2021

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next Review?
Propeller	All	All Drivers to hold a minimum of RYA Level 2 (Planing) Keep stern of boat away from people and/or equipment in the water. 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.	
Other water users	All	All drivers to hold a minimum of RYA level 2 (planning) Awareness of other water users. Appropriate speed maintained. (No planning in Harbour) Use of IRPCS where possible	
Archery range in use: "No Go Zone"	All	Red flag to be raised on Bell Quay when archery range in use. All drivers made aware of the "No Go Zones" when the archery range is in use Group supervisions to carry a radio and use to contact Archery Supervisor in the incident of a craft going in this area to cease session until it is clear to continue.	
Equipment Failure	All	Regular recorded maintenance Pre-start checks including fuel check Radio, Anchor and Paddle to be carried on board	

# Risk Assessment

Injuries sustained whilst carrying out a rescue	All	Staff to hold suitable First aid qualification, Knowledge and training of suitable rescue techniques Correct manual handling Make sure area is clear when carrying out a rescue	
Man Overboard	All	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	All	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:

# Risk Assessment

<b>Activity:</b>	Raft building	<b>Performed by:</b>	Mark Hughes
<b>Minimum instructor Qualification:</b>	BC Paddle sport Instructor or RYA Dinghy Instructor	<b>Date:</b>	27/01/2020
<b>Instructor to Participants Ratio:</b>	1:10	<b>Approved by:</b>	Darryl Grout
<b>Who might be Harmed?</b>	Participants, Volunteers, Staff	<b>Date:</b>	27/01/2020
		<b>Review Date:</b>	27/01/2021

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 person is within 2 metres of the water’s edge.	
Trapped under water by craft inversion	Raft Design must be “approved” by 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. Framework to be lifted onto barrels/floats. Constant supervision of group.	
Hazard	Measures to Minimise Risk	Amendments for next Review?
Trapped limbs between barrels, ropes etc	Constant supervision, Ensure lashings are secure, Sharp knife (blunt ended) to be available.	



# Risk Assessment

Being hit by capsized craft.	Guidance in stable design of craft, Do not flip rafts over on land or on water, Constant supervision.	
Panicking swimmers.	Throwline and Rescue craft available.	
Exposure to elements.	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.	Canoe 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.	Have a whistle to attract the groups attention.	
Rafting equipment being dropped/falling.	Good briefing, group control and group awareness when moving equipment. Ensure lashings 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 cuts/grazes with waterproof plasters. Briefing on symptoms and action to take is symptoms develop.	
Distractions from mobile phones.	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:
02/12/2019	Mark Hughes	Qualification wording changed

# Risk Assessment

<b>Activity:</b>	Sailing	<b>Performed by:</b>	Mark Hughes
<b>Minimum instructor Qualification:</b>	Assistant Instructor supervised by Dinghy Instructor or above. Dinghy Instructor if working Solo.	<b>Date:</b>	27/01/2020
<b>Instructor to Participants Ratio:</b>	1:10 for HYMB instructors, 1:6 for Volunteers and External (unless otherwise agreed by HYMB Chief instructor/Principal)	<b>Approved By:</b>	Darryl Grout
<b>Who might be harmed?</b>	Participants, Volunteers, Staff	<b>Date:</b>	27/01/2020
		<b>Review Date:</b>	27/01/2021

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 it is safe to do so.	
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.	
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.	

# Risk Assessment

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 <b>who might be harmed?</b> Column.
05/02/2019	Robin Warren	<b>who might be harmed?</b> Placed in Header.
05/02/2019	Robin Warren	Changed spelling of 1 <sup>st</sup> aid to first aid.



# 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 <b>Who might be harmed?</b> Column.
05/02/2019	Robin Warren	<b>Who might be harmed?</b> Placed in Header.
02/12/2019	Mark Hughes	Qualification wording changed





# Risk Assessment

	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.	

<b>Date of Review:</b>	<b>Reviewed by:</b>	<b>Comments:</b>
05/02/2019	Robin Warren	Removed <b>Who might be Harmed?</b> Column
05/02/2019	Robin Warren	<b>Who might be Harmed?</b> Placed in header.
02/12/2019	Mark Hughes	1 <sup>st</sup> changed to first aid



# Risk Assessment

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

Date of Review:	Reviewed by:	Comments:
06/02/2019	Robin Warren	Removed <b>Who might be harmed?</b> Column.
06/02/2019	Robin Warren	<b>Who might be harmed?</b> Placed in Header.
02/12/2019	Mark Hughes	Qualification wording changed and 1 day first aid changed from 6 hour

# Risk Assessment

<b>Activity:</b>	Use of Hoists (Waterside & Disabled Toilets)	<b>Performed by:</b>	Mark Hughes
<b>Minimum instructor Qualification:</b>	HYMB Hoist training	<b>Date:</b>	24/01/2020
<b>Instructor to Participants Ratio:</b>	N/A	<b>Approved by:</b>	Darryl Grout
<b>Who might be Harmed?</b>	Participants, Staff, Volunteers	<b>Date:</b>	24/01/2020
		<b>Review Date:</b>	24/01/2021

Hazard	Measures to Minimise Risk	Amendments for next Review?
Falling out of hoist during movement	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	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.	

# 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 <b>Who might be Harmed?</b>
02/12/2019	Mark Hughes	HYMB training added to qualification