



Generic Risk Assessments



Part of



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Risk Assessment Overview

What is a risk assessment?

A risk assessment is the careful analysis of a hazards ability to cause harm/injury/loss to any Travel Class staff, clients, third parties, property or the environment. The examination measures the likelihood of the risk occurring and the severity of its impact. Control measures are methods controlling, reducing or eliminating the risk.

Generic risk assessment statement

The generic risk assessment has been compiled to identify forcible risks associated with Travel Class activities. The document is used in conjunction with the site specific risk assessment and activity standards and procedures.

Method used

Our risk assessments follow the recognised five step process as recommended by the Health and Safety Executive. A quantitative method is used to identify to total risk evident in an activity and sets the standard for safe operation.

Step One – Identify the Hazards

The “Hazard” is something that could cause harm, injury or loss.
The “Risk” is the likelihood of harm or injury arising from a hazard.

Example of a hazard and their associated risk:

Hazard: Climbing a ladder Risk: Falling from the ladder

Step Two – Identify who may be harmed

The table below identifies persons who can be at risk and places them into the following categories:

Category	Key	Description
Participants	PAR	Person who is involved with the activity under the supervision of Travel Class staff.
Group leaders	GL	Persons who have pastoral responsibility for participants during activities. They may or may not be directly involved in activity.
Travel Class staff	ST	Person who has responsibility for participants during activities.
Site staff	SST	Person who may have direct contact with participants, party leaders and Travel Class staff but who are not directly employed by Travel Class i.e. caterers.
Public	PU	Any person who could be present but is not listed above.
All	ALL	Any of the above.

Step Three – Evaluate the risks and how to control them

The Risks associated with the activities and areas that we use are evaluated and checked regularly to ensure that the control measures in place are sufficient to reduce the risk of serious accidents or incidents.

Step Four – Implement control measures

Control measures are taken to control or eliminate the hazards that have been identified during the risk assessment. The control measures identified in the generic risk assessment identify general measures which are taken during the day to day operation. The following action plan identifies steps which are taken when implementing control measures.

Eliminate the hazard Where possible remove the hazard or identify a safer way of doing something which totally avoids the hazard.

Substitute If the hazard cannot be totally eliminated is there a way of minimising the risk by using alternatives?



Barriers

Is it possible to isolate the hazard? Can it be removed? Is it possible to put the hazard in an enclosure?

Identify and Implement Procedures

Limiting exposure time to any hazard: identify safe systems or work using, where possible, examples of best practice. This will of course depend upon human response and staff adhering to systems of operation. Try to introduce and develop a safety culture within the workplace and ensure that safe practices are maintained.

Use of warning systems Appropriate signs, instructions and labels should be introduced.

Use of PPE If, as a last resort, there is no alternative then Personal Protective Equipment should be introduced. Ideally this should be seen as a measure to be adopted when all other options have been exhausted.

Step Five – Review the process

A formal review of all our risk assessment is conducted on an annual basis. Party leader feedback, governing body rules, accident analysis, government legislation, site specific risk assessments are all some of the information streams used to update the generic risk assessment.



ABSEILING

Name of person(s) carrying out risk assessment:

Position:

Site:

Background Information

Definition:

An exciting and challenging activity on our safe purpose-built towers. This activity aims to introduce challenge by choice; develop trust and confidence as pupils learn to control their own descent.

Technical Advice:

Internal Technical advice is available from Matt Smith, Compliance & Operations Manager. External Technical advice is available from Keith Fleming.

Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained 'in house' and assessed by external assessors and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Being Hit by falling objects.	PAR, GL, ST	All objects secured on tower, Helmets worn at all times. Safety area situated appropriate distance away from the tower.
Banging head on tower.	PAR, GL, ST	Helmets worn at all times, Padding on tower in key areas, Warning signs to advise of authorised access only.
Fall whilst ascending/descending on access ladders or stairs.	PAR, GL, ST	Appropriate footwear checked by instructor beforehand, ladders secured using appropriate methods, participants to use hand rails on staircases. Group leader to follow if necessary.
Fall from tower.	PAR, GL, ST	All clients are clipped to safety rope when they are ready to Abseil
Tripping over ground anchors	PAR, GL, ST	All trip hazards are highly visible and the instructor makes all persons aware of them.
Objects caught in abseil device	PAR, GL, ST	Hair tied back and/or tucked inside clothing. Clothing tucked inside harness, instructor double checks at the top of the tower.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Fingers caught in abseil device	PAR, GL, ST	Detailed instruction and full safety brief given to each participant and instructor monitors participant as they descend. Participants told to keep their hands by their bottom and away from the descending device
Failure of any equipment in the system.	PAR, GL, ST	All equipment is visually checked by the lead instructor and taken out of use if they are not happy with it; periodic recorded checks by the SI are also carried out. All staff are made aware of the procedure for broken or damaged equipment.
Instructor dropping participant	PAR, GL	All instructors are trained by a competent person and assessed by MIA/MIC in belaying technique. Instructors are monitored by senior staff on their first session and have bi-weekly rescue refresher.
Falling out of harness as incorrectly fitted	PAR, GL	All harnesses are visually checked by instructor prior to the participant having their turn. All participants must wear a chest harness. All qualified instructors are trained to fit harnesses correctly by competent person and assessed by MIA/MIC.
Inverting on abseil wall with associated risk of slipping out of harness.	PAR, GL	Detailed instruction and instructor to control the speed of the descent if the participant wants to go too fast down the wall. Chest harnesses are fitted and worn by all participants.
Rope burns to hands.	PAR, GL, ST	Slow and controlled belaying by the instructor. Participant receives clear instructions on how to abseil down the wall and control their speed.
Structural failure.	ALL	Tower erected by professionals and plans are provided. Daily recorded fit to open checks are carried out by a suitably qualified/competent person.
Tower collapsing	ALL	Tower erected by professionals and plans are provided. Daily recorded fit to open checks are carried out by a suitably qualified/competent person.
Feet slipping on tower.	PAR, GL, ST	Appropriate footwear, detailed instruction and ongoing instruction, surface monitored during wet weather and treated where necessary.
Splinters from wood.	ALL	Controlled descent.
Unauthorised use.	ALL	Entrance locked when not in use, signage in place to advise of restricted access and kit is stored securely when not in use.
Adverse weather – Lightning ,High Winds,	PAR	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled as soon as Lightning and or thunder can be seen / heard in the distance. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightning to the activity recommencing. The activity to be monitored by a qualified person and cancelled during high winds.



Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Falling from ladders	PAR, GL, ST	Instructors give clear instruction how to climb ladders, 3points of contact. Only one person at a time on the ladder. Participants attach themselves to a safety rope at the bottom of the final ladder up to the platform. The instructor visually checks that the participant is clipped in and pulls on the rope.
Falling from the top of the tower	PAR, GL, ST	Any person that climbs the final ladder onto the top of the tower is attached to a safety rope that is attached to the tower. Instructors use a safety rope with karabiners at different heights to gain access to the top of the tower.

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Falling from ladders	PAR, GL, ST	Instructors give clear instruction how to climb ladders, 3points of contact. Only one person at a time on a ladder.
Falling from the top of the tower	PAR, GL, ST	Any person who goes under the safety bar is attached to a safety rope or sling. Instructors must be clipped into a safety line before setting up, taking down and delivering the activity.

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Slipping or falling on the stairs	PAR, GL, ST	The stairs are checked prior to participants arriving and a full safety brief is given to all persons climbing the stairs.
Falling from the top of the tower	PAR, GL, ST	Any person who goes under the safety bar is attached to a safety rope or sling. Instructors must be clipped into a safety line before setting up, taking down and delivering the activity.



Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Slipping or falling on the stairs	PAR, GL, ST	The stairs are checked prior to participants arriving and a full safety brief is given to all persons climbing the stairs. If there is any sign of icy conditions from 'fit to open' reports industrial salt will be used appropriately and monitored throughout the day.
Falling from the top of the tower	PAR, GL, ST	Any person who goes under the rope barrier at the top of the tower is attached to a safety rope or sling. Instructors must be clipped into a safety line before setting up, taking down and delivering the activity.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					
3					
4					
5					

Signature of person(s) carrying out risk assessment:

Date for next review:



ARCHERY

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Background Information

Definition:

Archery takes place on an outdoor range. All are laid out to established GNAS principles with defined shooting and spectator areas, waiting lines and target lines. Each range has two targets and participants will use bows and arrows appropriate to their size and strength. Progressive improvement will be encouraged through supervision and coaching by the instructor.

Technical Advice:

Internal Technical advice is available from GB Archery qualified staff onsite. External Technical advice is available from GB Archery and Archery Trainer.

Supervision Ratios:

1 instructor to 4 active participants (maximum of 2 shooters per boss) with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment. GNAS Archery leader Award held by a senior member of staff at all centres.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Unauthorised use or access to Arrows	All	All arrows kept locked in secure location when not in use. Arrows only carried by instructors from the stores to the Archery range. Arrows kept in enclosed Quiver case when being carried to the range. If any arrows are "lost" during a session the instructor must organise a thorough arrow search before leaving the activity base. All arrows must be accounted for and never left unattended in the activity area.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Unauthorised access to range when in use	All	<p>Instructor to closely observe that the range entrance points and sides are clear when participants shooting to avoid accidental entry by non-participants.</p> <p>Instructor to explain the 'STOP' command to participants as part of the safety briefing.</p>
Arrows rebounding from targets or when the arrow strikes the boss frame causing injury.	PAR, STA, GL	<p>Archery range laid out to ensure spacing of waiting line, shooting line, target line and any overshoot areas conform to specified 'GNAS' standards..</p> <p>Archery bosses securely placed using additional anchors as necessary.</p> <p>Suitable barrier fencing or netting provided on ranges that do not have an adequate over-shoot area to the rear or sides of the target line.</p> <p>Archery ranges built on soft grassed areas.</p>
Arrows being shot by inexperienced participants during session	ALL	<p>Instructor vigilance at all times of the shooting group and participants in waiting area and areas around the Archery range.</p> <p>Safety information stated in the brief and reinforced throughout the session.</p> <p>Safety command explained and reinforced throughout the Session – “fast” or “stop” to be used.</p> <p>No one to move forward of the shooting line until told to do so.</p> <p>No one to load their bow until they are standing in the correct Archery stance</p> <p>Instructor to ensure participants are aiming down the range before given instructions to shoot.</p> <p>Once a participant has shot all three arrows they are to await further instructions before collecting arrows.</p> <p>No one is to distract a person when they are in the act of loading an arrow or shooting.</p> <p>No one to collect arrows until the command “Collect Your Arrows”.</p> <p>Instructor to ensure collection of arrows takes place only when it is safe to do so and clear instructions are given of when and how to collect arrows prior to the group shooting their arrows.</p> <p>Instructor explains that any arrows dropped over the shooting line are left there until everyone has shot their arrows.</p> <p>Shooting must not recommence until those collecting arrows are back behind the waiting line and the new participants are positioned correctly on the shooting line.</p> <p>Access points to the archery range marked with clear warning notices whose design and wording conform to specified 'GNAS' standards. Archery range set out as per GNAS guidelines.</p> <p>Session to be cancelled during strong winds to avoid arrows being blown off target.</p>
Running into an arrow	PAR	<p>When moving around the shooting area participants are not allowed to run at any time.</p> <p>Participants are shown how to retrieve arrows and told always to approach the targets from the side or between never straight on.</p> <p>Staff vigilance throughout.</p>
Hit by falling Bosses	PAR, ST, GL	<p>Instructor to carry out routine visual inspection of the bosses before use.</p> <p>Participants to place their hand on the Boss to anchor the target prior to pulling out the arrow.</p>



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
		Difficult to reach or deeply embedded arrows to be withdrawn by staff only. Staff to be present at the target when arrows are being withdrawn.
Falling onto an arrow whilst in Quiver or in ground during collection	PAR, GL, ST	Participants told to walk slowly when carrying arrows and how to be vigilant of protruding arrows on the ground. Arrows shown to be carried with tips pointing to the ground when returning from collection. Staff vigilance throughout and good group control
Injury from damaged or broken Archery equipment.	PAR, ST, GL	All equipment visually checked by instructor prior to session starting and any damaged kit removed and replaced. Senior Instructor to carry out regular checks of equipment prior to use. Regular checks of and maintenance of all archery equipment.
Bow string hitting inner arm	PAR	Participants will wear long sleeved tops during the activity Instructors will ensure arm braces are given to participants and correctly fitted before participants begin practice.
Injury to participants shooting arrows by overdrawing the bow or any Incorrect/misuse equipment.	PAR	A full demonstration of correct shooting technique is provided by the instructor at the beginning of the activity. Staff vigilance throughout of correct technique by participant. Instructor to monitor the technique of all participants throughout the session and give appropriate coaching.
Entanglement of clothing, hair, jewellery, etc.	PAR	Instructor to check that long hair is tied back and/or tucked away, All jewellery and neckwear is removed, large pocket items are removed and loose items of clothing are tucked in.
Adverse weather – Lightning ,High Winds,	PAR	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled as soon as Lightning and or thunder can be seen / heard in the distance. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightning and the activity recommencing. The activity to be monitored by a qualified member of staff and cancelled during high winds to prevent straying arrows.
Staff Competency Incident / injury occurring due to staff decisions/ actions.	Participants/ Instructor	Session Observations, feedback, explanation, demonstration and ongoing coaching are to be provided by qualified Archery Instructor Award staff and who are familiar with the session plan and risk assessment.



Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Other people onsite unaware of archery range	ALL	The Archery range is marked with rope and signs are positioned around the perimeter of the Archery range

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Other people onsite unaware of archery range	ALL	The Archery range is marked with rope and signs are positioned around the perimeter of the Archery range

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Other people onsite unaware of archery range	ALL	The Archery range is marked with rope and signs are positioned around the perimeter of the Archery range



Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Other people onsite unaware of archery range	ALL	The Archery range is fenced and a flag is raised when archery is taking place. Briefing in site tour will ensure guests do not go in to the archery range area unless it is for a session with an instructor. Instructors during archery sessions will be vigilant of unauthorised children coming in to the range area.
Flooding of Cound Brook	ALL	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. River levels monitored throughout day when rain is forecast.
Arrows going beyond safety area	PAR/INST	If arrows go beyond safety area then they will be left for instructors to collect. If they have landed in the river instructors will inform the operations co-ordinator but will not be permitted to collect them

Action Plan

Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
A				
B				
C				
D				
E				

Signature of person(s) carrying out risk assessment:

Date for next review:



BUGGY BUILDING

Name of person(s) carrying out risk assessment:

Position:

Site:

Background Information

Definition:

Working as a group to make buggies to complete the gruelling exercises and tests. Teams need to develop ideas to overcome the objective and use skills such as assembly, joining and communication.

Technical Advice:

Internal Technical advice is available from Matt Smith. Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 12 active participants with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Buggy collapsing when people are on it.	PAR	Full safety briefing, Structure checked thoroughly by instructor before allowing children to climb on it, Group control. The participants are taught the correct way to tie knots and attach the poles and barrels together.
Strains due to lifting	PAR, GL, ST	Full demonstration given to groups prior to lifting objects. The poles should never be carried by just one person. During the Staff training manual handling is covered during the Health and Safety presentation.
Splinters	PAR, GL, ST	Full safety briefing, the poles are checked, maintained and monitored. Gloves also available for participants moving or holding wood.
Cuts/abrasions	PAR, GL, ST	Full safety briefing, the poles are visually checked by the instructors prior to use. Instructors demonstrate the correct way to tie the poles together.
Slips/ Trips and Falls	PAR, GL, ST	Full safety briefing. The area used for racing the buggies is flat and free from obstructions. The



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
		buggy races will be adapted if the area is uneven to ensure that the participants do not run. The instructor will check the area before starting any races with the buggies.
Injury from incorrect use of activity equipment	PAR, GL, ST	Participants and group leaders given full safety briefing on arrival to highlight out of bounds areas, all equipment stored appropriately, full training given to instructors to ensure correct safety briefing is given to clients.
Participants falling off the buggy while racing	PAR	The poles used for the seat have a slight gap between to reduce chance of falling off. The Instructor is to ensure that all participants on the buggy wear helmets and the races are not based on speed between two points. A rope is attached as a break and must be held by either the teacher/instructor or two members of the group.

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Flooding of Cound Brook	ALL	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. River levels monitored throughout day when rain is forecast.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
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4					



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Signature of person(s) carrying out risk assessment:

Date for next review:

BODY ZORBING

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Background Information

Definition: An Enjoyable and physical activity where participants must enter the body zorb and play games based on the zorbs.

Technical Advice:

Onsite Technical advice is available from Centre Manager and Senior instructors at Condover Hall.

Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.



Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Incorrectly fitted Zorbs	PAR, GL, ST	<ul style="list-style-type: none"> Instructors trained properly on how to fit zorbs and recognise when they are fitted incorrectly
Strains due to improper exercise	PAR, GL, ST	<ul style="list-style-type: none"> Some form of basic warm-up.
Collision with objects	PAR, GL, ST	<ul style="list-style-type: none"> Clear activity site prior to starting activity session, Define area away from hazards such as trees/parked cars etc.
Participant Collisions	PAR, GL, ST	<ul style="list-style-type: none"> Safety briefing for each individual game, Group control, Sufficient space for games.
Slips/ Trips and Falls	PAR, GL, ST	<ul style="list-style-type: none"> Check area for trip hazards, Avoid slippery surfaces, Correct footwear worn according to weather conditions, Safety briefing, Group control.
Equipment failure	PAR, GL, ST	<ul style="list-style-type: none"> Senior & Instructors to check log & maintain equipment each day, as well as weekly checks. Any equipment found to be faulty to be removed, logged & replaced/repaired immediately.
Client passing out due to heat/excitement/exhaustion	PAR, GL, ST	<ul style="list-style-type: none"> Close supervision. Water always available. Instructors to be vigilant throughout the session.
Claustrophobia	PAR, GL, ST	<ul style="list-style-type: none"> Variety of short games played. Instructors to be vigilant throughout the session.
Spectators hit by Participants in zorbs.	PAR, GL, ST	<ul style="list-style-type: none"> Instructors to be vigilant and safety area is clearly marked out and far enough away from the activity area.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
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3					
4					



5				
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Signature of person(s) carrying out risk assessment:

Date for next review:

BUSTED

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Background Information

Definition: A quiz show where participants must vote to 'bust' another team.

Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 24 active participants, with additional supervising adult.

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.



Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Injury caused by Slips/ Trips/ Falls	PAR, GL, ST	Check area for trip hazards, Avoid slippery surfaces, Correct footwear worn according to weather conditions, Safety briefing, Group control.
Collision with each other	PAR, GL, ST	Safety briefing, Group control, Sufficient space for game.
Mis-use of resources leading to injury	PAR	Safety briefing, Group control

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					
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4					



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Signature of person(s) carrying out risk assessment:

Date for next review:

CAMPFIRE

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Background Information

Definition: An enjoyable 'classic' evening session where groups can come together, sing songs and play games.

Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 24 active participants, with additional supervising adult.

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.



Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Participants knocking into one and other.	PAR, GL, ST	Instructor vigilance and games and songs that are played at campfire are suitable so that there is not too much physical movement around the fire.
Burns from fire and other hot objects	PAR, GL, ST	Group control, Danger zone indicated, Safety briefing, Instructor vigilance, Only instructors allowed near fire.
Sparks - grass fires	PAR, GL, ST	Water/Sand buckets nearby. Instructors to be vigilant throughout the session.
Sandstone/flints exploding in the fire	PAR, GL, ST	Check fire pit prior to fire being made.
Tripping/Twisting of ankles in the dark	PAR, GL, ST	Safety brief, Group control, No running, Use torches where available, Encouraged group communication.
Environmental conditions	ALL	Note of evening's weather taken and group told to dress appropriately.

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
River campfire site -Flooding of Cound Brook	ALL	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. River levels monitored throughout day when rain is forecast.re location to priory woods.
Slips, trips and falls on route to campfire. (Autumn/poor light)	ALL	Participants briefed to bring torches to light up the route. Instructors to use torches to get their group to the site and seated. Group control and slow pace of travel by the group.
Priory woods site – Adverse weather conditions	ALL	Participants briefed to bring torches to light up the route. Instructors to use torches to get their group to the site and seated. Group control and slow pace of travel. Well managed road crossing using the compactor back gate to cross over to the woods. Reflective bibs to be worn by instructors and teachers. High vigilance on road crossing.
Adverse weather conditions- High winds	ALL	The Priory woods site will not be used during periods of high winds. After periods of high winds the woodland will be checked by senior instructor, chief instructor or operations co-ordinator to



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
		look for any hanging branches or tree damage. It can only be used if an all clear is given.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					
3					
4					
5					

Signature of person(s) carrying out risk assessment:

Date for next review:



CIRQUE D'JCA

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Background Information

Definition: A session where participants can learn new exciting skills, such as juggling and plate spinning.

Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers..

Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Falling/Tripping.	PAR, GL, ST	Clear flat safe area to be used, Group Control.
Collisions with participants/objects.	ALL	Detailed safety briefing, full instructions given, large activity area, group control maintained,
Hair, clothing or jewellery entangled in equipment.	PAR, GL, ST	Detailed safety briefing, full instructions given, large activity area, group control maintained, activity cancelled in high winds. Make sure hair is tied back before session is started.
Injury from Misuse or unsupervised use.	ALL	Instructor maintains group control, clear instructions are given and stop command is clear, Instructor packs equipment away in secure store.
Injury from falling off slack line.	PAR, GL	Full safety brief regarding crossing the line. Only one person on the slack line at one time. Participants to be spotted on either side. Slack line no more than 2 feet off the floor. Activity area, potential landing area free from all hazards.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Injury from falling off Unicycle.	PAR, GL	Full safety brief regarding use of Unicycle. Participants to be spotted on either side. Activity area, potential landing area free from all hazards.
Injury from falling off stilts.	PAR, GL	Full safety brief regarding the use of the stilts. Only one person on the stilts at one time. Participants to be spotted on either side. Activity area, potential landing area free from all hazards.
Collisions with each other.	PAR, GL	Full safety brief on how to 'spot' participants.
Falling trees/branches	PAR, GL	Slack line to be securely tied to an object able to hold participants' weight.

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:

CLIMBING

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Background Information

Definition: Located on our specific built climbing towers, this challenge by choice activity is brilliant for a taster climbing session.

Technical Advice:

Internal Technical advice is available from Matt Smith, Compliance & Operations Manager. External Technical advice is available from Keith Fleming

Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained 'in house' and assessed by MIA/MIC and is familiarised with the session plan and risk assessment.



Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Falling objects	PAR, GL, ST	All objects secured on Tower, Helmets worn at all times Safety area appropriate distance away from Tower.
Banging head on Tower	PAR, GL	Helmets worn at all times when climbing, Padding on Tower in key areas.
Failure of any equipment in the system.	PAR, GL, ST	Rope use log records, Daily checks by SI and inspections by competent persons.
Falling out of harness as incorrectly fastened	PAR, GL	All clothing is inside harness; all harnesses are visually checked by instructor. All participants wear a chest harness. All instructors are trained by SPA or competent person and assessed by MIA/MIC.
Instructor dropping participant	PAR, GL	All instructors are trained by SPA or competent person and assessed by MIC/MIA in belaying technique. Instructors are monitored by senior staff.
Holds spinning/breaking	PAR, GL	Weekly check by senior staff, Recorded on the fit to open checks sheet.
Damage to hands from climbing holds	PAR, GL	All rings removed or taped.
Hair, clothing or jewellery entangled in equipment.	PAR, GL, ST	Detailed safety briefing, full instructions given. Make sure hair is tied back before session is started.
Splinters from wood	PAR, GL	Controlled descent. Tower checks carried out weekly and logged. Any defects rectified immediately and recorded with the log.
Feet slipping on Tower	PAR, GL, ST	Appropriate footwear, Detailed instruction and ongoing instruction, Surface monitored during wet weather and surfaces treated where necessary.
Inverting on climbing wall with associated risk of slipping out of harness	PAR, GL, ST	Detailed instruction before session and during the descent, Chest harness worn by all participants.
Group/Instructors jamming fingers when belaying	ST, GL, PAR	Correct belaying method trained by SPA or competent person and assessed by MIC/MIA. Observations carried out by senior staff on site to ensure correct procedures are maintained. Ensure any loose clothing out of way of the device.
Tower collapsing	ALL	Tower erected by professionals and plans are provided, Daily visual checks, Fit to open checks carried out by competent person. Logged in the activities folder.
Climbing above belay pulley	PAR, ST	Detailed instruction & vigilance, Tower design.
Adverse weather – Lightning ,High Winds,	PAR	Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled as soon as Lightning and or thunder can be seen / heard in the distance. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightening to the activity recommencing. The activity to be monitored by a qualified person and cancelled during high winds.



Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Falling from Ladders when setting up ropes	ST	Only one person at a time on a ladder and three points of contact when climbing
Fall from top of tower if there is no tracer in place to pull up the ropes	ST	Staff to be clipped in at the top of if they are dropping the ropes

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Falling from Ladders when setting up ropes	ST	Only one person at a time on a ladder and three points of contact when climbing
Fall from top of tower when setting up the ropes		Guard rails in place on top of scaffold tower to ensure that the climbing side of the tower is not exposed

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Falling up or down stairs when setting up ropes	ST	Hand rails can be used when ascending or descending stairs
Fall from top of tower when setting up the ropes	ST	Guard rails in place on top of scaffold tower to ensure that the climbing side of the tower is not exposed

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Falling up or down stairs when setting up ropes	ST	Hand rails can be used when ascending or descending stairs
Fall from top of tower when setting up the ropes	ST	Guard rails in place on top tower to ensure that the climbing side of the tower is not exposed



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Slipping or falling on the stairs	PAR, GL, ST	The stairs are checked prior to participants arriving and a full safety brief is given to all persons climbing the stairs. If there is any sign of icy conditions from 'fit to open' reports industrial salt will be used appropriately and monitored throughout the day.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:



CLUEDO

Date:

Name of person(s) carrying out risk assessment: **Position:**

Site:

Background Information

Definition: A fun and interactive giant version of the popular board game.

Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Collisions in darkness	ALL	Familiarisation of bases, Torches used if available.
Trips / Slips and Falls	PAR, GL, ST	Encourage clients not to run, ensure area is free from any tripping hazards.
Using activities without instructors	ALL	Group Leaders to supervise group at all times.
Injury from physical tasks set	PAR, GL, ST	Group control, Safety briefing.
Injury to ankles on various balance games.	PAR, GL	Instructor Vigilance and controlled rule setting.



Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Collision with cars moving along front drive and car park area	PART	Instructor briefing and vigilance. Instructor to brief visiting staff to monitor driveway and green light indicating cars arrival. Control of children when car travelling. Speed limits in place.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:



CONQUEST - ARENA

Date:

Name of person(s) carrying out risk assessment: **Position:**

Site:

Background Information

Definition:

Technical Advice:
Internal Technical advice is available from Helen Jones – Condover Hall Operations Co-ordinator and Condover Hall Senior Instructors.

Supervision Ratios:
1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:
Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Unauthorised use	All	Entrance locked when not in use, arena deflated after last use of the day.
Collision with other participants	PAR, GL, ST	Safety briefing, Group control, Sufficient space for game. Guests warned NOT to run around, stealth game
Entrapment due to arena collapse	PAR, GL, ST	No one to enter until deemed safe to do so by instructor
Pump failure	PAR, GL, ST	To be covered within safety brief to exit arena when whistle is blown.
Client passing out due to heat/excitement/exhaustion	PAR, GL, ST	Close supervision, Water always available.
Adverse Weather	PAR, GL, ST	Arena cannot be inflated or used if wind speeds exceed.....24mph – gale force 5
Slips, Trips, Falls	ALL	Instructor to give safety brief & guests must move carefully through course. Instructor to be close by to aid guests if need be. THOSE IN ARENA SHOULD WALK ONLY.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Zip failure	PAR, GL, ST	To be covered within safety brief to exit arena when whistle is blown.
Electrocution	ALL	Briefing re out of bounds and barrier in place to prevent Guests from touching fan under any circumstances. Power to be switched off when performing maintenance tasks or not in use.
Claustrophobia/ Panic Attack	ALL	Instructor on hand to retrieve & rescue guest, safely.
Eye injury from lasers during set up.	ST	When setting up system phasers should always be pointed away from face. Also during demo phasers should not be pointed at anyone.
Eye injury from lasers during game play	ALL	During game play the group must be reminded that they are aiming at the opponent's phaser and not face.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:



CONQUEST – GROUNDS AND WOODS

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Background Information

Definition:

Technical Advice:
Internal Technical advice is available from Helen Jones – Condover Hall Operations Co-ordinator and Condover Hall Senior Instructors.

Supervision Ratios:
1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:
Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Collision with other participants	PAR, GL, ST	Safety briefing, Group control, Sufficient space for game. Guests warned NOT to run around, stealth game
Dogs & Fouling	PAR, GL, ST	Check that any public have been removed from area before starting session. Check for any mess left from dogs.
Falling objects	PAR, GL, ST	P&W contractors to periodically clear dead branches / trees. Area being used to be assessed before use.
Falling into road	PAR, GL, ST	Clear visual / physical barriers in place, instructor safety brief and vigilance
Adverse Weather	PAR, GL	Game must be stopped if begins to rain & equipment returned.
Thunder / Lightning	PAR, GL, ST	At sound of Thunder everyone MUST leave woods & return to Hall, cannot continue until Thunder HASN'T been heard for 20mins.
Client passing out due to heat/	PAR, GL, ST	Close supervision, Water always available.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
excitement/exhaustion		
Road & Driveway	ALL	Instructors to set clear boundaries within safety briefing. Instructors to also patrol these areas during games.
Slips, Trips, Falls	ALL	Instructor to give safety brief & guests must move carefully through course. Instructor to be close by to aid guests if need be. Guests to be made aware of any potential holes. Area to be risk assessed before use for any protruding roots or fallen trees.
Eye injury from lasers during set up.	ST	When setting up system phasers should always be pointed away from face. Also during demo phasers should not be pointed at anyone.
Eye injury from lasers during game play	ALL	During game play the group must be reminded that they are aiming at the opponent's phaser and not face.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:



DANCE MANIA

Date:

Name of person(s) carrying out risk assessment: **Position:**

Site:

Background Information

Definition:

A fun and lively session where participants can learn party dances and different dances.

Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 24 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Sprains/Strains	PAR, GL, ST	Safety briefing. Group control. Cleared flat area used
Dehydration	PAR, GL, ST	Water always available, instructor to ensure that regular drinks breaks are taken when appropriate
Passing out due to heat/excitement/exhaustion	PAR	Close supervision, Water always available.
Slipping on wet floor	ALL	No drinks on dance floor.
Electrocution when setting up the equipment	ST	All equipment is PAT tested and only trained staff to set up equipment



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Burnt by hot food and drinks	ALL	The session is delivered in an area away from the server in the restaurant

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Climbing on the wooden frames in the sports hall	ALL	Instructor to explain that the equipment is not to be used during the session and remain vigilant throughout.

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Running into or hitting posts in the activity area	ALL	Instructor to explain that the equipment is not to be used during the session and remain vigilant throughout.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Cinema – splinters from wooden floor	ALL	Shoes to be worn.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:



Date for next review:

DISCO/KARAOKE

Date:

Name of person(s) carrying out risk assessment:

Position:

Site:

Background Information

Definition:

A disco/karaoke that can be mixed schools.

Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 36 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Slipping on wet floor	ALL	No drinks on dance floor.
Being hit while dancing	PAR, GL, ST	Group control.
Jumping on/off stage	PAR, GL, ST	No one on the stage.
Passing out due to heat/	PAR	Close supervision, Water always available.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
excitement/exhaustion		
Dehydration	PAR, GL, ST	Water always available.
Conflict between individuals from different groups	PAR	Instructor vigilance. Discussion with visiting staff.
Electrocution from equipment	PAR, GL, ST	Keep Group Leaders and participants away from the equipment, No water/drinks near the equipment.
Epileptic seizure brought on by lighting	PAR, GL, ST	No strobe lighting used, Instructor vigilance, Medical information checked.
Electrocution when setting up the equipment	ST	All equipment is PAT tested and only trained staff to set up equipment

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Burnt by hot food and drinks	ALL	The session is delivered in an area away from the server in the restaurant

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Climbing on the wooden frames in the sports hall	ALL	Instructor to explain that the equipment is not to be used during the session and remain vigilant throughout.



Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Running into or hitting posts in the activity area	ALL	Instructor to explain that the equipment is not to be used during the session and remain vigilant throughout.

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:

EGG PROTECTOR

Date:

Name of person(s) carrying out risk assessment: **Position:**

Site:

Background Information

Definition:

A team activity, where the object is to build a suitable protection device for an egg.

Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 24 active participants, with additional supervising adults.

Qualifications/Training:



Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Slipping on wet floor	ALL	<ul style="list-style-type: none"> Any fluids spilled cleaned up immediately.
Allergic reaction to eggs	PAR, GL, ST	<ul style="list-style-type: none"> Dietary and medical information checked before the session. Egg replacement used
Participants rushing at instructors or group leaders during the games.	PAR, GL, ST	<ul style="list-style-type: none"> Instructor vigilance and group control.
Client passing out due to heat/excitement/exhaustion	PAR, GL, ST	<ul style="list-style-type: none"> Close supervision, Water always available.
Dehydration	PAR, GL, ST	<ul style="list-style-type: none"> Water always available.
Hit by flying objects and/or other equipment	ALL	<ul style="list-style-type: none"> Instructor briefing and vigilance, Controlled environment.

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date



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Signature of person(s) carrying out risk assessment:

Date for next review:

FENCING

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Background Information

Definition:

Technical Advice:

Internal Technical advice is available from the senior team on site. External Technical advice is available from Alan Skipp



Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained 'in house' and assessed by the British Fencing Association.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Hands hit by opponents foil	PAR, GL, ST	<ul style="list-style-type: none"> Glove worn on foil hand, Other hand kept behind back.
Being struck by a foil being used improperly	PAR, GL, ST	<ul style="list-style-type: none"> Group control, Follow BFA guidelines.
Collisions with objects within activity area	PAR, GL, ST	<ul style="list-style-type: none"> Check area prior to starting session.
Distractions from outside influences	PAR, GL, ST	<ul style="list-style-type: none"> Remove foils, deal with problem then continue.
Face being hit by foil	PAR, GL, ST	<ul style="list-style-type: none"> Masks worn in activity area at all times, All foils stay inside activity area. Safety area clearly marked out and sufficient distance from fencing area.
No button on end of foil	PAR, GL, ST	<ul style="list-style-type: none"> Check foil before start of session. Instructor vigilance throughout the session, stop any fencing and replace any buttons during session.
Tripping due to poor visibility through masks	PAR, GL, ST	<ul style="list-style-type: none"> Masks only worn during fencing bouts. Area cleared & well defined.
Bodily injuries from heavy blows from opponent's foil	PAR, GL, ST	<ul style="list-style-type: none"> Chest protectors worn by all participants and padded jackets by all at all times.
Broken foil	PAR, GL, ST	<ul style="list-style-type: none"> Stop session immediately, replace foil. Equipment checked regularly to ensure broken foils do not enter into use.

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Tennis Courts-Slipping on surface	PART	Courts will be checked in session prep- They will be swept of leaves and small stones as necessary. Good group control.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:



GRID OF STONES

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Background Information

Definition:

Technical Advice:
Internal Technical advice is available from Helen Jones – Condover Hall Operations Co-ordinator and Condover Hall senior team.

Supervision Ratios:
1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:
Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Epileptic seizure due to flashing lights	ALL	<ul style="list-style-type: none"> Medical information of participant's group leaders and instructors checked before session.
Electrocution	ALL	<ul style="list-style-type: none"> All kit is maintained and checked daily
Trapped fingers in door	ALL	<ul style="list-style-type: none"> Instructor to stay vigilant at all times to ensure good group control is maintained
Standing on loose items	ALL	<ul style="list-style-type: none"> Instructor to ensure pockets are empty and look in room prior to session starting
Headache from UV lights	ALL	<ul style="list-style-type: none"> Instructor to ensure groups are not in the room for extended periods.
Trapped toes in stones	ALL	<ul style="list-style-type: none"> Instructor to check distance daily for large gaps in the stones
Tripping over raised edges	ALL	<ul style="list-style-type: none"> Instructor to cover on safety course.



Site Specific

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:



HIGH ROPES

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Background Information

Definition: A high adrenaline activity including elements such as trapeze and multivines.

Technical Advice:

Internal Technical advice is available from Matt Smith, Compliance & Operations Manager. External Technical advice is available from Keith Fleming.

Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained 'in house' by competent person and assessed by MIA/MIC and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Falling objects	PAR, GL, ST	<ul style="list-style-type: none"> All objects secured on High Ropes Course, Helmets worn at all times Safety area appropriate distance away from course.
Banging head on Course	PAR, GL	<ul style="list-style-type: none"> Helmets worn at all times.
Failure of any equipment in the safety chain.	PAR, GL, ST	<ul style="list-style-type: none"> Rope/ hardware use log records, Daily 'fit to open' checks by SI and inspections by competent persons.
Falling out of harness as incorrectly fastened	PAR, GL, ST	<ul style="list-style-type: none"> Harness visual check, (all clothing inside), chest harness worn by all participants.
Instructor dropping client	PAR, GL, ST	<ul style="list-style-type: none"> All instructors trained by SPA/Competent person and assessed by MIC/MIA. Observations done by senior staff
Staples/ holds spinning/breaking	PAR, GL	<ul style="list-style-type: none"> Weekly check.
Damage to hands from staples holds, See Saw.	PAR, GL	<ul style="list-style-type: none"> All rings removed or taped. Participants made aware of dangers on See Saw.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Splinters from wood Inverting with associated risk of slipping out of harness	PAR, GL PAR, GL, ST	<ul style="list-style-type: none"> Controlled descent. Detailed instruction, Chest harnesses worn by all participants. Controlled descent
Group/Instructors jamming fingers when belaying	ST, GL, PAR	<ul style="list-style-type: none"> Correct belaying method trained and assessed by MIC/MIA.
Course collapsing	ALL	<ul style="list-style-type: none"> Course erected by professional contractors, Daily visual checks, Weekly inspection by experienced person.
Trapping Fingers in the see-saw Injury to staff when accessing for inspection/maintenance	PAR, GL ST	<ul style="list-style-type: none"> Detailed instruction & vigilance, participants made aware of risk during safety brief All staff are trained in WAH by appropriate IRATA/Height Safety qualified person.
Un authorised person entering high ropes	ST	<ul style="list-style-type: none"> Briefing in site tour re out of bounds area around the tower. Vigilance of Senior instructor and instructors for un authorised guests in high ropes area. All lower access parts to access tower removed and locked away
Adverse weather – Lightning , High Winds,	PAR, GL, ST	<ul style="list-style-type: none"> Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled as soon as Lightning and or thunder can be seen / heard in the distance. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightning to the activity recommencing. The activity to be monitored by a qualified person and cancelled during high winds.

Site Specific

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:

INITIATIVE EXERCISES

Including Amazon, Birthday Bench, Block Crane, Bridge Cross, Chasm Cross, Electric Maze, Fuel Carry, Holy Water, Incoming Tide, Island Hopping, Spiders Web, Toxic Waste, Towers of Hanoi,

Date:

Name of person(s) carrying out risk assessment:

Position:

Site:



Background Information

Definition: Various puzzles to test participants Initiative and test teamwork.

Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Falling into water.	PAR	<ul style="list-style-type: none"> Instructor vigilance and clear explanations of risks prior to participant stepping onto the beam. All participants very aware of their role during activity. Participants monitored accordingly when working around the water margins. All water activities less than 1 foot deep.
Injury through misuse of activity equipment.	PAR, GL, ST	<ul style="list-style-type: none"> Group control and clear descriptions of activity and how to use equipment. All participants aware of their role with each piece of equipment. Staff are qualified and have been trained to use the relevant equipment for the activity they are running. All equipment inspected before use. No throwing/dropping of equipment. Stored appropriately. Out of bounds areas highlighted. Helmets warn. Guests warn to control ropes carefully. Guests do not hold rope close to guides on top of posts.
Participants dropping each other.	PAR	<ul style="list-style-type: none"> Safety brief, Group control, ensure participants are happy with their different roles during the activity. Helmets warn.
Collisions with each other.	PAR, GL, ST	<ul style="list-style-type: none"> Group control, Client communication encouraged. Participants are not placed in compromising positions which could cause harm or injury. No more than 1 or two participants on wooden planks at any one time.
Falling onto equipment.	PAR, GL, ST	<ul style="list-style-type: none"> Group control. Sufficient space to carry out activity. Possible landing area free of any debris. Activity area is clear, fully visible and free from obstruction and/or overgrown landscape. Out of bounds area's highlighted. Helmets warn. No Jumping.
Drowning.	PAR	<ul style="list-style-type: none"> Instructor vigilance and safety brief prior to activity. Rescue pole/ring available to aid participants out of water immediately. All water activities less than 1 foot deep.
Lifting injuries.	PAR, GL, ST	<ul style="list-style-type: none"> Demonstration of correct lifting techniques. Assistance from instructor/teacher when



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Slipping on damp surfaces.	PAR, GL, ST	necessary. Lifting techniques monitored. Wooden planks not lifted above waist height. <ul style="list-style-type: none"> Group control, Correct footwear worn. Participants' briefed on correct foot placement.
Cuts/abrasions.	PAR, GL, ST	<ul style="list-style-type: none"> Group control, Safety awareness. Participants briefed on how to hold equipment/rope correctly and how to effectively move rope through hands. Equipment monitored and checked daily.
Slips, trips and fall.	PAR, GL, ST	<ul style="list-style-type: none"> All participants to wear correct footwear. Group control, description of activity communicated effectively. Participants to walk not run. Activity area free from hazards. Out of bounds areas highlighted. Instructors to 'spot' participants if necessary. Possible landing areas are free from all hazards.
Splinter Injuries.	PAR, GL, ST	<ul style="list-style-type: none"> Equipment checked/maintained daily for damage. All jewellery removed prior to activities. Full safety briefing, Smooth wooden resources used. Gloves also available for participants moving or holding wood.
Sprains/strains.	PAR, GL, ST	<ul style="list-style-type: none"> Full safety briefing, activity area used flat and free from obstructions. Checked daily prior to use. Out of bounds areas highlighted. Guests do not touch structures of tasks.
Lost or wander into out of bounds areas.	ALL	<ul style="list-style-type: none"> All guests must be led by instructor – to and from task area, using correct access and egress.

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Flooding of River Cound guests falling in river close to I.E.'s		Vigilance to weather forecast and river levels. Close control of group. Plan to relocate if necessary



Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
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Signature of person(s) carrying out risk assessment:

Date for next review:



INTRODUCTION TO SNORKELLING

Date:

Name of person(s) carrying out risk assessment:	Position:
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Site:

Background Information

Definition: An introductory session to snorkelling where participants learn to use snorkelling masks and play games.

Technical Advice:

Internal Technical advice is available from Matt Smith, Compliance & Operations Manager. Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult, plus a RLSS qualified lifeguard.

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Drowning	PAR, GL, ST	<ul style="list-style-type: none">• Professionally qualified life guards on duty at all times• Check school information for swimming ability, No non swimmers out of depth.
Slipping and falling on poolside	PAR, GL, ST	<ul style="list-style-type: none">• Mats in place to prevent slipping where possible, No running on poolside.
Allergy to chemicals	PAR, GL, ST	<ul style="list-style-type: none">• Check medical information.
Participant panics whilst under water	PAR, GL, ST	<ul style="list-style-type: none">• Ensure confident beforehand, Full safety briefing, No games to be played where



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Participants hit by thrown objects (e.g. sinkers)	PAR, GL, ST	participants must be submerged.
Secondary drowning	PAR, GL, ST, SST	<ul style="list-style-type: none"> Instructor vigilance, Safety briefing.
Impacting on bottom of pool	PAR, GL, ST	<ul style="list-style-type: none"> Instructor vigilance, Safety briefing. Follow swimming pool guidelines – full safety briefing. Group control. No Diving.
Hyperventilating	PAR, GL, ST	<ul style="list-style-type: none"> Instructor to teach correct breathing technique. Instructor vigilance.

Site Specific

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
		<ul style="list-style-type: none">

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					
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Signature of person(s) carrying out risk assessment:

Date for next review:

LASER MAZE

Date:

Name of person(s) carrying out risk assessment:

Position:

Site:

Background Information

Definition: A game whereby participants must negotiate their way through a room of lasers without breaking the beam.

Technical Advice:

Internal Technical advice is available from Helen Jones – Condover Hall Operations Co-ordinator and Condover Hall Senior Team.

Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.



Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Eye injury from lasers during set up.	ALL	<ul style="list-style-type: none"> Warning – when pin-point is in Align mode the 'Lasers will NOT switch off' if the beam is broken. DO NOT look into laser beams!!
Eye injury from lasers during game play	ALL	<ul style="list-style-type: none"> Each laser will stop firing if beam is broken, firing up again 5 seconds after, giving time for ALL to move.
Electrocution	ALL	<ul style="list-style-type: none"> Guests not to touch lasers under any circumstances, and power to be switched off when performing maintenance tasks or not in use.
Slips/ Trips and Falls	ALL	<ul style="list-style-type: none"> Make guests aware of trip hazards, advise to move slowly.
Unauthorised entry	ALL	<ul style="list-style-type: none"> Safety signage / do not use without instructor. Door locked.
Asthma attack due to smoke in laser room.	ALL	<ul style="list-style-type: none"> All medical conditions must be checked before commencing the session.
Smoke in face/ eyes from smoke machine	ALL	<ul style="list-style-type: none"> Instructor ensures children are not near the smoke machine when release button is pressed.

Site Specific

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:

LEAGUE TOPPERS

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Background Information

Definition: A teamwork game where teams visit various bases and play different games to win 'JCA' MONEY.



Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Lost or wander into out of bounds areas	ALL	<ul style="list-style-type: none"> All guests given full safety briefing by instructor – Set base for groups to return to
Strains due to improper exercise	PAR, GL, ST	<ul style="list-style-type: none"> Some form of basic warm-up.
Collision with objects	PAR, GL, ST	<ul style="list-style-type: none"> Clear activity site prior to starting activity session, Define area away from hazards such as trees/parked cars etc. Keep players away from batter, Group control.
Participant Collisions	PAR, GL, ST	<ul style="list-style-type: none"> Safety briefing, Group control, Sufficient space for game.
Slips/ Trips and Falls	ALL	<ul style="list-style-type: none"> Make guests aware of trip hazards, advise to move slowly.
Collision due to darkness	ALL	<ul style="list-style-type: none"> Use areas where lighting is available and use torches if possible.

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Tennis Courts-Slipping on surface	PART	Courts will be checked in session prep- They will be swept of leaves and small stones as necessary. Good group control.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
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Signature of person(s) carrying out risk assessment:

Date for next review:



LOW ROPES

Date:

Name of person(s) carrying out risk assessment: **Position:**

Site:

Background Information

Definition:

A teamwork exercise where teams must try to navigate the course without touching the ground.

Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Falling objects.	PAR, GL, ST	<ul style="list-style-type: none">All objects secured on Low Ropes Course, Helmets worn at all times.
Banging head on Course.	PAR, GL	<ul style="list-style-type: none">Helmets worn at all times. Group control, full safety brief prior to activity.
Rope failure.	PAR, GL, ST	<ul style="list-style-type: none">Rope usage log records. Daily check by SI.
Splinter Injuries.	PAR, GL, ST	<ul style="list-style-type: none">Equipment checked/maintained daily for damage. All jewellery removed prior to activities. Full safety briefing.
Falls from apparatus.	PAR, GL	<ul style="list-style-type: none">Helmets worn at all times. Possible landing areas free from hazards. Instructors to spot if required. Participants not to jump between apparatus.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Course collapsing.	ALL	<ul style="list-style-type: none"> Course erected by professional contractors, Daily visual checks, Weekly inspection by experienced person.
Rope Burns.	PAR, GL	<ul style="list-style-type: none"> Safety briefing on moving around ropes. Group control.
Collisions with each other.	PAR, GL, ST	<ul style="list-style-type: none"> Group control, Client communication encouraged. Participants are not placed in compromising positions which could cause harm or injury. Only one participant on each apparatus at one time.

Site Specific

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Tripping over wires	PAR	<ul style="list-style-type: none"> Grey wires will be spray painted on a regular basis so they are visible against the grey stones. Instructor briefing and vigilance. Good group control.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:

MINIBEAST HUNT

Date:

Name of person(s) carrying out risk assessment:

Position:

Site:

Background Information

Definition:

A fun and interesting session where participants learn about miniature wildlife on centre and have chance to catch some mini-beasts.

Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.



Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Slips/ Trips and Falls	ALL	<ul style="list-style-type: none"> • Correct footwear. Walk on path.
Cuts from branches and other protrusions	ALL	<ul style="list-style-type: none"> • Footpath to be regularly checked and hazards removed. Instructor to make group aware of any hazards.
Separation from main party	PAR	<ul style="list-style-type: none"> • Regular head counts. Group to stay together when walking. When carrying out an activity working area to be clearly marked. Participants to be briefed on what action to take if they become separated.
Contact with animals	ALL	<ul style="list-style-type: none"> • Group are not to approach animals or initiate contact. If group do meet an animal all should stay calm and quiet.
Contact with poisonous plants	ALL	<ul style="list-style-type: none"> • Group to be made aware of locations of any poisonous flora. Route to be regularly checked for, and cleared of, growth of poisonous flora.

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condoover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Flooding of River Cound- children falling in to river due to bank boundaries lost.	PART	Close vigilance of group and good group control. During adverse weather conditions and rising river levels groups will operate sessions away from the river.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date



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Signature of person(s) carrying out risk assessment:

Date for next review:

MINI OLYMPICS

Date:

Name of person(s) carrying out risk assessment: **Position:**

Site:

Background Information

Definition: During this session participants will compete in a range of track and field events from discus, Javelin and relays

Technical Advice:



Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 24 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Strains due to improper exercise	PAR, GL, ST	Some form of basic warm-up.
Collision with objects and or Equipment	PAR, GL, ST	Safety briefing, Group control, Sufficient space for game. Clear activity site prior to starting activity session, Define area away from hazards such as trees/parked cars etc. Safety area coned off for when participants are throwing heavier equipment.
Collision with each other	PAR, GL, ST	Safety briefing, Group control, Sufficient space for game.
Slips/ Trips and Falls	PAR, GL, ST	Check area for trip hazards, Avoid slippery surfaces, Correct footwear worn according to weather conditions, Safety briefing, Group control.

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Tennis Courts-Slipping on surface	PART	Courts will be checked in session prep- They will be swept of leaves and small stones as necessary. Good group control.



Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:



NOCTURNAL SAFARI

Date:	
Name of person(s) carrying out risk assessment:	Position:
Site:	

Background Information

Definition: A chance for participants to experience the woodland or centres grounds at night and to learn about nocturnal animals.
Technical Advice: Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.
Supervision Ratios: 1 instructor to 24 active participants, with one additional supervising adult
Qualifications/Training: Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Slips/ Trips and Falls	ALL	Correct footwear. Walk on path, torches used whilst walking
Cuts from branches and other protrusions	ALL	Footpath to be regularly checked and hazards removed. Instructor to make group aware of any hazards.
Separation from main party	PAR	Regular head counts. Group to stay together when walking. When carrying out an activity working area to be clearly marked. Participants to be briefed on what action to take if they become separated.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Contact with animals	ALL	Group are not to approach animals or initiate contact. If group do meet an animal all should stay calm and quiet.
Contact with poisonous plants	ALL	Group to be made aware of locations of any poisonous flora. Route to be regularly checked for, and cleared of, growth of poisonous flora.

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Children falling in to River Cound	PART	Clear instructor briefing and close control of group. Out of bounds boundaries marked. Activity relocated in periods of river flooding/ bursting banks.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:

OFFSITE ACTIVITIES – INCLUDING OFFSITE WALK AND BEACH WALK

Date:

Name of person(s) carrying out risk assessment: **Position:**

Site:

Background Information

Definition:

A chance to visit the local beach and play games on the sand, offsite walk is a chance to see the local area and also play games that designed to be played in wide areas.

Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult (max. group size 12). There must be at least 2 instructors when the group go offsite (for example 2 instructors to 12 participants if only one activity group going offsite, 2 instructors to 24 children and 3 instructors to 36 participants and).

Qualifications/Training:



Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Being cut off by the tide	PAR, GL, ST	Check tide times prior to session, Alternative session arranged if not appropriate.
Cuts due to broken glass/sharp shells/stones	PAR, GL, ST	Full safety briefing, Instructor vigilance.
Cliff subsidence	PAR, GL, ST	No climbing on cliffs, No walking near edge of cliffs, Instructor vigilance.
Clients being swept away by tide	PAR, GL, ST	Full safety briefing is always given with clear boundaries set, Instructor to remain vigilant. No participant to enter the water.
Dropping rocks on self	PAR, GL, ST	Briefed not to move large rocks, Correct footwear worn.
Slips/ Trips and Falls	PAR, GL, ST	Group control, Safety briefing, Correct footwear worn.
Getting wet & over-cold (Hypothermia)	PAR, GL, ST	Make sure all clients have suitable warm and waterproof clothing, Session alternatives in severe weather conditions.
Sand/grit in eyes	PAR, GL, ST	No throwing sand, Alternative session on windy days.
Hit by car on walk to beach	PAR, GL, ST	Group control, Route planning, Single file when on roads, Instructor at the front and teacher at the back of the group
Clients getting lost or abducted	PAR	Group Control, Regular sound-offs, Buddy system. Off-site logs completed, Full communication maintained with centre staff via mobile phones and numbers recorded on offsite log.
Being hit by stones thrown other participants.	PAR, GL, ST	Instructor vigilance and instructions given NOT to throw stones.

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
N/A		

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:



ORIENTEERING

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Background Information

Definition:

A challenging outdoor sport that exercises both mind and body, incorporating orientation of a map.

Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers, also BOF qualified member on site.

Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Twisting ankle	PAR, GL, ST	Correct footwear worn. Group control.
Trips/ Slips and Falls	PAR, GL, ST	Group control. Group vigilance.
Clients getting lost	PAR	Group Control, regular sound-offs, buddy system. All Orienteering sessions take place on site. Instructor stays at a central point from which activity begins.
Wandering in to high risk activity areas.	PAR	Staff vigilance on higher risk activities of unauthorised persons . clear briefing at start of session re out of bounds areas and good site tour showing out of bounds areas.all staff vigilance . Visiting staff walking around placed strategically.



Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Flooding of River Cound masking bank boundaries. Children falling in river		Good group control and instructor briefing regarding out of bounds. Placing of visiting staff strategically. Missing out controls to collect near riverside of course.
Collision with cars moving along front drive and car park area	PAR	Instructor briefing and vigilance. Instructor to brief visiting staff to monitor driveway and green light indicating cars arrival .Control of children when car travelling . Speed limits in place.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
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Signature of person(s) carrying out risk assessment:

Date for next review:



ROCKET LAUNCH

Date:

Name of person(s) carrying out risk assessment: **Position:**

Site:

Background Information

Definition:
Participants compete in a number of science based challenges and create their own rocket.

Technical Advice:
Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:
1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:
Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Rocket hitting someone on landing	PAR, GL, ST	Correct open space used. Group vigilance.
Allergy/reaction to materials used for making	PAR, GL, ST	Check medical information, Instructor vigilance.
Slip/Trip/Fall when running to collect rocket	PAR, GL, ST	Instructor vigilance and rules set at start of the session.



Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:



RUN AROUND QUIZ

Date:

Name of person(s) carrying out risk assessment: **Position:**

Site:

Background Information

Definition:

A quiz game where participants must run around the specific areas of the site to find out answers to questions.

Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 24 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Slips/ Trips and Falls	PAR, GL, ST	Safety briefing, Group control, Cleared flat area used.
Collisions with each other	PAR, GL, ST	Group control, Client communication encouraged.
Participants becoming separated from group.	PAR	Instructor vigilance and rules set at start of the session.



Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Coming into contact with third party groups onsite	ALL	Activity area is fenced off, all participants are in groups of at least 3.

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Collision with cars moving along front drive and car park area	PAR	Instructor briefing and vigilance. Instructor to brief visiting staff to monitor driveway and green light indicating cars arrival. Control of children when car travelling. Speed limits in place.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:



SENSORY TRAIL

Date:

Name of person(s) carrying out risk assessment: **Position:**

Site:

Background Information

Definition:
A fun session that involves blindfolding participants, playing games and eventually leading up to a custom built trail that participants must negotiate as a team.

Technical Advice:
Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:
1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:
Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Entanglement in rope	ALL	Instructor to maintain constant communication with the group and keep good group control.
Walking or falling into objects while blindfolded	PAR, GL	Instructor observing, Communication encouraged, Branches trimmed back, Padding on obstacles.
Objects in eyes/facial area	PAR, GL	Clients to wear safety goggles as blindfolds. Branches trimmed back.
Twisting of ankles on uneven surfaces	PAR, GL, ST	Clients briefed to move slowly & carefully. Instructor vigilance.
Falling off obstacles	PAR, GL, ST	Instructor and group leader spotting. Supports for clients to hold onto.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Wandering off course	PAR, GL	Constant rope/guide to follow, instructor vigilance and group control during session.
Collision with participants	PAR, GL, ST	Instructor vigilance and group control during session.
Scrapes or scratches on exposed skin	PAR, GL	Visual inspection of area prior to session, instructor vigilance and group control during session. Long clothing to be worn.
Mud in eyes from dirty hands	PAR, GL	Goggles worn whilst on course, behaviour managed by instructor.
Mud being ingested	PAR, GL	Instructor vigilance, at no point is muddy water thrown at blindfolded participants.

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:

SURVIVAL COURSES

Including Survival and Survival Extreme

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Background Information

Definition: Survival is a scenario based session where the group will have to make decisions based on the information given to them. They will also have to practically act on the decisions.eg build a shelter to keep them protected from the elements.

Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.External technical advice from Craig Fordham Bushcraft Level 3

Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult



Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Shelter collapsing on children when inside	PAR, GL, ST	Full safety briefing re the building of the shelter, Shelter checked thoroughly by instructor before allowing children inside, Group control.
Splinters	PAR, GL, ST	Full safety briefing, Smooth wooden resources used Materials checked for splinters.
Cuts/abrasions	PAR, GL, ST	Full safety briefing, Smooth wooden resources used Materials checked/maintained daily.
Sprains/strains	PAR, GL, ST	Full safety briefing, Area used flat and free from obstructions.
Burns	PAR, GL, ST	Full fire safety briefing, Fire making to be carried out in trays provided and fires are to be kept under control and observed at all times. Fire extinguisher available e.g. bucket of water. When using the steel wool and battery the instructor / visiting staff will take charge of the steel wool
Scalds from hot chocolate	PAR, GL, ST	Only heat milk until warm, Group control, Safety brief.
Slips/ Trips and Falls	ALL	Correct footwear. Walk on path. Briefing regarding how to move around in the forest / woodland environment
Hit by object e.g. when moving poles, wood for shelters	ALL	Instructor vigilance, clear rules set at start of session. Prepare wood before session.
Eye injuries from eye level branches	ALL	Instructor briefing regarding walking around woodland with caution and being vigilant of branch ends at eye level.

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Guests from other activities wandering /playing in Survival area unsupervised being hurt by old shelters collapsing on them/fires	PAR, GL, ST	Briefing by instructor during site tour re out of bounds areas and free time no go zones. Vigilance of instructor and visiting staff during the activity for unsupervised children. Group control of visiting staff during free time. Old shelters dismantled frequently. Fires put out safely and thoroughly.
Adverse weather conditions - high winds	PAR, GL, ST	Weather forecast for local area monitored for adverse windy conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled if necessary. After



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Adverse weather conditions -Lightening	PAR, GL, ST	period of high winds woodlands sites to be checked for hanging branches in 'fit to open' checks. Any dangers to be reported and risk of using site assessed. Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled as soon as Lightning and or thunder can be seen / heard in the distance. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightening to the activity recommencing.
Crossing road to Priory Woods	PAR, GL, ST	Instructor briefing regarding crossing road to woods. HV Bibs to be worn by instructors. Visiting staff used to support protocol for crossing pupils across the road. Group to use compactor gate as nearest crossing point.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:



TEAM CHALLENGE

Date:

Name of person(s) carrying out risk assessment: **Position:**

Site:

Background Information

Definition:

A mixture of problem solving stations, where participants must work as a team to win 'artefact' pieces.

Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 24 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Collisions with objects	PAR, GL, ST	Area used flat and free from obstructions, Group control.
Hit by equipment	PAR, GL, ST	Safety briefing at start, Group control, Instructor assistance.
Rope burns to wrists	PAR, GL, ST	Safety brief, Group control.
Splinters	PAR, GL, ST	Full safety briefing, Smooth wooden resources used Materials checked and maintained daily.
Collision with each other	PAR, GL, ST	Safety briefing, Group control, Sufficient space for games.
Sprains/strains	PAR, GL, ST	Full safety briefing, Area used flat and free from obstructions, Appropriate warm up.
Cuts/abrasions	PAR, GL, ST	Full safety briefing, Smooth wooden resources used Materials checked and maintained daily.
Struck by inner tube during inner tube games	PAR, GL, ST	Instructor vigilance when using the inner tubes, DO NOT let the inner tube stretch too far.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Allergic reaction to rubber inner tube	ALL	Valves are removed from inner tubes before use. Medical information checked and inner tube problem removed from session if anyone has a rubber allergy

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:

TUNNELLING

Date:

Name of person(s) carrying out risk assessment: Position:

Site: CONDOVER HALL ONLY

Background Information

Definition:

A purpose built tunnelling system is a chance for participants to try out tunnelling.

Technical Advice:

Internal Technical advice is available from Helen Jones, Condover Hall Operations Co-ordinator and Condover Hall Senior team.

Supervision Ratios:

1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.



Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Claustrophobia/ Panic Attack	ALL	Safety hatches built into cave system, instructor on hand to retrieve & rescue guest, safely.
Slips, Trips, Falls	ALL	Instructor to give safety brief & guests must move carefully through course. Instructor to be c lose by to aid guests if need be.
Injuries to fingers or ears due to jewellery	ALL	All jewellery removed or taped.
Fire Alarm Sounding	ALL	Instructor to calmly call guests out from cave system, opening safety hatches, head count then lead group to muster point.
Unconscious person	ALL	Instructor to call senior member of staff, strategy of 1 st aid & removal depending on situation.
Injury to finger caused by using escape hatches.	ALL	Instructor to ensure all participants are aware of escape hatches and instructor to assist participants exiting through the emergency hatches.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:



VORTEX CHALLENGE

Date:

Name of person(s) carrying out risk assessment: **Position:**

Site: CONDOVER HALL ONLY

Background Information

Definition:
A quirky and windy game where participants stand inside the vortex and try to win tokens.

Technical Advice:
Internal Technical advice is available from Helen Jones, Condover Hall Operations Co-ordinator and Condover Hall Senior Team.

Supervision Ratios:
1 instructor to 12 active participants, with one additional supervising adult

Qualifications/Training:
Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Electrocution	ALL	Guests not to touch fan OR machine under any circumstances, and power to be switched off when performing maintenance tasks or not in use.
Unauthorised entry	ALL	Safety signage / do not use without instructor. Door locked.
Trapped fingers in door/piping	ALL	Instructor to stay vigilant at all times to ensure good group control is maintained
Carpet burns	ALL	Instructors to cover on safety brief
Foreign Objects within the machine	ALL	Instructors to make sure the machine is checked prior to use and also during session to make sure pockets are empty and loose objects/clothing are secure. Safety glasses to be worn when in machine.
Machine falling over	PAR, GL, ST	Installed by manufacturers on level floor, connected to blowers, designed to be upright.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Entrapment in door	PAR, GL, ST	Ensure guest is fully inside machine before instructor closes door carefully
Panic attacks	PAR, GL, ST	Open door immediately & game will stop automatically. Deal with guest with care.
Epileptic fits	PAR, GL, ST	Warn guests that there are 'flashing lights' & anyone susceptible MUST let instructor aware.
Guest falling out of machine	PAR, GL	Ensure door fastener is closed before starting machine
Trip hazard on exit / entrance to machine	PAR, GL, ST	Make guests aware of taking care when entering or leaving the machine
Child protection issues due to wrong clothing	PAR, GL	Every guest MUST wear Overalls provided. Instructor to make sure that the participants are wearing correct clothing before starting session.
Splinters	ALL	Weekly checks carried out and instructor dynamic checks carried out before each activity.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:



WATER SPORTS - RAFT BUILDING LAKE

Date:

Name of person(s) carrying out risk assessment: **Position:**

Site:

Background Information

Definition:

Technical Advice:
Internal Technical advice is available from Matt Smith, Compliance & Operations Manager. External Technical advice is available from

Supervision Ratios:
1 instructor to 12 active participants when building the raft and 1:8 on the Lake, with one additional supervising adult

Qualifications/Training:
Instructor holds UKCC 2* Award and Foundation Safety and Rescue.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Dropping equipment on feet/hands etc.	PAR, GL, ST, SST PAR, GL, ST	Group control, Instructor/group leader helps with heavy/large equipment.
Rope Burn		Safety briefing, Group control.
Falling off raft when getting on and hitting head on side of bank or bottom of lake.	PAR, GL	Safety briefing, Group control, Instructor vigilance. Instructor and group leaders to hold the raft still whilst the children get on. Helmets worn at all times.
Rafts colliding - limbs trapped	PAR, GL	Safety briefing, Group control.
Clients falling in water and getting over cold	PAR, GL	Limit static time in water, Don't allow clients on raft until end of session if cold, Allow plenty of time to change into warm clothes at session end.
Sickness due to swallowing water	PAR, GL	Safety briefing, Group control.
Clients falling in and banging head on bottom of	PAR, GL	Safety briefing, Group control, Instructor vigilance. Helmets worn at all times.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
lake or side of bank.		
Cuts/abrasions from equipment	PAR, GL, ST	Equipment regularly checked/maintained by SI, Daily checks by instructor.
Slipping / tripping on edge of lake.	PAR, GL, ST, SST	No running on lakeside. Launching/landing areas free from hazards.
Drowning	PAR, GL, ST	All group leaders and participants wear BA's, Session cancelled in poor conditions. Instructors, Participants are told not to tie themselves onto the raft and are shown a safe way of sitting on the raft that avoids entrapment. (should the raft flip) One instructor carries a knife in the case of entrapment and is trained how to cut the ropes to release the raft.
Secondary drowning	PAR, GL, ST, SST	Instructor vigilance, Safety briefing.
Hypothermia	PAR, GL, ST	An instructor in attendance, Lead Instructor is first aid qualified, Area of shoreline never far away. (participants can return to shore if cold)
Falling over while carrying equipment on dry land.	PAR, GL, ST, SST	Sessions are curtailed in poor conditions, Manual handling is controlled when participants are launching / recovering, All group leaders and participants wear helmets.
Falling over whilst on the equipment	PAR, GL, ST, SST	Sessions are curtailed in poor conditions, Manual handling is controlled when group leaders and participants are launching / recovering, All group leaders and participants wear helmets, group leaders and participants are encouraged to seek support from others when standing on a raft.
Weils Disease	PAR, GL, ST, SST	Recommended locations for water sports. Instructor vigilance
Sickness from Sewage	PAR, GL, ST, SST	Recommended locations for water sports. Instructor vigilance
Collisions with other objects on water	PAR, GL	Participants aware of activity area and out of bounds areas. Group control and clear safety brief prior to activity. Participants aware of other activities on water.

Site Specific Condover Hall (Bomere Lake)

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Car Park and Vehicles	Participants, Group leaders and JCA Staff	Groups are walked to the location by the water sports instructors and group control is maintained. Warm ups and games to be played on the beach.
Over hanging trees and bushes on to the lake	Participants, Group Leaders and JCA Staff	Instructors brief the participants to stay away from edges and within the buoys when on the water. The instructors are to be vigilant and inform the kayakers if they get too close to the trees or bushes. All participants and instructors wear helmets and buoyancy aids to protect them from hitting their heads or torso on branches.
Strains or injury from launching the Kayaks into the water	JCA Staff	Manual handling is controlled when participants are launching / recovering. Participants briefed on how to get onto kayaks.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Sand and grit in eyes	Participants, Group leaders and JCA Staff	Instructor vigilance. Briefing to rinse hands in lake if sand on hands. Ensure participants do not throw sand. Saline solution carried in first aid kits.
Blue green Algae	Participants, Group Leaders and JCA Staff	Slight algae blooming -briefing and advised to wash hands and shower if appropriate. Ensure cuts are covered. Visual checks and avoid getting wet in areas of slight algae bloom. Activity to be stopped if algae blooms are large or lake owner has been advised by Environmental Agency.
Contact with flora and fauna	Participants, Group leaders and JCA staff	Instructor vigilance. Lake monitored by Environmental agency and lake owners. Full safety briefing.
Contact with fishermen and fishing lines	Participants, Group leaders and JCA staff	Full safety brief including boundaries, Instructor vigilance.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:



WATER SPORTS - RAFT BUILDING - POOL

Date:

Name of person(s) carrying out risk assessment: **Position:**

Site:

Background Information

Definition:

Technical Advice:
Internal Technical advice is available from Matt Smith, Compliance & Operations Manager.

Supervision Ratios:
1 instructor to 12 active participants, with one additional supervising adult and a qualified lifeguard

Qualifications/Training:
Instructor is in house trained and there is always a qualified Lifeguard on duty

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Dropping equipment on feet/hands etc.	PAR, GL, ST, SST	Group control, Instructor/group leader helps with heavy/large equipment.
Rope Burn	PAR, GL, ST	Safety briefing, Group control.
Falling off raft when getting on and hitting head on side of pool.	PAR, GL	Safety briefing, Group control, Instructor vigilance. Instructor and group leaders to hold the raft still whilst the children get on. Helmets worn at all times.
Rafts colliding - limbs trapped	PAR, GL	Safety briefing, Group control.
Clients falling in water and getting over cold	PAR, GL	Limit static time in water, Don't allow clients on raft until end of session if cold, Allow plenty of time to change into warm clothes at session end.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Allergy to chemicals	PAR, GL, ST	Check medical information.
Sickness due to swallowing water	PAR, GL	Safety briefing, Group control.
Clients falling in and banging head on bottom of pool	PAR, GL	Safety briefing, Group control, Instructor vigilance. Helmets worn at all times.
Cuts/abrasions from equipment	PAR, GL, ST	Equipment regularly checked/maintained by SI, Daily checks by instructor.
Slipping / tripping on edge of pool.	PAR, GL, ST, SST	No running on poolside. Launching/landing areas free from hazards.
Drowning	PAR, GL, ST	All group leaders and participants wear BA's, Session cancelled in poor conditions. Instructors, Participants are told not to tie themselves onto the raft and are shown a safe way of sitting on the raft that avoids entrapment. (should the raft flip). Qualified Lifeguard on duty.
Secondary drowning	PAR, GL, ST, SST	Instructor vigilance, Safety briefing.
Hypothermia	PAR, GL, ST	An instructor in attendance and vigilant, Instructor is first aid qualified,
Falling over while carrying equipment on dry land.	PAR, GL, ST, SST	Sessions are curtailed in poor conditions, Manual handling is controlled when participants are launching / recovering, All group leaders and participants wear helmets.
Falling over whilst on the equipment	PAR, GL, ST, SST	Sessions are curtailed in poor conditions, Manual handling is controlled when group leaders and participants are launching / recovering, All group leaders and participants wear helmets,
Collisions with other objects on water	PAR, GL	group leaders and participants are encouraged to seek support from others when standing on a raft. Participants aware of activity area and out of bounds areas. Group control and clear safety brief prior to activity. Participants aware of other activities on water.

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:



WATER SPORTS – SIT ON TOP KAYAK (LAKE)

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Background Information

Definition:

Technical Advice:

Internal Technical advice is available from Matt Smith, Compliance & Operations Manager. External Technical advice is available from Sam Roberts

Supervision Ratios:

1 instructor to 8 active participants, with one additional supervising adult.

Qualifications/Training:

Water-sports Instructors qualified to UKCC Level 1 and hold 2* Kayak/Canoe and Foundation Safety Rescue, and are supervised by a Senior Water-sports instructor who holds a UKCC Level 2.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Wells Disease.	PAR, GL, ST, SST	Recommended locations for water sports. Instructor vigilance.
Hit the bank or bottom of lake when capsized.	PAR, GL, ST	Full safety briefing, Group control, Helmets and wetsuits to be worn at all times.
Hypothermia	PAR, GL, ST	Make sure all clients wear suitable clothing at all times Session alternatives in severe weather conditions.
Hit by equipment.	PAR, GL, ST	Helmets to be worn at all times, Group control.
Drowning.	PAR, GL, ST	Buoyancy aids worn at all times, Instructor vigilance.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Secondary drowning.	PAR, GL, ST	Instructor vigilance, Safety briefing.
Collisions with other objects on water.	PAR, GL	Participants aware of activity area and out of bounds areas. Group control and clear safety brief prior to activity. Participants aware of other activities on water.
Falling over while carrying equipment on dry land.	PAR, GL, ST, SST	Sessions are curtailed in poor conditions, Manual handling is controlled when participants are launching / recovering, All group leaders and participants wear helmets.
Sickness due to swallowing water.	PAR, GL	Recommended locations for water sports.
Slipping / tripping on edge of lake.	PAR, GL, ST, SST	Instructor vigilance and thorough Safety briefing, Group control. Mats in place to prevent slipping, No running on lakeside. Launching/landing areas free from hazards.

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Farm machinery and vehicles	PAR, GL, ST, SST	Groups are walked to the location by the water sports instructors and group control is maintained. The Farm is made aware of the times of the Sit on Top Kayak sessions so they are aware of groups in the vicinity and traffic movement is kept to a minimum. No farm vehicles go near the lake side when sessions are taking place
Over hanging trees and bushes on to the lake	PAR, GL, ST, SST	Instructors brief the participants to stay away from edges and within the buoys when on the water. The instructors are to be vigilant and inform the kayakers if they get too close to the trees or bushes. All participants and instructors wear helmets and buoyancy aids to protect them from hitting their heads or torso on branches.
Strains or injury from launching the Kayaks into the water	ST,	Only JCA Water sports staff should launch the Kayaks into the water. Instructors should follow best practice for Manual Handling as per the companies health and safety training. Staff are trained the correct way to launch the kayaks by the companies technical advisor.

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall- Bomere Lake

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Car Park and Vehicles	ALL	Groups are walked to the location by the water sports instructors and group control is maintained. Warm ups and games to be played on the beach.
Over hanging trees and bushes on to the lake	ALL	Instructors brief the participants to stay away from edges and within the buoys when on the water. The instructors are to be vigilant and inform the kayakers if they get too close to the trees or bushes. All participants and instructors wear helmets and buoyancy aids to protect them from hitting their heads or torso on branches.
Strains or injury from launching the Kayaks into the water	ALL	Manual handling is controlled when participants are launching / recovering. Participants briefed on how to get onto kayaks.
Sand and grit in eyes	ALL	Instructor vigilance. Briefing to rinse hands in lake if sand on hands. Ensure participants do not throw sand. Saline solution carried in first aid kits.
Blue Green Algae contamination	ALL	During periods where Algae blooms are likely or small blooms/ evidence spotted- close monitoring will be carried out by JCA and lake owners, Clear briefing and advice to wash hands and shower. Wet suits worn and cuts are covered. Avoidance of getting wet in areas of slight algae bloom. . Equipment sanitised at the end of each day. Showers recommended. Alternative activity at JCA site will be organised for water sports groups if there is any risk of contamination with increasing algae blooms /evidence. Environment agency advice sought.
Contact with flora and fauna	Participants, Group leaders and JCA staff	Instructor vigilance. Lake monitored by Environmental agency and lake owners. Full safety briefing.
Contact with fishermen and fishing lines	Participants, Group leaders and JCA staff	Full safety brief including boundaries, Instructor vigilance.



Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

Date for next review:

WET & WACKY

Date:

Name of person(s) carrying out risk assessment:

Position:

Site:

Background Information

Definition:

A fun session taking place in the swimming pool on site. Participants play games in teams; it could also include a game of water-polo.



Technical Advice:

Onsite Technical advice is available from Qualified Senior Instructors, Centre Managers or activity trainers.

Supervision Ratios:

1 instructor to 24 active participants, with one additional supervising adult and a qualified Lifeguard.

Qualifications/Training:

Instructor trained and assessed 'in house' and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Drowning	PAR, GL, ST	Professionally qualified life guards on duty at all times Check school information for swimming ability, No non swimmers out of depth.
Slipping and falling on poolside	PAR, GL, ST	No running on poolside.
Allergy to chemicals	PAR, GL, ST	Check medical information. Pools are checked regularly to ensure that the chemical levels are correct by a trained member of staff
Participant panics whilst under water	PAR, GL, ST	Ensure confident beforehand, Full safety briefing, No games to be played where participants must be submerged.
Participants hit by thrown objects (e.g. Balls)	PAR, GL, ST	Instructor vigilance, Safety briefing.
Secondary drowning	PAR, GL, ST, SST	Instructor vigilance, Safety briefing.
Impacting on bottom of pool	PAR, GL, ST	Follow swimming pool guidelines – full safety briefing. Group control. No Diving.
Boisterous play during session.	PAR, GL.	Instructor and Lifeguard vigilance. Clear safety briefing and pool rules explained at beginning of the session

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
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Signature of person(s) carrying out risk assessment:

ZIP WIRE

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Background Information

Definition:

A high end adrenaline activity, involving the participants descending a zip wire at speed.

Technical Advice:

Internal Technical advice is available from Matt Smith, Compliance & Operations Manager. External Technical advice is available from Keith Fleming.



Supervision Ratios:

1 instructor to 12 active participants and an additional instructor to lower the participants at the bottom of the wire, with one additional supervising adult

Qualifications/Training:

Instructor trained 'in house' and assessed by MIA/MIC and is familiarised with the session plan and risk assessment.

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Being hit by falling objects	PAR, GL, ST	All objects secured on platform, Helmets worn at all times, Safety area situated appropriate distance away from zip wire. No one allowed under the wire unless instructed by the instructors, under the wire to be kept clear when participant is ready to descend the wire.
Fall whilst ascending/descending on access steps	PAR, GL, ST	Helmets worn at all times, Appropriate footwear checked by instructor beforehand.
Fall from Platform	PAR, GL, ST	All clients are clipped to safety rope slings before accessing the top of the platform.
Tripping over ground anchors	PAR, GL, ST	All trip hazards are made highly visible, access is limited to certain areas and sharp edges are softened, Warning signs to advise of authorised access only.
Objects caught in metal work.	PAR, GL, ST	Hair tied back and tucked inside clothing if long enough, Clothing tucked inside harness and loose strings and toggles tucked away, Instructor monitors and checks at the top of platform before allowing the participant to descend.
Abseil rope failure	PAR, GL	Visual check by qualified Instructor, Participants still connected to Safety rope
Safety rope failure	PAR, GL, ST	Visual check by qualified Instructor, Participants still connected to Abseil rope
Instructor incorrectly attaching participant to Zip Wire	PAR, GL	All instructors are assessed by MIA/ MIC.
Falling out of harness as incorrectly fastened	PAR, GL	All clothing is inside harness; all harnesses are visually checked by instructor. All participants wear a chest harness. All instructors are assessed by MIA/MIC.
Abnormal configuration of abseil device on karabiner	PAR, GL	Visual check by instructor, Participant is connected to Safety rope as a backup.
Rope burns to hands	PAR, GL, ST	Slow and controlled lowering by the instructor, participants keep hands clear of ropes.
Structural failure	ALL	Platform erected by qualified builders and plans are provided, Daily fit to open and visual checks, Weekly inspection by a suitably qualified person.
Partial collapse	ALL	Platform erected by qualified builders and plans are provided, Daily fit to open and visual checks, Weekly inspection by a suitably qualified person.
Unauthorised use	ALL	Signage in place to advise of restricted access. Instructor vigilance during group session.
Injury from being lowered from wire too fast.	ALL	Instructors at the bottom of Zip wire lower under control and at a suitable speed.
Adverse weather conditions - high winds	PAR, GL, ST	Weather forecast for local area monitored for adverse windy conditions likely to occur during



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Adverse weather conditions -Lightening	PAR, GL, ST	<p>day by senior staff and instructors to be made aware. Activity cancelled if necessary. After period of high winds zip wire to be checked for hanging branches in 'fit to open' checks. Any dangers to be reported and risk of using site assessed.</p> <p>Weather forecast for local area monitored for adverse conditions likely to occur during day by senior staff and instructors to be made aware. Activity cancelled as soon as Lightning and or thunder can be seen / heard in the distance. If lightning occurs suddenly then the group should vacate the area immediately. 30minutes should then be given from the last sight of lightening to the activity recommencing.</p>

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					
3					
4					
5					

Signature of person(s) carrying out risk assessment:

Date for next review:



GENERAL AND 'OUT OF ACTIVITY TIME' RISKS

General risks for all activities

Date: _____

Name of person(s) carrying out risk assessment: _____ Position: _____

Site: _____

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Health & Welfare		
Anaphylactic shock	ALL	All instructors, participants & group leaders to carry medication as necessary, prior awareness of all serious allergies.
Anxiety Attack	ALL	Ensure everybody is comfortable with the task, all instructors cover action to take during first aid training.
Asthma attack	ALL	All participants and group leaders to carry inhalers as necessary, prior awareness of all potential triggers.
Dehydration	ALL	Participants bring water bottles to all sessions, Instructors to carry additional water when offsite.
Diabetic attacks	ALL	All participants & group leaders to carry medication as necessary & dextrose tablets/sweet drinks in first aid kits when off site.
Epileptic fits	ALL	All appropriate individuals to carry medication as necessary.
Hypothermia	ALL	Correct clothing for environment working in, appropriate equipment used for activities, observation by instructor.
Insect bites/scratches/ allergies	ALL	Instructors to be alert, appropriate medication for known allergies.
Slipping/tripping	ALL	Group control by instructor, observation by participants and group leaders, safety check of activity area and removal of hazards.
Lightning strike	ALL	Weather conditions observed and session cancelled where necessary.
Injury from Hail and Heavy Snow	ALL	Weather conditions observed and session cancelled where necessary.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Sunburn	ALL	Instructors to monitor heat conditions and effects on group, Personal sun block/hat/glasses to be worn.
Terrain		
Major land/cliff subsidence	ALL	Constant surveillance of path and cliff condition, rekey visit after prolonged and heavy rainfall.
Hit by falling tree/branch	ALL	Grounds well maintained and activities altered during high winds.
Contamination/injury from animals	ALL	If domesticated animals nearby include in safety briefing to clients, stray animals dealt with by authorised officials, instructor vigilance.
Equipment		
Injury from incorrect use of activity equipment	ALL	Participants and group leaders given full safety briefing on arrival to highlight out of bounds areas, all equipment stored appropriately, full training given to instructors to ensure correct safety briefing is given to clients.
General		
Abduction by unknown adults	ALL	General observation, instructors to approach those without uniform/name badges, all group leaders are issued with name badges.

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Falling in to Cound Brook	PART	Clear instructor briefings on site tour re out of bounds areas and free time areas. Clear visiting staff 'out of activity' responsibilities .Visiting staff vigilance of groups
Collision with cars moving along front drive and car park area , back exit drive	PART	Clear brief to visiting staff to monitor groups when travelling independently from area to area- They should expect slow moving cars and should organise their children safely. Particular care needed when arriving and leaving the restaurant driveways and .Control of children when cars travelling. Speed limits in place.
Children leaving the site through back barrier and front gate and going on to main road unsupervised	PART	Clear instructor briefings on site tour re out of bounds areas and free time areas. Clear visiting staff 'out of activity' responsibilities .Visiting staff vigilance of groups particularly vulnerable children.
Climbing and falling in to compactor.	PART	Clear instructor briefings on site tour re out of bounds areas and free time areas. Clear visiting staff 'out of activity' responsibilities .Visiting staff vigilance of groups. Compactor gate locked



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
		when not in use.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
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Signature of person(s) carrying out risk assessment:

Date for next review:



ACCOMMODATION

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Fingers jammed in door	ALL	Ensure doors are not left open, All people made aware of risk.
Falling out of bed	ALL	All elevated beds comply with HSE safety guidance.
Injury from falling out of window	ALL	All windows on 1 st floor and above to be prevented from opening fully.
Horseplay	ALL	Accommodation rules made clear to all guests and staff.
Unauthorised access	ALL	All accommodation is lockable. A member of staff ensures that all areas are secured when empty and also at night. Security guards/ Night Porters employed at public sites for night patrol, Staff vigilance.
Unauthorised access to accommodation areas	ALL	Entrances all secured with locks or security key pads Security guards/ Night Porters employed at public sites for night patrol, Staff vigilance.

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Falling from Balcony	ALL	All balconies/barriers are at a suitable height and meet guidelines set by STF and HSE.

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Falling from access ramps bridge to Hancock/Thorpe	ALL	All barriers are at a suitable height and meet guidelines set by STF and HSE.



Action Plan

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1					
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Signature of person(s) carrying out risk assessment:

Date for next review:

DINING ROOM

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Allergic Reaction	ALL	Dietary requirements obtained from all persons on site and supplied to the catering team.



What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Slip on floor	ALL	Dining room kept clean at all times with clear signage in place when cleaning is in progress.
Burn from food/drink	ALL	Food temperature checked before food is served. All persons advised as to heat of food Hot drinks served to participants by adults at all times. Participants never served piping hot drinks.
Injury from broken cutlery/glass	ALL	JCA and site staff vigilance, all breakages cleaned up and disposed ASAP.

Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Collision with car on leaving/ heading to the restaurant	ALL	High vigilance by visiting staff of children leaving/ travelling to restaurant. Briefing group on arrival of risk of vehicles travelling on site.

Action Plan

No	Further Action Required	Action by Whom	Action by When	Completed By	Completed Date
1					
2					
3					
4					
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Signature of person(s) carrying out risk assessment:

Date for next review:

SITE & BUILDINGS - GENERAL

Date:

Name of person(s) carrying out risk assessment: Position:

Site:

Generic

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)
Unauthorised access	ALL	All buildings are lockable. A member of staff ensures that all areas are secured when empty and also at night. Security guards/ Night Porters employed at public sites for night patrol, Staff vigilance.
Fire	ALL	All centres fitted with fire detection system appropriate to type of accommodation provision, Regular fire drills held on incoming nights, Senior staff trained in fire prevention.
Over crowding	ALL	Groups managed through appropriate timetabling for venue sizes.
Injury from stairs and above ground access	ALL	Out of bounds areas shown at start of the week.
Reaction/access to cleaning chemicals	ALL	Cleaning chemicals are to be secured when not in use.
Injury from moving Vehicles/Traffic	ALL	All roads & boundaries explained during site tour, instructors to lead participants across roads during session.
Unauthorised areas	ALL	Out of bounds area to be shown during site tour.
Unsupervised clients	PAR	Group Leaders to be in loco parentis during free time.
Onsite activities – i.e. play areas	ALL	Group Leaders to be in loco parentis during free time.



Site Specific Croft Farm

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Rookesbury Park School

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Site Specific Mill Rythe

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)



Site Specific Condover Hall

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)

Action Plan

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1					
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Signature of person(s) carrying out risk assessment:

Date for next review:

