



ADVENTURE ACTIVITIES

Risk Benefit Analysis

	Edited by	Last Review
Role	Head of Activities	Chief Executive Officer
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1. Purpose of the document

This document is the Code of Practice for Stubbers Adventure Centre and Stubbers Training Ltd and along with practices and procedures detailed in the Staff Handbook, includes safe practice in outdoor activities.

The procedures have been formulated with due consideration to the obligations of the Health & Safety at Work legislation, particularly where it relates to the management systems necessary to ensure the health and safety of employees and clients in outdoor activities.

This document therefore represents part of the company's formal response to its responsibilities under the Health and Safety at Work Act 1974 and associated regulations. This includes ensuring that all reasonable safety precautions are in place for those engaged in activities under the auspices of Stubbers Adventure Centre. In addition, the company has adopted the Code of Practice produced by the Adventurous Activity Licensing Service and operates within the guidelines produced by the local education authority.

1.2. Criteria

The criteria for safety within these Codes of Practice are not open to compromise. The criteria have, however, been kept to an essential minimum to allow trained and experienced persons to make their own judgements in particular situations and because it is impossible to cover every possible circumstance or occurrence. Instructor guidelines are included. These are intended to assist the instructor in enhancing the safety of Adventurers their charge.

1.3. Responsibilities

The role of an instructor places a great responsibility on the individual. The degree to which this is the case is readily apparent from this document. However, the company and in particular the Managing Director does bear responsibility for the actions of the instructional staff. In meeting its responsibilities, the company will make provision for suitable and safe equipment to be available; appropriate instructor to adventurer ratios to be maintained; and for instructors to receive necessary training.

In stating responsibilities clearly, it is also recognised that the need for flexibility within an instructional session is desirable. Within the requirements of safe practice contained in this document are opportunities for instructors to respond to the needs of their charges on a particular occasion.

1.4. Discretion

Welfare of Adventurers is the primary concern. It is therefore more important that there is adequate supervision with regard to factors such as venue, weather conditions and age of group than to such things as rigidly adhering to instructor to Adventurer ratios. Responsible instructors will be encouraged to exercise discretion in operating within the Codes of Practice.

1.5. Conclusion

It is recognised that the key to safe practise in outdoor activities is the training and competence of the instructional staff. This competence may readily be demonstrated through the holding of national governing body qualifications or through Stubbers Adventure Centre's internal training and assessment policy.

This document is intended as a framework within which the instructors may exercise their competence and facilitate the safety, enjoyment and learning of Adventurers.

2.1 The Nature of Risk and Safety

Outdoor activities may also be described as adventure activities. They may be engaged in for a wide range of personal, physical, social, or educational purposes and for the experience of adventure that accrues to each participant.

The experience of adventure is a subjective phenomenon. That which is stimulating to one individual may barely attract the attention of another; or another may be so scared by the same activity that it becomes a negative experience.

No value judgements should be applied to the response a client makes to adventure experiences. Inherent in challenge and adventure is an element of risk. It is recognised that all reasonable precautions should be taken to reduce the element of risk without an activity becoming so boring as to devalue it completely.

Stubbers Adventure Centre is concerned with managing risk so that the adventure deriving from perceived risk to the client is balanced by an acceptably low actual risk that pertains through good management of the activity by the instructor and the organisation. Safety in outdoor activities derives from:

Identifying the hazard personally and for the group.

Relating the hazard to the client group and to the objective conditions (e.g., weather.)

Determining the risk, i.e., the likelihood of a hazard causing harm.

Managing the activity so that the risk is controlled.

Complete elimination of risk is not possible and perhaps not desirable, and therefore guarantees of safety cannot be given, but assurances can be given that all reasonable care and sensible preparatory arrangements have been taken.

2.2 Principles of Safety

Safe practice is an attitude of mind, a way of life; it is a blend of confidence, competence, and adaptability in the handling of potential dangers without causing unnecessary risks of physical or psychological harm.

In the interests of safety, it may be necessary to cancel or modify activities due to adverse weather conditions, unavailability of appropriate back up or the changing needs of clients.

It follows, therefore, that there are two principal strands in ensuring safe practice within an outdoor activity programme.

Firstly, that instructional staff are trained and competent in both the technical and in the social and leadership skills required.

Secondly, that a framework is in place within which instructional staff competences can be identified. Within this framework of organisational practices and procedures, instructors can exercise sound judgement to meet the needs of their clients, whilst fulfilling their responsibilities to the organisation.

Effective communication is critical to all aspects of safe practice, between the management and the instructors and between the instructors and their clients. Strategies are in place to ensure communication takes place effectively.

2.3 Management and Responsibility for Safety and Good Practice

The responsibility for overall safety within the Centre lies with the Board of Trustees and is delegated to the Chief Executive Officer. The Chief Executive Office may in turn delegate the implementation and supervision of safety arrangements in outdoor activities to The Head of Activities / Chief Instructor.

The Centre recognises its responsibility to exercise a duty of care for all participants in outdoor activity programmes. The Centre also recognises its obligations under Health and Safety legislation. In particular, those under Section 2.1, duties to employees; Section 2.3, the formulation of a written safety policy; and Section 3.1, duties to others.

The Chief Executive is Responsible for:

Creating and implementing safety policies and procedures that meet or exceed industry standards. These policies should cover all aspects of the adventure centre's operations, including activity protocols, equipment maintenance, emergency response plans and staff training

Fostering a culture of safety throughout the organisation, leading by example, emphasising the importance of safety in all aspects of adventure centre operations.

Prioritising the continuous improvement in safety practices practises and procedures. This includes staying updated on industry advancements, seeking feedback from visitors and staff, and implementing necessary changes to enhance safety standards.

Establishing comprehensive emergency response plans and ensure that all staff are trained on these protocols, This includes conducting regular drills and exercises to test the effectiveness of emergency procedures.

Compliance with all relevant local and statutory regulations in regard to safety. This includes obtaining necessary permits and licences, adhering to building and fire codes, and following industry specific guidelines.

The Head of Centre is responsible for;

Monitoring of "value for money" and customer satisfaction

Customer complaints or feedback are responded to satisfactorily and promptly

Allocation of sufficient resources, both financial and human, to ensure the safety of visitors and staff..

The Head for Activities is responsible for:

Ensuring that all staff members are appropriately trained and qualified to perform their duties safely.

Delivery of adventure activities to the standards and quality required by company policies and operating procedures.

The implementation and monitoring of the safety policy, the response to emergency situations and the investigation of incidents.

The appropriate training and development of the instructional staff.

Advising group leaders of their responsibilities whilst in *loco parentis* to gather consent forms and other relevant information from participants and to forward essential information to the Centre.

Gathering consent forms and other relevant information from participants who are unaccompanied young people and for who the Managing Director is in *loco parentis*.

Providing client groups with staff lists and qualifications on request.

Providing client groups with relevant information on safety and good practice.

The Duty Manager is responsible for:

providing the client with an appropriately qualified and competent instructor / supervisor.

Instructing staff are aware of and comply with SOPS and training plans.

provision of serviceable equipment.

first response to activity-related incidents and follow-up of incident or accident reports.

Each instructor is responsible:

to the clients in their charge to ensure the outdoor activity experience is safe, enjoyable and provides learning opportunities.

for the operation of the outdoor activity programme within the standard operating procedures and training plans.

for reporting ongoing “dynamic” risk assessments made during the course of their duties.

Reporting of incidents and accidents.

Visiting teachers or adults in charge of a group:

Whilst not technically competent in outdoor activities remain *in loco parentis* and retain primary responsibility for always supervising their charges. If the visiting teacher becomes concerned about the safe conduct of the activity, they retain the responsibility for withdrawing their charges from the activity.

The Adventurer (Any participant)

Embedded in our delivery of adventure activities is the inclusion of the adventurer in the decision of the risks and benefits of their participation in the activity taking into consideration their confidence, their competence and any other conditions particular to that individual. The option not to participate should always be available in a challenge by choice setting.

Complaints Procedure

In the event that a client or adventurer has a complaint regarding delivery of an activity session or concerns regarding safety the complaint or feedback is escalated as follows:

Client or adventurer raises the complaint or feedback direct to the instructor.

The client, adventurer or instructor refer the complaint or feedback to the Duty Manager

Duty Manager responds to or resolves the complaint or feedback in consultation with Head of Activities

If not resolved to the satisfaction of the client or adventurer, they submit their complaint or feedback in writing or by email for the attention of the Head of Centre

Insurance

Employers' Liability: Stubbers Adventure Centre is required by law, and therefore holds Employers' Liability Insurance. This covers legal liability towards employees in the event of injury arising out of and in the course of employment.

Public Liability: This insures the Centre against any legal liability towards guests or members of the public. If there were to be an accident involving guests for which the Centre or an instructor or member of staff was held to be legally liable (i.e., negligence was proven) then this Policy would stand behind both the Centre and the staff member in the event of damages being awarded.

Risk Assessment

There is a danger of believing that absolute safety can be guaranteed. Whilst risk assessments and risk management can increase the safety margin in outdoor activities there is no sense in which a risk assessment can be regarded as complete. This is true of an assessment of potential psychological danger as well as physical danger.

Strategies are in place in the Centre whereby the results of risk assessments can be disseminated in the instructional team and appropriate action taken. (Instructors' meetings, risk benefit analysis, etc.)

For each activity an initial risk assessment has been made, the results recorded and incorporated in the relevant standard operating procedures. This risk assessment is intended to establish the criteria for

safe practice. Risk Benefit analysis is conducted first to identify the Benefits of an activity before weighing up the risks and their control measures.

2.7 Risk benefit statement:

In line with Stubbers mission statement we recognise that adventure activities allow young people to develop by meeting challenges they do not necessarily face every day and experience a sense of achievement in overcoming them. This document is not intended to be an excuse for any injury that occurs, and we aim to control significant hazards and risks appropriately. Some degree of risk is unavoidable if the sense of adventure and excitement is to be achieved. When we think about managing the risks, we believe that the benefits of the activity must also be considered.

The key message of the HSE's 2012 publication: Children's play and Leisure – Promoting a balanced approach: states that "Play is great for children's well-being and development. When planning and providing play opportunities, the goal is not to eliminate risk, but to weigh up the risks and benefits. "No child will learn about risk if they are wrapped in cotton wool."

Stubbers Adventure Centre's risk benefit analysis has been written to consider the benefits of adventurers doing an activity when controlling the significant hazards and risks involved.

2.8 Dynamic risk assessment:

Further to the control measures identified within this document, Instructors will carry out ongoing dynamic risk assessment to identify any developing hazards and intervening accordingly. The nature of dynamic risk assessment is such that it is a real time, minute by minute assessment that does not lend itself to being recorded. It will be influenced by many factors including weather, confidence and competence of adventurers, group dynamic, external influences.

2.7 Equipment

All outdoor activity equipment will meet the national and international standards.

Life jackets:	BS3595 (CEN 100N or 150N) EC standard
Buoyancy aids:	BC/BACT Standard BA 83 (CEN 50N)
Helmets:	Water sports - of a design recommended by the BC/RYA
	All Terrain boarding - activity - UIAGM standards
Ropes / Climbing equipment	UIAGM standards

All of the equipment is checked for damage regularly, the performance tested where relevant. The results of tests will be recorded in a logbook.

Provision of equipment will be made to instructors in compliance with the Personal Protective Equipment at Work Regulations 1992, and to clients as a response to the Centre's duty of care and duties to others under the Health and Safety at Work etc Act 1974.

Training, Development and Assessment of Staff

Training will take place on the following occasions:

- Induction
- Initial job training
- Due to changed circumstances.
- Refresher training.

Training will include the need for instructors to undertake and communicate ongoing risk assessments.

Training reviews and training need analyses will take place throughout the year and specifically during each instructor's annual performance review. Where they are available, the coaching/leadership qualifications of the national governing bodies (NGB's) will be the focus of training activity.

2.8 Staff qualifications and training

All staff are competent to lead the activities that they deliver. Competent means that they:

hold an appropriate NGB award and / or will have been trained and assessed by a technical advisor or appropriately qualified and nominated member of Stubbers management team as detailed.

have completed a documented induction process including Health and safety training.

o are regularly monitored by the Management team for coaching feedback and safety standards. This will be recorded and reviewed regularly.

o are given the opportunity to keep current either by running sessions, practising with peers or on toolbox talks (training updates).

Where NGB qualifications are not available and where an instructor is engaged in initial job training, a centre assessment procedure will be implemented to verify an instructor's suitability to deliver particular activity sessions. Central records are kept in the centre of each instructor's qualifications to instruct a particular activity. These are readily available to enquirers.

The training of instructors for activity sessions is carried out by appropriately qualified and/or experienced staff.

Where recommended by the AALA, a Technical Advisor has been nominated to advise on matters of policy / procedures and equipment and where necessary, to sign staff as competent to lead an activity with reference to the AALS guidance for minimum qualifications to lead "in scope" activities. For each activity zone, a Lead trainer has been appointed who will be responsible for procedures and training standards in their appointed area.

Table 1. Technical Advisors

Zone	Sub Category	Stubbers Staff Advisor	Relevant Qualifications	External Technical Advisor
Water sports	Sailing	Ben maycock	DI, PBI, safety boat provider	RYA Recognised and inspected
	Paddle sports	Ben Maycock	British Canoeing: Open Water SUP Coach, sheltered water canoe and kayak coach Level 2 Kayak Coach, PSR provider, PSI provider, Bell Boat Helm provider	Phil Hadley [British Canoeing National Trainer, British Canoeing Core Coach Trainer – Kayak, Canoe, SUP, Bell Boat]
Towers	Towers	Ben Maycock Shelley Tough	ERCA International. ERCA generic rescuer, CWA training, SPA Training	Paolo Fubini, Arrampica Ltd ERCA Trainer, MIA
Target Sports	Rifles	Ben Maycock & Shelley Tough	NSRA coach	Reference to NSRA
	Archery	Shelley Tough	Archery GB Coach	Reference to Archery GB
	Laser Combat	Shelley tough	Experience only	n/a
	Axe throwing	Bob Edwards	Experience	Reference to WATF
Motorsports	Water Based	Ben Maycock	RYA PWI, PBI, and Safety Boat provider.	RYA Recognised and inspected
	Land based	Bob Edwards (Stubbers CEO)	EASI Trainer BORDA/LANTRA Higher	EASI

	Activity	Bob Edwards	Ben Maycock	Charlotte Howie	Shelley Tough	Abby Tyler	Louis clarke	Jordan Fricker	Brodie Riches	Scott Couper	External Training/with the managers descretion *.
Water Sports	Bell Boating/kata kanu	x	x		x	X	X	x	x	X	Bell boat helm provider or psi with stubbers sign off with 2 season exp
	Open Canoeing	x	x		x	X	X	x	X	X	PSI with Stubbers sign off with 2 seasons exp
	Double Kayaking	x	x		x	X	X	X	X	X	PSI with Stubbers sign off with 2 seasons exp
	Raft Building	x	x		x	X	Training	X	x	X	BSUPA level 1 or PSI with Stubbers sign off with 2 seasons exp
	Kayaking	x	x		x	X	X	X	X	X	PSI with Stubbers sign off with 2 seasons exp
	XL paddleboarding	x	x		x	x	X	X	X	X	BSUPA level 1 or PSI with Stubbers sign off with 2 seasons exp
	Paddle boarding	x	x		x	x	X	x	X	X	BSUPA level 1 or PSI with Stubbers sign off with 2 seasons exp
	Sailing		x	x	x					X	Dinghy Instructor or above
Towers	Abseiling	x	x	x	x	x		t/o	t/o		Arrampica Ltd Stubbers Site Specific ERCA certificate or Relevant ERCA certificate with Stubbers Site Specific Sign off from Ben M, Shelley (Generic Rescuer/Full ERCA)
	Climbing	x	x	x	x	x		t/o	t/o		
	Crate Stack	x	x	x	x	x		t/o	t/o		
	High ropes	x	x	x	x	x		t/o	t/o		
	Leap of Faith / Pamper Pole	x	x	x	x	x		t/o	t/o		
	Vertical Assault Course	x	x	x	x	x		t/o	t/o		
Targets	Archery Combat	x	x	x	x	x	training	X	assist		archery Gb or 3 seasonal exp with in house sign off
	Archery	x	x	x	x	x	training	X	assist		archery Gb or 3 seasonal exp with in house sign off

	Axe Throwing	x	x	x	x	x	train ing	X	ass ist		3 seasons exp with in house sign off
	Laser Tag	x	x	x	x	x	train ing	x	x	x	3 seasons exp with in house sign off
	Rifle shooting	x	x	x	x	x	train ing	X	x	assis t	NSRA or 3season exp with in house sign off
Motor Sports	Jet Ski Rides	x	x		x	assis t		x	x	X	PWI plus 3 season exp or PWPC and 3 season exp with in house sign off
	Powerboat Rides	x	x		x	assis t		x	x	x	PBI or PB2 with 3 season exp
	banana rides	x	x		x	assis t		x	x	x	PWI plus 3 season exp or PWPC and 3 season exp with in house sign off
	Sofa ride	x	x					ass ist	ass ist	assi st	PWI plus 3 season exp or PWPC and 3 season exp with in house sign off
	4x4	x	x								5 years exp and approved by bob
	Safety Boat Cover	x	x	x	x	x		t/o	x	x	PBI or PB2 with or without safty boat with stubbers sign off and 2 season exp
	Quad Biking	x	assis t								EASI Rider or 4 years exp with in house sign off
Team Building	All Terrain Boarding	x	x		x			x	X		3 season exp and in house sign off
	Caving	x	x	x	x	x		X	X	X	3 season exp and in house sign off
	Grass Sledge	x	x	x	x	x		X	X	X	3 season exp and in house sign off
	Team Games	x	x	x	x	x		X	X	X	3 season exp and in house sign off
	Team Challenge	x	x	x	x	x	train ing	X	X	X	3 season exp and in house sign off
	Field Gun Run	x	x			x					5 years exp and approved by bob
Wild Camp	Bushcraft	x	x	x	x	x	Trai ning	X	X	X	3 season exp and in house sign off
	Orienteering	x	x	x	x	x	Trai ning	X	X	x	3 season exp and in house sign off

	Pioneering	x	x	x	x	x		x	X		3 season exp and in house sign off
	Pond Cross	x	x	x	x	x		X			3 season exp and in house sign off
	Bridge cross		x	x	x			X			3 season exp and in house sign off
	Woodland Construction	x	x			x		X			3 season exp and in house sign off
Park Activities	Pedalos	x	x	x	x	x	Training	X	X	X	
	Clip'n'Climb	x	x	x	x	x	?	X	x	x	3 seasons exp with in house sign off and ERCA
	Caving	x	x	x	x	x		x	x		3 seasons exp with in house sign off
											Louis, has been observed and don't training over the winter to get him up to speed and over the training weeks we will monitor his session

2.9 Manual Handling Operations

Stubbers Adventure Centre recognises its responsibility under the Manual Handling Operations Regulations 1992, as amended 2002, which state:

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury. Where it is not possible to avoid manual handling operations (MHO), an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Including the following:

As far as reasonably practicable to avoid MHO where there is a risk of injury (Regulation 4(1)(a).

Where it is not reasonably practicable to avoid MHO, to make an assessment based on the factors set out in the Schedule to the Regulations. There are four factors: the task, the load, the working environment, and individual capability.

To take steps to reduce the risk of injury to the lowest level reasonably practicable, and where it is reasonably practicable to give precise information on the weight of the load and the position of the centre of gravity if it is not located centrally in the load (Regulation 4 (1)(b)(ii).

To review the assessment if there is any reason to suspect that it is no longer valid, for example, if any injury were sustained while carrying out that manual operation (Regulation 4(2).

Manual handling undertaken by groups on activities will be closely supervised by the instructor and where guidelines have been set by the National Governing Body they will be adhered to.

3.1 Standard Operating Procedures - General

The Standard Operating Procedures form the Stubbers Adventure Centre's safe practice at work statements. The instructor will be trained, assessed and deemed competent before leading an activity session. Sessions should be conducted with the primary aims for the adventurer to:

- Learn.
- Be safe (as far as is reasonably practicable.)
- Have fun.

Responsibility for safety during an activity session lies with the instructor designated to conduct the activity. If parents, guardians or group leaders are present they retain responsibility for their children. In all other cases the instructor is in *loco parentis* which means they have to take responsibility as would be expected of a careful parent.

Consent forms will be obtained from the parent or guardian of unaccompanied young people for whom the Managing Director is in *loco parentis*. If, in their judgement, it becomes necessary to alter the duration or location of any activity the instructor will seek guidance from the Duty Activity Coordinator. Should it become necessary to cancel or shorten any activity session responsibility for the group remains with the designated instructor.

Where the safety of the group is at risk, the CEO will support the instructor's decision to terminate the session and/or return to the Centre if working at another location.

The instructor must be prepared to refuse to take an individual out on an activity if their inclusion in the group will jeopardise their own or the group's safety. The CEO will be supportive in such circumstances.

Equipment:

Instructors will be prepared for every reasonable eventuality.

Checks on the condition of Personal protective equipment should be made prior to use on each session. Repairs are to be carried out or the need for repairs reported in a defect log and to the person responsible.

Advice and example will be given on equipment use, care and transport, to develop in the adventurers a respect of equipment, e.g., climbing helmets must be carried carefully and put down the right way up.

If instructors use their own gear, they must discuss the responsibility of any risk to that gear with the Duty Activity Coordinator. Personal gear will be regarded as the Centre's in the event of it failing and an injury occurring.

3.2 Risk Assessment

Staff should accept responsibility for the continuing risk assessments and development of quality and good practice through feedback to regular instructors' meetings, activity memos, and access to Risk assessments where required. Instructors are expected to be aware of growing concerns relating to health matters, e.g., Weil's disease, and should take appropriate steps to protect and advise group members as per session briefing card.

Before and during a particular activity session and notwithstanding previous risk assessments, the instructor will analyse the activity on a basis of safety. The following points will be used in considering the needs of the adventurers undertaking the activity:

Assess the hazards in the activity.

Decide whether those hazards should be left alone, reduced or eliminated.

Take appropriate action consistent with good practice to contain the hazards at the required level. Such action might include:

Avoidance - where dangers cannot be contained.

Care - where skill and watchfulness can reduce the risk to acceptable levels.

Protection - where specific equipment is needed.

Variables to be considered are:

The activity itself, e.g., sailing, climbing, canoeing.

The leader - no two instructors will respond to other variables in exactly the same way.

The party - skilled exponents, novice or unfit.

The equipment - purpose-made or make do.

The weather - wind, rain, temperature.

The time available - daylight hours, travel time.

The venue - selected for appropriate needs.

Adventurers must not be allowed to attempt anything which is beyond the leader's own "instructional ability". This is defined as that standard at which he is competent to retrieve the situation with efficiency and confidence. A leader's operating level is normally well below his own ability except where technical difficulties can be adequately safeguarded and/or adventurers can be relied on to give positive assistance. It is appreciated that at some point - particularly when progression is made to lead climbing, white water canoeing, etc. the leader's direct control is markedly reduced. They must, therefore, be certain that appropriate skills have been mastered and adequate precautions taken before progression is made.

Adventurers must not be allowed to attempt anything beyond their safe limit as assessed by the instructor. An instructor's training and experience often give them better understanding of those limits than the adventurers themselves.

3.3. First Aid

Stubbers Adventure Centre recognises its responsibility under the Health and Safety (First Aid) Regulations 1981, SI 1981/917, which refers to employees and through a duty of care/risk assessment relate first aid to clients engaged in outdoor activity.

Instructional staff will all hold or be preparing for examination for a nationally recognised First Aid qualification. For minor injuries sustained during the course of work, First Aid materials may be used from Centre supplies.

Where the injury is of a more serious nature, a local doctor or hospital will carry out treatment. For instructional staff working off site, First Aid kits are supplied for use with adventurers in their charge. Replacements of those supplies will be made from the Centre's stock.

In all cases of administration of First Aid, an Accident Report form is completed. Accident Reports are monitored weekly by the Operations Manager and Activity Coordinators, monthly by the Managing Director. They are used in risk assessment to identify potential changes necessary to maintain safe practice.

The main First Aid station is:

- First Aid Room

Emergency First Aid kits are available in:

- Welcome centre.
- Customer information point.
- Boat shed workshop including eye wash.
- Wild camp zone.
- Water sports zone (The Cube)Target 'zone. Tower's zone.
- Source Coffee shop.
- The Lookout.

Waterproof plaster packs are located at:

- The Boating lake (Raft build store). The Cube – (Paddle sports lake) Sailing container.
- The Barn (Motor sports Lake).

First Response / Major Incident Bags are positioned at:

- Outside First Aid Room.
- Welcome Centre
- Estate Managers' site vehicle

Defibrilators are positioned at:

- Outside First Aid Room
- Welcome Centre

3.4 Emergency Procedure

Stubbers Emergency Operating Procedures are published separately to this document and available in hard copy in the Operations Room for immediate reference and on the IT system but can be summarised:

Administer first aid to the casualty; or contact duty staff to take care of the casualty.

Ensure the safety of the remainder of the group.

Seek aid and evacuation where appropriate.

Report to the Duty Coordinator or Managing Director.

N.B. Never assume a fatality.

The Duty Manager or other responding staff member will then implement the relevant "Emergency Operating Procedure" (E.O.P.)

Where a group working off site is overdue on its return from an activity session the relevant E.O.P for failure to return will be implemented.

Event Log: In the event of an emergency then a live log of events must be taken by an available member of staff on YAMMER for future reference and analysis.

3.5 Emergency Procedure Training

Stubbers Emergency Operating Procedures are aimed to be regularly tested with training exercises and drills.

Staff will be provided with a timeframe for when a Training Scenario will be taking place at Morning Meeting to ensure everyone is aware.

A Training Scenario will have a designated Training Leader whose role will be to observe, report, and review but they are not able to take part.

Scenarios will be initiated with a Radio Call of "All Stations All Stations this is {Call sign} there is a Incident at {Location} Repeat All Stations All Stations this is {Call sign} there is a Incident at {Location} {Call sign} is Training Leader" .From there on out the incident will be treated as an emergency and use to identify as part of the training scenario. Once the scenario has ended the Training leader will announce on the Radio "All Stations All Stations this is {Call sign} The Scenario has now ended" In the event an actual emergency arises then this will take priority and the Code Indigo event will be stopped.

Details exercise, date and time are to be recorded along with actions arising and lessons learnt

4.1 Environmental Issues

Access

A landowner or their representative has a right to ask you to leave their property and can use reasonable force to achieve eviction. If the trespasser still refuses the police can be called and a charge of Breach of the Peace is possible.

On a right of way, the landowner has no right whatsoever to ask people to leave - providing they are continuing their journey and have not stopped, e.g., for lunch.

In addition to these principles the reputation of the Centre can hinge on the way we treat other people's property. Access to activity sites will not be presumed and will be negotiated with landowners where appropriate.

Conservation

As an environmentally conscious organisation, the Centre expects more than an acquaintance with the Country Code. Participants in all sessions should be made aware of the environment they are in and actively encouraged to assist in conserving their environment.

Conservation is not the ability to name every plant or animal that we come across, rather it is an attitude that if used wisely can be a positive help in our outdoor education programmes. Problems can be avoided by sensible and knowledgeable use of the land, e.g., avoid areas where the landowners are known to be sensitive to walkers - in practice, very few are totally against outsiders. (N.B. a path is no evidence of a right of way).

Do not walk through a growing crop, and if the field has to be crossed, go around the edge, not straight across the middle. Use gates and styles. Search them out if need be. When leading off site activities, ensure that you are not using a Site of Special Scientific Interest (SSSI). Apart from any moral obligation to avoid these areas, climbing in such an area will almost certainly be restricted or illegal.

When walking you should know the following - is the area an SSSI or an AONB? Is it an ESA? Does it belong to a private landowner or the RSPB or NCC? Is it an NNR? The answers to these questions can radically affect both the use of and access to the land. All instructors should have a good basic local knowledge of these. The Essex Wildlife Trust (EWT) generally runs our local reserves.

When undertaking Field Studies, as well as all the foregoing, the instructor should avoid over sampling an area. Do not remove live animals unless they are required for genuine study. Return them to their habitat at the earliest convenient time.

Access and Conservation is a big subject, and these guidelines are no more than that. More information can be obtained from various books. For local knowledge and specific advice ask the Managing Director.

Common Abbreviations

AONB	Area of Outstanding Natural Beauty
ESA	Environmentally Sensitive Area
NCC	Nature Conservancy Council
NNR	National Nature Reserve
RSPB	Royal Society for the Protection of Birds
SSSI	Site of Special Scientific Interest

Template for Risk Benefit Analysis in this Document

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	Likelihood	Residual Risk
Name Hazard Detail informing what it is that is likely to cause harm	Reference Risk Level matrix . Identify worst case loss of hazard without control measures	Bullet point control measures in place to control hazard <ul style="list-style-type: none"> • Bullet point 1 • Bullet point 2 • Bullet point 3 <p>Risk VS Benefit Analysis Identify how the outcomes of the activity justify participation with a residual risk of Mod</p>	Reference Risk Level matrix . Identify new worst case loss of hazard with control measures	Use matrix below to create risk remaining AFTER present Control Measure

<p>Worst CASE LOSS</p> <p>Fatality - Death</p> <p>Major Injury eg - Fracture of the skull, spine or pelvis. Fracture of any bone in the arm or wrist but not in the hand, or in the leg but not in the foot. Amputation of a hand or foot or a finger, thumb or toe, or any part thereof if the joint or bone is completely severed. The loss of sight of an eye, penetrating injury to an eye or a chemical or hot metal burn to an eye. Injury or loss of consciousness resulting in either case from electric shock. Loss of consciousness resulting from absorption of any substance by inhalation, ingestion or through the skin. Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.</p> <p>Minor Injury - Small cuts grazes or injuries requiring minor medical assistance/treatment.</p> <p>Environmental Damage / Loss</p> <p>Equipment Damage</p>

	Risk Level
Likely	Occurs repeatedly / harm may be expected
Probable	Likely to occur several times
Possible	Could occur sometime
Remote	Unlikely, though conceivable
Improbable	So unlikely that the probability is close to zero

Worst Case Loss	Likelihood of Occurrence				
	Likely	Probable	Possible	Remote	Improbable
Fatality / Safeguard	SIG	SIG	SIG	MOD	INSIG
Major injury	SIG	SIG	MOD	INSIG	INSIG
Minor injury	MOD	MOD	INSIG	INSIG	INSIG
Environmental / Equipmnet damage	MOD	INSIG	INSIG	INSIG	INSIG

<p align="center">Residual Risk</p> <p>Significant Risks – The benefits of undertaking the activity do not justify acceptance of the residual risk.</p> <p>Moderate Risks – Moderate risks are acceptable where there are manifest beneficial outcomes of participation in the activity.</p> <p>Insignificant Risks – The residual risk is sufficiently low the probability of harm coming to the participant is close to zero</p> <p align="center">Importance of continuous monitoring</p> <p>Moderate and insignificant risks are not disregarded but are given second priority in terms of monitoring. It is always conceivable that risks categorized as moderate-level risks will become significant-level risks as a result of evidence form accident and near miss reports and changes in operational practices, legislative changes, etc. As a result, constant monitoring for such moderate-level categorized risks is equally recommended.</p>

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
Adventurous Activities on a 130-acre Multi Activity Centre - General				
Adventure activities can help students challenge themselves, cooperate on tasks, take real or perceived physical or emotional risks, trust in themselves and others, and solve problems with others' help and guidance. Risky activities are an important part of children's development, and children who experience risky activities are better at perceiving risk and have higher competence at navigating these risks				
Instructor: Competence Qualifications. Induction. Supervision. Experience.	Fatality	All staff are competent and confident to lead the activity that they deliver. Competent means that they: Hold an appropriate NGB award and / or will have been trained and assessed by a technical advisor or appropriately qualified and nominated member of Stubbers management team as detailed within 16.8 Training Matrix located in the Central File index. Have completed a documented induction process including Health and safety training. Staff will be regularly monitored by the Management team for coaching feedback and safety standards. This will be recorded and reviewed regularly. Staff are given the opportunity to keep current either by running sessions, practising with peers or on toolbox talks (training updates). Confident means that: The instructor is happy to lead the activity. The adventurers are matched to the experience of the instructor. The instructor is assessed as being in a suitable emotional and physical state to lead the activity.	remote	mod
Delayed response to an accident requiring assistance from additional staff.	fatality	All staff will carry a radio or alternate means of summoning assistance.	remote	mod
Jewellery, Body and facial piercings.	minor	Piercings to be removed or covered up. Jewellery to be removed if it poses a relevant hazard.	poss	insig
Lack of supervision.	fatality	Instructors will supervise based on a ratio of 1 Instructor to 12 Adventurers. Ratios may be exceeding when the individual activity risk assessment and or Instructor experience permits. In all cases the decision to exceed the ratio must be approved and recorded by the assistant activity manager . Once Instructors have taken responsibility for adventurers they should be under appropriate supervision as per the Supervision model as described in the Staff handbook. A regular head count should be carried out to ensure adventurers are all present. Responsibility will be verbally handed over to a group leader or teacher upon completion of each activity.	remote	mod
Incompetent assistant	major	Assistants on activities are included in ratios for the following activities unless they have evidence of competency: Kayaking Canoeing SUP Kata Kanu and Bell Boat The nominated Instructor has legal responsibility for Adventurers on their activity. This responsibility cannot be devolved to an assistant. For all other activity's assistants are to be given direction and put to gainful use to the limit of their ability.	remote	insig
Adventurers unprepared for weather conditions.	minor	Instructors are briefed on weather forecast daily. Instructors are to ensure that adventurers are appropriately dressed and should be prepared to adapt sessions to suit weather as appropriate. In the event of adverse weather sessions to respond appropriately as detailed within the session specific risk assessment.	probable	mod
Late comers to an activity that has already started.	major	Late comers to follow the same progression as the rest of the group. As soon as possible ensure that late comers are fully briefed and not advance the session until they have demonstrated competence and confidence. Ask for assistance as necessary.	remote	insig
Pre-existing medical conditions.	major	Disclosure form completed and signed by group leader. Verbal medical disclosure to instructor at the start of each session.	remote	insig
Inconsistent safety briefing information provided to adventurers	major	New Instructors provided with a "cue card" as aide memoir for safety brief format. Competent Instructors may memorise the format. Ability to deliver consistently will be included in monitoring check list	remote	
G2 - Vulnerable Adults and Under 8s				
As far as is safe and practical vulnerable children and adults should have access to adventurous activity experience				
Lack of risk awareness.	major	Groups of adventurers under 8 or with vulnerable adults will be accompanied by at least one adult carer or an additional member of Stubbers staff. Groups arriving with additional needs adventurers are recommended to bring adequate supervision for those with additional needs in line with their care requirements	possible	mod

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
		Instructors trained as part of their induction process to be mindful that young adventurers or vulnerable adults will have little or no awareness of personal safety or responsibility and should be prepared to modify the activity as they deem necessary.		
Reduced Attention Span	minor	Instructors trained as part of their induction be aware that younger adventurers and vulnerable adults will have a shorter attention span. Safety briefing may be broken into "bite size" chunks with a "driving test" or understanding check after each section to aid retention. Instructors should attempt to plan rest and toilet breaks into their session plans as required.	probable	mod

G3 - Religious Apparel During Activities

PPE compromised by Religious apparel	major	Risk disclosure to include: Briefing that religious apparel may affect adventurers ability to participate in the activity due to increased risk and Stubbers are able to provide: A private place to change /adjust their religious apparel in order to fit the required PPE which will checked by the instructor before taking part in the activity. Religious apparel is assessed on a case by case session by session basis. Where instructor is unsure of the effect of religious apparel they are to seek clearance from the Duty Manager prior to allowing adventurer to participate in the activity. Where safety of the adventurer is compromised by religious apparel then the adventurer is unable to partake in the activity	remote	insig
Turbans in Place of helmets	minor	Risk disclosure to include: Recommendation that a safety helmet may offer more protection. A private place to change /adjust their hair, turban or change into a helmet to be offered and checked before taking part in the activity. Following consultation with: - HSE, AALS, BMC, MLTE, Stubbers technical advisor and British Sikh Foundation. Turbans can be worn in lieu of helmets on all activities	remote	insig
Sharp objects on activities at height – eg Kirpan	major	Sharp objects with the potential to fall during the activity are not permitted to remain on the adventurer when they partake in the activity. While a Kirpan is ceremonial, so not necessarily sharp, it would inflict an injury if impacting form height. Instructor to check for objects with potential to fall as part of precommitment checks.	remote	insig
Sharp objects on activities in water – eg Kirpan	major	Risk disclosure to include: Briefing how sharp objects may affect the session equipment during the session and adventurers ability to participate in the activity.	remote	insig

1.0 Water Based Activities - General

Water is a common feature of the UK environment. Participation in water based activities exposes adventurers to the risks and ways to ensure their safety in and around water. Adventurers develop water safety awareness whilst challenging any fears they might have. Confidence is built along with coordination, cooperation, balance, communication and activity specific skills.

Drowning.	fatality	Safety procedures and risk disclosure will be included in the safety brief. All Adventurers will wear personal flotation devices (PFD). The instructor will check that this is correctly fitted before entering the water. All Adventurers under 18 will wear Watersports helmet. The instructor will check that this is correctly fitted before entering the water. (Specific to raft building & XL SUP) All Adventurers 18 or over will be advised to wear a Watersports helmet. The instructor will check that this is correctly fitted before entering the water. (Specific to raft building & XL SUP) The instructor should be within rescue reach of their group if they are not the first on and the last off the water. Therefore, able to reach adventurers quickly if required. Instructor will be suitably Qualified by the Relevant National Governing Body for the activity and signed off by the relevant Stubbers Staff. The instructor must put themselves in the best possible position to supervise the session and keep the group close together in a designated area. Boarding and alighting from Bell boats and Kata Kanu's should be closely supervised by the instructor. Safety Boat to be on Lake for all pre book watersports activities taking place. Stubbers Pre book activities ratios are 1:30 (additional person in safety boat) Instructed and coached sessions run to norm 1:12, Adventurers will be put in coloured tabards/bibs to help identify them easier. If coaching beginners or driving powered craft staff are required to have the appropriate NGB qualification and Stubbers in house competency. Instructors are encouraged to practice and pass on their skills to their colleagues. If practising, the following NGB levels of attainment are deemed acceptable: Sailing: RYA L2 Kayaking/Canoeing: BC Discover / 2-star award. SUP: Ready 2 Ride	remote	mod
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		Adventurers develop water safety awareness whilst challenging any fears they might have. Confidence is built along with coordination, cooperation, balance, communication and activity specific skills.		
Lightning Strike.	fatality	In the event of lightning, water sports activities should seek shelter off the water while a lightning storm is nearby. Weather report checked prior to activity taking place. In the event of lightning or Thunder strike activity is to stop immediately until deemed safe to return to activity	remote	mod
Hazardous weather conditions.	minor	Weather report checked prior to activity taking place. When planning session instructor will consider Wind direction and speed Chances of rain Temperature Where deemed inappropriate to carry out session a member of Stubbers Management will make the decision on whether the session is safe to go ahead.	possible	insig
Hypothermia.	major	Water and Air Temperature to be taken into consideration by the Instructor and session plan adapted as necessary. When the water temperature is below 20 degrees Celsius. Wet suits are a must for activities with higher risk of prolonged exposure. If water temperature is over 20 degrees Celsius and suitable wind temp and gusts, adventurers do not need	possible	mod
Water borne Hazards including Leptospirosis.	major	Group to be encouraged to shower after water sports and all open wounds to be covered. Water testing to take place in each lake used for water sports in 3 separate locations on each lake. Frequency of testing will be every 6 months with additional tests as required.	remote	insig
Adventurer wearing inappropriate clothing for activity	minor	Adventurers advised ahead of taking part in activity of appropriate clothing for the activity. Closed toe footwear is to be worn other than when: A Parent or Guardian is present and able to give consent for any under 18's not to wear shoes. A verbal risk disclosure to be given recommending that footwear should be worn due to underwater hazards by the shoreline, if they choose not to wear protection it is at their own risk. Whilst on jetty and pontoon areas at Coys lake, Jet Skis or inflatables. SUP Yoga lessons: Once anchored, shoes may be removed. Area in-front of paddleboard rack must be inspected at the beginning of each day for any hazards. Where necessary, the instructor will risk assess the individual's situation and make a justified appropriate decision and seek clearance from an Activity Co-Ordinator.	possible	insig
Animal borne biological Hazards.	major	Wild Animals who are ill or dead to be removed from the area safely prior to the session starting Animal excrement to be cleared from the area as part of session kit up	remote	insig
Equipment failure.	fatality	All equipment checked prior to use for the session PPE will be visually inspected: on issue, after fitting, during use and on return. After fitting equipment is to be inspected by the instructor methodically with the Adventurers stood static. Helmets and PFD's are subject to a recorded quarterly inspection by trained and competent staff.	remote	mod
Entrapment or Entanglement.	fatality	Rescue knives carried aboard Rescue boats and Jet skis. Instructors to carry a rescue knife for Raft building sessions. Rescue knives included with tow lines	remote	mod
Access and egress to the activity area.	major	Locations, ability, and additional needs of group is assessed when selecting access and egress sites to Lakes to plan an appropriate route. Instructor to select suitable site with reference to ground conditions and any slip hazards present. Instructor to select suitable access/egress with wind and weather conditions	possible	mod
Slips trips and falls on access ramps for	major	Wheelchairs to be moved backwards down all inclines with a helper / adult in attendance. Lap belts on wheelchairs should be undone before going onto pontoons and ramps. Everyone on pontoons & access ramps will be wearing PDFs. Risk disclosure to trip hazard at base of access ramps.	remote	insig
Miscommunication when transporting / assisting adventurers with additional needs.	major	A verbal plan should be agreed between visiting staff and Stubbers staff as to the best method of transfer and movement of disabled individuals on jetties.	remote	insig
Movement of boats, trailers and refuelling.	major	Vehicles to be driven by authorised drivers with training in trailer handling. Boat recover by hand to be carried out with regard to manual handling precaution. Trailer recover by rope with hauling team feet on dry land Assistants who are under 18 are not permitted in store or workshop areas when equipment is being moved, cleaner of refuelled unless they are attending a training course.	possible	mod

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
		Power boat fuel tanks must be stored in outside fuel stores and not within boats due to the hazards associated with petrol fumes.		
Paddles.	minor	Safety briefing to include proximity to other Adventurers. If games involving swapping seats are played, paddles should not be held and should be positioned so as not to cause injury.	possible	insig
Injury from lifting and moving equipment.	major	All staff have manual handling training and are shown how to carry and lift all equipment correctly. Staff to correctly show and supervise adventurers how to lift and move equipment. Staff to intervene if adventurers are not lifting or moving equipment correctly.	remote	insig
1.1 Sailing				
		Risk Assessment for Water Activities – General apply Additional Hazards below		
Injury from sailing	major	Sailing dinghy to rescue boat ratios will not exceed 6 to 1. <i>Exception: where the Instructor is aboard a rescue craft should not be required (E.g., Crewed boat training)</i> A Function test should be carried out at the beginning of the session prior to anyone going afloat. After completion of this the boat should be left ready to go with Kill cord attached to the engine. For RYA courses teaching ratios must be adhered to at times: Crewed boats: 1 to 3 Single handers: 1 to 6	possible	mod
Boom hitting the client	major	Safety brief should include a disclosure of the risk of head and face injury from the Boom. All Adventurers under the age of 18 must wear a helmet. Adults are strongly advised to wear a helmet. <i>Exception: Access sailing boats and Drascombe Gig as the boom height is such that a head injury is unlikely.</i>	possible	mod
Capsizing a dinghy	major	The instructor must put themselves in the best possible position to supervise the session and keep the group close together in a designated area. Consideration should be given to using whistle or hand signals. Mast Head flotation must be used for all sailing craft. <i>Exceptions –</i> <i>1. Access Sailing boats.</i> During sailing the instructor may instruct from the pontoon proving the following criteria are met: They have a rescue boat close at hand. They can respond to and rectify a capsize or other issue in good order and in good time. <i>2. At the discretion of the RYA Chief Instructor if relevant to training course. e.g., Safety Boat)</i>	possible	mod
High Winds	major	Alternative activity provided when high winds expected The Chief Instructor/Principal or a Senior Instructor will be on site to advise and be responsible for the running of sessions conducted by full time, seasonal, freelance and voluntary staff. It is better to reef early and increase sail size with confidence and competence. "Flagging" where Adventurers hold a small amount of sail from the mast to sail downwind is a good strong wind option and should be considered for taster sessions in wind strengths of F4 to 6 (13 to 25 mph) Consideration to alternate activity should be made by the Duty Activity Coordinator in Wind strengths above F7 (30 mph or above) The Duty Activity Coordinator may decide to lower these limits depending on accompanying weather conditions, age of group etc. Instructors should ensure that the sails are reefed and set in relation to wind strengths and appropriate to the Adventurers ability. (including outhaul and kicker)	remote	insig
1.2 Canoeing				
		Risk Assessment for Water Activities – General apply Additional Hazards below		
Participant falling out of Canoe in shallow water	major	Adventurers to Sit or Kneel in Canoe at all times. Safety brief to include awareness of balance of Canoes. Safety brief to include no gunwale bobbing/standing on the Canoe gunwales.	remote	insig
1.3 Kayaking & Double Kayaking				
		Risk Assessment for Water Activities – General apply Additional Hazards below		
Falling out of Kayak in shallow water.	major	Adventurers to be made aware of what to do in shallows in safety brief. Adventurers not to stand up on/in Kayaks in shallow water.	remote	insig

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
		If instructor is going to help by pushing the kayak in to the water with adventures set on kayak, to do so with care and consideration to the adventures.		
1.5 XL Paddle Boarding				
		Risk Assessment for Water Activities – General apply Additional Hazards below		
Whole Group getting separated from the board.	minor	Instructor to wear a SUP leash fitted to a removable waist belt, when on XL sup. This should not be removed. Righting lines will be fitted to the board to assist Instructor in the event of a capsized board. Instructor to assist in getting participants back on the boards	possible	insig
Participant is a non swimmer.	fatality	Buoyancy Aid will be worn by all participants	remote	mod
Adventurers and Instructor in close proximity.	minor	All Adventurers and Instructor to wear a correctly fitted helmet. Risk disclosure of: Proximity to others including awareness of paddles and head position. Canoe paddles used as less risk of impact with others.	possible	insig
Participants collide with other craft and pontoons	major	Safety brief to include kneeling down when in close proximity to other Adventurers, crafts and pontoons	possible	mod
Participant falling off the board in shallow water.	major	Session progression through the following route: o Prone, o Kneeling, o Standing Adventurers to Kneel or lie prone when in close proximity to the shore. Safety brief to include safe falling in technique (away from the board and paddle).	remote	insig
Capsize - Overloading the XL Board.	minor	Younger Adventurers: Group of up to 12 to 1 XL SUP. with the Instructor leading from a Solo SUP Older Adventurers and Adult: Up to 8 Adventurers per board. Normal sessions will Run 5 to a board with their instructor leading from a Solo SUP.	remote	insig
1.6 Raft Building				
		Risk Assessment for Water Activities – General apply Additional Hazards below		
Lack of supervision	major	Trained Instructor will be running session and giving adventurers directions on lifting, moving, constructing, and paddling the raft throughout the session. Brief hazards ie steps, uneven ground Adventurers will be briefed in correct use of all equipment used throughout session First Aid Trained member of staff will be available should it be required Helmets to be worn for all under 18s Number of crafts on boating lake maximum 6- including pedalos	remote	insig
Entrapment or Entanglement with Raft	fatality	Potential entrapment issues should be reduced as far as is possible during the build stage. Instructors should satisfy themselves that the raft is sturdy prior to launching including rope tension and knot integrity. o Rafts should be supervised by their Instructor on a max 1 to 2 basis from a SUP. The instructor must put themselves in the best possible position to supervise the session and keep the group close together in a designated area. Consideration should be given to using whistle or hand signals. Instructors to carry a tow line with rescue knife for Raft building sessions	remote	mod
Raft falling apart through poor building	minor	Session will use 1 of approved 3 designs for the Raft as detailed within the session plan. Either Sandwich Raft, Square Raft, or Big Raft Design. Adaptions to three set rafts to be okayed by DM or activity coordinator • Instructor will assist where necessary in build phase of the session. Prior to taking Raft on the water the raft will be checked by the instructor.	probable	mod
Hypothermia	major	Warm windproof clothing to be worn. Changing rooms and showers withing 5 mins travel Dry clothes and towel available. Instructor to monitor wellbeing of participants	remote	insig
Water bourne hazards	major	Risk disclosure in safety brief Open wounds to be covered	remote	insig
1.7 Bell Boating				
		Risk Assessment for Water Activities – General apply Additional Hazards below		
Drowning	fatality	Safety procedures and risk disclosure will be included in safety brief. All Adventurers will wear personal flotation devices (PFD). The instructor will check that this is correctly fitted before entering the water. The instructor should be within rescue reach of their group if they are not the first on and the last off the water. Therefore, able to reach adventurers quickly if required. Throw bags will be within a reaching distance of the Instructor, in the Bell Boat.	remote	mod

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
		Instructor will be suitably Qualified by the Relevant National Governing Body for the activity and signed off by the relevant Stubbers Staff.		
All overboard – Craft Capsized	minor	Instructor to remain on craft and avoid activity which could capsize the craft In the event of Capsize adventurers are to stay close to the craft and use it remain above water and calm while safety boat arrives to perform rescue	possible	insig
All overboard – Craft sinking	minor	Craft checked at morning set up each day for signs of leaks or collapse that could lead to craft sinking. Instructor to remain on craft and avoid activity which could sink the craft In the event of sinking instructor is to keep adventurers close together and remain above water with the buoyancy aids while safety boat arrives to perform rescue	possible	insig

1.8 Pedalos

Risk Assessment for Water Activities – General apply Additional Hazards below				
drowning	fatality	Non swimmers and Children aged 13 and under will wear a correctly fitted PFD which will be checked by a competent member of Stubbers staff. Boating lake is approximately 1.5 metres deep in the majority of the lake. Most adults will be able to touch the floor if immersed in the water. Staff member to have a radio as means of summoning assistance. A suitable watercraft should be available for appropriately qualified assisting staff to go afloat to assist any persons who have fallen overboard and are unable to reboard. Staff supervising to be competent in PFD fitting and briefed in Pedalo process and rules. Minimum qualification for rescuer in this event is FSRT or BSUPA Level 1 instructor.	remote	mod
Slippery, uneven, and moving surface on pedalo	major	Risk disclosure of damp slippery surface within pedalo. Participants advised to minimise standing up. Stubbers staff to closely supervise boarding and alighting and make use of ropes and lines to secure craft to the jetty while this is in progress.	remote	insig
Equipment failure	minor	Pedalo's will be subject to a visual inspection daily for any obvious defects or hazards. PPE will be inspected: Before issue. After fitting. Before use (pre commitment check) Upon return. Quarterly recorded inspection by trained and competent staff.	possible	insig

1.9 Hand Pedalos

Risk Assessment for Water Activities – General apply Additional Hazards below				
Drowning	Fatality	When near to water all participants and staff will wear a personal floatation device (Pfd). Trained staff to ensure that this is fitted correctly. The instructor should be within rescue reach of their group if they are not the first on and the last off the water. Therefore, able to reach adventurers quickly if required. The instructor must put themselves in the best possible position to supervise the session and keep the group close together in a designated area. Boarding and alighting from hand Pedalo's should be closely supervised by the instructor.	remote	mod
Other craft (raft building and Full size Pedalo's)	minor	Boating lake has a designated area for hand pedalos which is fenced off from other larger craft on the boating lake Instructor to ensure pathway is clear when moving group from launch area to hand pedalos area to ensure no collision with other crafts	possible	insig
Entrapment or capsizing of craft	major	Risk disclosure to include action in the event of a capsized boat and prevention of capsizing. Participants to be briefed to be seated in the middle of their boat and that the session is not a swimming session. Standing in boats is not permitted.	remote	insig

2.0 Ropes Based Activities - General

Activities that take place at height develop confidence and trust in the instructor and colleagues. Participants learn the importance of following directions, attention safety protocols and equipment use and their responsibilities for the safety of themselves and other participants

Falling from height	fatality	When moving off the ground with feet above 1.5 metres adventurers will be attached to a safety rope and wear the harness and attachment method listed in Instructor guidance opposite. Maximum number of roped adventurers at any one time per group: High ropes traverses (per level) 10 Leap of faith 2 Crate stack 2 Vertical obstacle Course 2 Abseil 1 Climbing 3	remote	mod
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HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
		<p>Harnesses will be correctly fitted and worn by all members of the group and members of staff engaged in activity supervision at all times within the confines of Towers activity areas.</p> <p>PPE will be visually inspected: on issue, after fitting, prior to ascending and on return.</p> <p>If adventurers are too large to fit in the harness, they should take on a supporting role and not be attached to rope systems.</p> <p>When traversing or bouldering, a spotting system will be used with all adventurers coached in spotting technique.</p> <p>Instructors should be correctly protected to comply with Working at height regulations at all times.</p> <p>Level 2 supervision must be maintained on all belays whilst in use.</p> <p>Prior to any person ascending or traversing an Instructor Pre commitment check will take place including the following checks:</p> <ul style="list-style-type: none"> PPE correctly fitted Functioning tests of mechanical equipment Knots are secure Rope is safe and clear of twists or tangles Long Hair to be tied back. Loose clothing and tassels to be tucked in or removed. Neckwear and jewellery to be removed. <p>All Staff on Ropes based activities will be suitably qualified by the relevant NGB and signed off as safe to run a Ropes based session by a suitably qualified member of Stubbers staff</p>		

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
ncorrect Belaying method	fatality	<p><u>1. "Bell ringing" - Groups</u> Dead rope will be fitted with a Petzl Tibloc attached to the rope with the rope running through both the Tibloc and karabiner. Tibloc will be attached to a belayer with a trilock karabiner short extender. Adventurers briefed to keep at least a hands distance between the Gri Gri and Tibloc. Adventurers briefed to not hold the rope between the Tibloc and Gri Gri. Belayers briefed to have 2 hands on the rope at all times when a climber is off the ground. Instructors to respond / coach this throughout the session. Prior to ascending an assisted belay set up, Adventurers are to take at least 5 paces towards the wall to allow for belay practise (this may mean starting behind the belay set up) Following the 5 paces, rope stretch is to be removed with 3 squats by the climber with the belayers pulling through slack of climbing rope. When lowering climbers, the Instructor will maintain a static hand on the dead rope.</p> <p><u>2. NICAS / Small groups learning correct belay technique with backup person.</u> When adventurers are belaying, a backup person will be deployed briefed to hold the dead rope with a small amount of slack from them to the belayer. The Instructor will closely supervise (Level 1 supervision) the belay from the ground to a set height marked on the apparatus where the Instructor will tie a backup overhand knot in the dead rope when the climber's feet are above the line. Instructor to be at Level 1 supervision for the duration of this process. If the belayers have demonstrated competence through a minimum of 5 transitions the Instructor may move on to another rope (Level 2 supervision) Further back up overhand knots will be deployed either at the Instructors discretion or at further marked points on apparatus. A minimum of 2 backup's knots will be deployed during each ascent (<i>Exception – shorter routes on Concrete and indoor walls where 1 back up knot is deemed sufficient.</i>) Lowering off may be taught by the Instructor as required by the aims and objectives of the session. When lowering takes place a backup person should remain in contact with the dead rope in addition to the belayer. (This may be the Instructor) • Instructor will closely supervise lowering. (Level 1 supervision)</p> <p><u>3. Instructor belaying:</u> Where competent and trained staff are belaying, a backup person and backup knots are not deemed necessary.</p> <p><u>High ropes and Abseiling:</u> Adventurers will not be left unattended in the Tower. <i>Exception - Where an adventurer's airway is at risk.</i> <i>Instructor to call for support, brief adventurers at height to stay where they are, those in the Tower to descend the stairs. Attend the casualty without delay.</i> For High Ropes, the doors should only be operated by an instructor who is correctly protected to WAH regulations. For Crate Stack, adventurers will be attached to belay system once higher than 2 crates off the floor. For Leap of faith, Tandem jumps should be progressed from successful single jumps.</p> <p><u>Low ropes course:</u> No helmets required. Prior to attempting the course Adventurers are required to demonstrate confidence and competence in paired trust fall function test. Adventurers pair off and take turns to practise spotting stance and supporting their partner in a trust fall style activity. Adventurers allowed on Low ropes course once Instructor has deemed Adventurers competent and confident. Low ropes to be supervised by Instructor at ground level.</p>	remote	mod
Falling objects	major	<p>Helmets will be worn by Instructor, Adventurers and Leaders engaged in and in close proximity to the Crate stack activity. Helmets will be inspected for correct fitting by a competent member of staff. Working at height regulations compliant activities. <i>Helmets to be worn.</i></p> <ul style="list-style-type: none"> o This includes rigging, derigging, accessing, inspections, interventions and rescues. <p>All Instructors must ensure that: All Adventurers shoes are tied and cannot slip off. There are no personal belongings in any of the Adventurers pockets which may pose a risk to anyone below them. E.g., Mobile phones, wallets, keys etc. This should be briefed and explained in your safety briefing. Session Specific Rules on Helmets are as follows: Climbing: No helmets required. Abseiling: No helmets required.</p>	possible	mod

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
		High ropes course: No helmets required. (Instructor to have one available for Interventions) • Vertical obstacle course: No helmets required unless Crate stack activity is running. Leap of faith: No helmets required unless Crate stack activity is running. Crate stack: Helmet's compulsory.		
Slips Trips and Falls	minor	Risk Disclosure regarding slips trips and falls to be briefed as part of the session safety briefing.	possible	insig
Entrapment	major	Risk Disclosure regarding entrapments to be briefed as part of the session safety briefing. Instructor Pre commitment checks take place to prevent likely causes of entrapment.	possible	mod
Equipment failure	fatality	Adventurer weight to not exceed 120 Kg (18 stone 12) [<i>Limitation on Saferoller system</i>] A function test will be carried out on belay and other mechanical devices prior to each use. ALF belays will be Function tested during RVC's and once at the start of each session to reduce wear on the unit. PPE will be visually inspected: on issue, after fitting, prior to ascending and on return. After fitting equipment is to be inspected by the Instructor methodically with the adventurers stood static. Towers Structure, Activity and Belay systems are to be visually checked by the instructors each morning (RVC) prior to staff entering the Tower and ascending. PPE and hardware is subject to a recorded quarterly inspection by trained staff. The Towers structure is subject to a recorded quarterly inspection by trained staff, annually by ERCA Cat C inspector. Adventurers are not permitted to put undue stress on equipment. This includes back flipping, swinging or hanging on high rope's lanyards, or standing on climbing ropes. Only 1 person allowed at a time on each element of High ropes. Instructors will use adjustable lanyards and Grivel Clepsydra carabiners to secure themselves on abseil. The lanyard makes it easier for each instructor to see over the edge The carabiner prevents any rotation on the lanyard.	remote	mod
Adverse Weather	major	Where deemed inappropriate to carry out session a member of Stubbers Management will make the decision on weather or not the session is safe to go ahead In the event of an electrical storm, the group will be escorted away from the tower, and not return until a reasonable time after the hazard has passed.	remote	insig
Adventurers not under direct supervision of an instructor	major	Whilst waiting for a turn (if not involved in the activity) Adventurers must remain in safety areas. Unsupervised or unused levels on the Main Tower should be gated off with the chains provided. Safety briefing to include safety areas and instructions for when not in direct supervision of instructors.	possible	mod
Participants with disabilities	n/a	See Annex A for adaptations for participants with disabilities	n/a	
2.1 Ropes Based Rescues and Interventions Risk Assessment.				
Participant in distress on high ropes course	major	Where support is needed other adventurers or leaders should be encouraged to help first. Before an intervention takes place Instructors to Radio Duty Activity Coordinator for support. Groups must not be unsupervised while an instructor intervenes. <i>Exception - Where an adventurer's airway is at risk. Instructor to call for support, brief adventurers at height to stay where they are, those in the Tower to descend the stairs. Attend the casualty without delay.</i> Instructors may intervene / assist to resolve any issues that do not require removal from safety systems at height. A rescue (removal from one safety system to another) will only be carried out by a competent member of the rescue team. The safety of the instructor and the rest of the group is paramount. If an instructor is required to ascend the wall, then there must be substantial supervision at the bottom of the wall, and a competent belayer is required to belay them on the rope. If an instructor is involved in a rescue, other climbers should be lowered to the ground before a rescue is initiated. If a rescue has been affected, an incident report must be written. Rescue equipment to comply with WAH regulations. Nominated rescue team to practise a minimum of every 3 months. Rescue procedure to be pictorial and laminated in rescue bags.	possible	mod
Rescue required on a Towers based activity	major	Rescues will be carried out by staff who have completed ERCA Site specific rescue training as a minimum. The Rescue will be managed by the Duty Activity Coordinator or other member of Stubbers Management team.	remote	insig

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
Injury to bystanders during a rescue	major	Risk from dropped equipment Other Adventurer's and onlookers should be moved away from the elements where any rescue is taking place as soon as safely possible.	remote	insig
Equipment failing during rescue	major	Rescue bag contents to be checked and signed off as part of RVC's each day PPE regularly checked to ensure it complies with WAH regulations.		
2.2 High Ropes				
		Risk Assessment for rope based – General apply Additional Hazards below		
Failure of Safe Roller	major	Instructor to closely supervise the swapping of trollies on the safety wire. No one else should be permitted to remove the joining bracket. When not attached to the safety wire, Adventurers should sling their Safe roller trolley over their shoulder. Safety briefing to include safe carrying. Saferoller trollies will be attached to Adventurers on the ground and locked with a toll. A Saferoller trolley at height will always be attached to an adventurer's harness (unless a rescue is being undertaken.) Saferoller trollies should not be used to "zip" along elements.	remote	insig
2.3 Abseiling				
		Risk Assessment for rope based – General apply Additional Hazards below		
Falling Objects	major	Figure 8 descender fitted by instructor away from edge of tower platform.	possible	mod
Entrapment in the Figure 8	major	Instructors are all trained in release rescue to lower someone to the ground without the Figure 8 Pre-Commitment Checks to be completed before an abseil decent down the tower	possible	mod
Dropping Rope	minor	Where risk of Rope striking an individual Instructor to get individual to cover their face or move away where possible.	possible	insig
Rotated Instructor Carabiner	major	Instructors will attach themselves to their instructing lanyard by a Grivel Clepsydra, which has a specific section that can prevent any rotations.	remote	insig
2.4 Climbing				
		Risk Assessment for rope based – General apply Additional Hazards below		
Climbers Colliding whilst at height	minor	Climbers are not permitted to above or below another climber. Instructor to observe climbing paths of climbers and redirect them where necessary	possible	insig
Faulty or Loose climbing holds	major	Climbing holds are checked as part of regular structure checks. Where Identified Holds are retightened on an Ad hoc basis	remote	insig
2.5 Outdoor Auto Belay.				
		Risk Assessment for rope based – General apply Additional Hazards below		
Holds projecting from the wall	minor	Risk disclosure Instructor vigilance, reminding adventures to be aware of their surroundings and to complete descent facing wall. Practice descent from marked line before descending entire wall	possible	insig
Heights	major	Instructor to check harnesses before and during the climb. Climbers are not allowed to climb without a harness. Practice descent from marked line before descending the entire wall	remote	insig
Entrapment/entanglement	major	Instructor to remind participants to keep fingers away from metal work. Appropriate clothing to be worn (Closed toed shoes, hair tied back, removal of dangly jewellery etc.)	possible	mod
Trip hazard	minor	Fencing around stones. Instructor vigilance	possible	insig
Walking under participants lowering from the wall	minor	Ensure participants stay on their own wall. Instructors/spectators to stay clear of the bottom of the wall – especially when participants descending, and spectators to remain a safe distance away. Instructors to stay vigilant.	possible	insig
2.6 Crate Stack.				
		Risk Assessment for rope based – General apply Additional Hazards below		
Slip/trips/fall and tower falling over, due to clients helping around the create tower	minor	Instructor to brief clients on the tower and what to look for if it going to fall over, and to be aware of the crates on the floor while helping	possible	insig
2.7 Leap of Faith.				
		Risk Assessment for rope based – General apply Additional Hazards below		
Leap of faith trapeze moving when the clients jump for it	minor	The bit that can move it on a block on wood so doesn't move when the client catches it	remote	insig
2.8 Vertical Obstacle.				

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
		Risk Assessment for rope-based – General apply Additional Hazards below		
Pegged Poles that are heavy and awkwardly shaped	major	2 instructors minimum to lift and fix pegged poles to structure, standing on crates or ladder. Helmets to be worn. Correct lifting procedures. Correct induction for all staff in training. Poles to be lifted by a staff member on the ground to reduce finger entrapment.	possible	mod
Swinging poles	major	Adventurers to be briefed on swinging poles and risk involved. Appropriate boundaries given.	possible	mod
Entrapment between obstacles	minor	All briefed on keeping hands away from pole attachments- carabiner, eyebolt and metal plate.	possible	insig
Frayed metal wires	minor	Safety brief to include Adventurers not to touch metal wire Cable breaks assessed as part of annual external inspection	possible	insig
2.9 Clip'n'Climb				
		Risk Assessment for rope-based – General apply Additional Hazards below		
Overhang and holds projecting from the wall	minor	Risk disclosure Instructor vigilance, reminding adventures to be aware of their surroundings and to complete descent facing wall Practice descent from marked line before descending the entire wall	possible	insig
Strike by Belay mate	minor	Slowly release belay mate when clipping in to reduce risk of it hitting adventurer	possible	insig
Heights	major	Instructor to check harnesses before and during climb Climbers are not allowed to climb without harness Practice descent from marked line before descending entire wall Matts to be placed under wall Impact absorbing surface under walls	possible	mod
Entrapment/entangle ment	minor	Instructor to remind participants to keep fingers away from metal work and belay mate Appropriate clothing to be worn (Closed toed shoes, hair tied back, removal of dangly jewellery etc)	possible	insig
Trip hazard	minor	Mats to be placed under wall Instructor vigilance	possible	insig
Walking under participants lowering from the wall	minor	Ensure participants stay on their own wall Instructors/spectators to stay clear of bottom of the wall – especially when participants descending, spectators to remain off the matts	possible	insig
3.0 Archery Combat.				
Young people are exposed through the media to a glamourisation of Bows, axes, knives and guns. Participation in target sports exposes the adventurer to the risks involved, safety measures and a demonstration how the tools can be used in a safe way as an enjoyable sport.				
Arrows	major	Only Safety Arrows to be used (with foam ends) Instructor will closely supervise shooting and retrieval of arrows. Instructor to participant ratio not to exceed 1:12 unless duty manager decides to do so within reason ratio can go to 1:24 Verbal permission and a wave of hand will indicate the start of a game, and at any other time it will indicate to the player to put down their bows. Bows are not allowed in the 'no man's land' zone. After each game, all arrows must be accounted for. Bows not to be left unattended and should be stored away between sessions. If arrows are unaccounted for the Duty Manager must be informed immediately.	remote	mod
Misfire / equipment failure.	major	Instructor to ensure correct technique is used. Bows should not be "dry fired". The boundaries of the playing field should be clearly visible with a spectator distance marked out Unserviceable equipment will be tagged and taken out of service. Bows are to be strung at the beginning of each day and destrung at the end of the day. Age 9+ to participate If an item of equipment is defective or suspected of being defective it is to be tagged and taken out of service.	remote	Mod
Injury from Bow String	minor	Constant vigilance and Coaching by instructor will reduce string impacts on bow arm. Arm guards to be worn when in the playing area	possible	Insig
Facial injury from arrow	major	Face masks are to be worn at all times in the playing area When readjusting or if equipment falls off the participants are to leave playing area Demonstrate how the equipment should be correctly fitted and that safety equipment is in good condition before handing out. Supervision of correctly fitted safety equipment before and during games.	remote	insig
Hair, clothing or jewellery entangled in equipment	minor	Appropriate clothing and shoes to be worn, remove jewelry and tie back long hair before gameplay Visual check of participants before beginning game and throughout play.	possible	insig
Slips trips and Falls	minor	During kit up, staff to clear any potential hazards Staff to monitor grounds before each session. Inform duty activity manager if ground becomes too hazardous to carry on play Adventurers to be made aware of the hazards (tripping, slipping in wet conditions)	possible	insig

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
3.1 Archery				
Young people are exposed through the media to a glamourisation of Bows, axes, knives and guns. Participation in target sports exposes the adventurer to the risks involved, safety measures and a demonstration how the tools can be used in a safe way as an enjoyable sport.				
Participant being shot by Arrows	Fatality	Instructor will closely supervise shooting and retrieval of arrows. Instructor to bow ratio will not exceed 1 to 6. The emergency shout "STOP" shall be used to stop all activity immediately, this will be included in the briefing. Nobody will cross the clearly defined shooting line while firing is in progress. Access past shooting line only through designated gate. A bow and arrow will only be aimed at approved targets. Gate must be locked and checked by instructor at the end of session when leaving bow and arrows unattended Store doors to be correctly closed and locked when shooting is in progress. After each round of shooting all arrows must be accounted for.	remote	mod
Misfire / equipment failure.	major	Instructor to ensure correct technique is used. Bows should not be "dry fired". A visual inspection of nets will be undertaken each day prior to Archery sessions. Any damage notified to the Duty Activity Coordinator who will conduct a risk assessment for range suitability. The archery nets will receive a recorded monthly inspection to be carried out by a competent person. Bosses will receive a recorded monthly inspection to be carried out by a competent person. Unserviceable equipment will be tagged and taken out of service.	possible	mod
Bow string injuring participants arms on firing	minor	Coaching and Instructor vigilance to reduce string impacts on bow arm. Arm guards to be worn by beginners and under 18's	possible	insig
3.2 Axe Throwing.				
Young people are exposed through the media to a glamourisation of Bows, axes, knives and guns. Participation in target sports exposes the adventurer to the risks involved, safety measures and a demonstration how the tools can be used in a safe way as an enjoyable sport.				
Participant injury through use of Axes	major	The instructor will closely supervise the throwing and retrieval of axes. Axes and Tomahawks used to comply with WATL criteria (2018 max handle length 19", max blade 4.5", max weight 3lbs. Single-headed axes only to be used. No double header, spikes etc. Client supplied axes are not to be used. Instructor to thrower ratio will not exceed 1 to 5. The emergency shout "STOP" shall be used to stop all activity immediately, this will be included in the briefing. The instructor should check the area is clear and axes are in good condition before each participant starts their throw Participants waiting to throw will say within safety zone or with their back against the containers. Instructor will check all axes and knives are accounted for before allowing participants to leave Client instructed to regularly check the axe heads and handles Reporting to the instructor any suspected loose heads or splintered handles. After each round of throwing all axes must be accounted for and checked for damages and loose axe heads. A throwing axe will be offered handle first to an adventurer. Or placed in holder for thrower to collect A Safety brief and demonstration of technique will be given before the adventurer throws. Nobody to be stood in front or behind the axe thrower. (to stand in waiting area) An axe does not necessarily need to be sharp to stick in the target. This will only be the case for targets comprising new wood or if target is very wet.	possible	mod
Miss throw/bounce back/dropping of axe	major	Adventurers must wear suitable footwear to minimise the risk of any injury resulting from accidentally dropping the equipment or a rebound from the target. A demonstration of the technique will be given before the adventurer throws. A visual inspection of the targets is undertaken each day prior to Axe Throwing sessions. Any damage is notified to the Duty Activity Coordinator who will conduct a risk assessment for range suitability. Thrower to throw one axe per target. to avoid damage to handles. Single axe throwing is preferred for taster sessions. An axe will only be thrown at approved targets.	possible	mod
Slips trips and falls	minor	Relate to the group that only walking is permitted in the Axe Throwing Area. Weather dependent, ground has potential to be slippery	possible	insig
Wet or Dry Targets	minor	Instructor made aware of increased chances of bouncing back when targets are wet or dry due to the weather.	possible	insig
Target and back catch falling off wall mounting	minor	Targets to be constructed from soft timber and securely fastened to the back wall of the range. Target and back wall should be checked daily for target security and any timber hazards	possible	insig
3.3 Laser Tag.				

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
Game zone / Woodland setting. Slips Trips and Branches	major	Safety briefing to include: o Boundaries. o Out of bounds areas (Assault course apparatus) o "Safe zone" for when out of the game. o Trip hazards, uneven ground. o The importance of "Looking where you are going". Instructor Visual inspection of barricades throughout session. Any concerns should be reported with areas taken out of service / fenced off as appropriate. Instructor positioned to maximise visual supervision of the game zone. Instructor clearly visible wearing Hi Vis Marshall vest.	remote	insig
Misuse or injury from Laser Gun	minor	Safety briefing to include correct hold for moving and aiming ("2 hands on the gun at all times") Rubber muzzle cover to be fitted on old gun styles Instructor to monitor and coach correct use and carrying of the Gun.	possible	insig
Damaged equipment	equip	Safety briefing to include: Adventurers to not remove head sensors, if they fall off to stop and replace them before continuing. Do not adjust / play with dials on the sights	possible	n/a
Lost child	Safeguard	Laser Play area is surrounded by fence All playing participant to wear correct colour bib Instructor to head count all participants are the end of each games	possible	mod

3.4 Rifle Shooting

Loaded Rifles	Fatality	Instructor to check all barrows for a pellet at start of the session and in between each round Instructor to rifle ratio will not exceed 1: 6. No-one to cross the firing line whilst Firing is in progress. The rifle will be broken at the end of each go and by the instructor with the safety catch applied. The rifle will always be pointed down the range and never aimed at anything other than the target. The rifles should be checked clear when taking from and putting back into the gun safe. They will also be checked by participants inbetween each shot and the instructor before anyone enters the range. The start of firing will be at the command of the Instructor. The emergency shout "STOP" shall be used to stop all activity immediately, this will be included in the briefing.	remote	mod
Lead poisoning	minor	Eye protection will be worn by all when shooting is in progress. Adventurers are to be advised to wash their hands after handling Lead pellets. No eating whilst the session is in progress. Adventurers only issued between 3 and 10 pellets per Adventurer per go.	improbable	insig
Equipment Failure	minor	Rifles not be fired without anything in them ("Dry fired") If a fault occurs with a rifle it is marked "Do not use", take out of service and report the fault to DM/ relevant Activity Co-ordinator. If a pellet becomes jammed, the rod is used to clear the barrel. The rifle is not to be clear any blockages by shooting the Rifle.	possible	insig
Maturity of adventurers	major	The age restrictions with regard to age of shooters and age of the instructor are relaxed on the provision that: The session is an authorised activity and is conducted on a purpose built and approved target shooting range. The instructor is over 18 years of age. Sessions are regularly overseen by Management as part of regular session monitoring.	remote	insig

3.5 Caving

Potential Injury	major	Helmets will be worn by Instructor, Adventurers and Leaders engaged in the activity. Helmets will be inspected for correct fitting by a competent member of staff. Risk disclosure to include injury prevention methods when in enclosed areas.	remote	insig
Reduced visibility	minor	All participants and staff to be provided with a head torch. Risk disclosure to include need to allow space between participants so as not to injury self or others around. Risk disclosure to include need to take extra care when moving through caves when torches are off	possible	insig
Long hair, jewellery, loose clothing and objects in pockets.	minor	Long Hair to be tied back. Loose clothing and tassels to be tucked in or removed. Neckwear and jewellery to be removed.	possible	insig
Lost group member.	minor	To enable the Instructor to keep track of their group. A numbering off system will be introduced as part of the initial brief. Group ratio to not exceed 13. Lost caver. Brief group to stay put (consider a task for them to do.) Instructor to dedicate a few minutes to attempt to locate caver verbally and then physically. If no success. Radio D1 for assistance and your location	possible	insig

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
		Cave boundary access points secured (North gate secured with bolt from the inside.) This prevents unauthorised access to park users as well as Children leaving the cave system unaccompanied.		
Enclosed spaces and sudden changes in floor height.	major	Safety distance approximately 1 metre and risk disclosure of other adventurer's feet. Risk disclosure for changes in floor height – feet first down drops. Instructor spotting required at the following locations: Ramp from entrance into Cave art chamber. Fossil chamber entrance from Rift chamber (potential foot entrapment.) Entrance to ball pit Sump exit into fossils spotting required.	possible	mod
Equipment/apparatus failure.	minor	PPE will be visually inspected: on issue, after fitting, prior to entering and on return. Routine Visual Check - Visual inspection daily of all chambers checking for animal ingress and obvious hazards and that emergency hatches are secured. Entrance and exit to be swept when necessary to reduce ingress of stones. Tri monthly– internal inspection of the system to check for hazards by competent staff member.	possible	insig
Stuck caver / medical emergency.	major	In the event of an Adventurer becoming stuck, scared or injured, the following process should be followed: Intervention Stage 1: Instructor verbal communication (level 3 supervision) Stage 2: Instructor visual and verbal. (Level 2 supervision) Stage 3: Instructor to physically assist in movement. (Level 1 supervision) Rescue Stage 4: Caver unable to move or progress / stuck. Assistance required. Radio Code for additional staff. Stage 5: Caver unconscious - rescue required by Stubbers staff. Stage 6: Unconscious casualty/ severe injury- suspected spinal. Rescue assistance required by emergency services. Caving system is exposed an accessible to emergency services to cut out IP is required	remote	insig
3.6 Grass Sledging				
Fall from a Grass Sledge.	minor	Vulnerable Riders will wear a helmet. Grass sledge to instructor ratio not to exceed 5: 1. Risk disclosure for all body parts to remain inside the sledge whilst in motion. 1 person to each sledge Clearly defined starting 'bay' for each sledge marked out with cones	possible	insig
Other sleds	minor	There should be clearly defined starting bays for sleds, and another clearly defined line that adventurers who are pushing sleds must not cross. Instructors must ensure there is sufficient distance between each sledge so that if one sled were to veer off to the side, the operator has plenty of time to react and avoid a collision. Adventurers in sleds should either descend at the same time, or quickly clear from the bottom of the track to allow other adventurers to descend. No-one is to ascend the hill if they are likely to encounter a descending sledge. Sleds must not be allowed to start at different heights on the hill, as lower adventurers will be at risk of a sled colliding with them from higher up.	possible	insig
3.7 River Rescue				
Falling from height	major	Adventurers will be spotted whilst mounting the apparatus	remote	insig
Trip Hazards/obstructions in the running area	major	Instructor to ensure that there are no trip hazards or obstructions in the running area. Eg. Rabbit holes or badger mounds	remote	insig
Drowning or entrapment in the water	fatality	A throw line and rescue board should be immediately available for each crossing. All Adventures to were PFD	remote	mod
Equipment failure. (Non LOLER compliant improvised structure.)	major	All adventurers, the instructor and any observers inside the activity area must wear a buoyancy aid Daily routine visual checks to be carried out on kit up. Pond cross apparatus and PPE will be subject to a quarterly recorded inspection by a competent person. Faulty equipment will be marked and taken out of service for repair. The result of an equipment failure during a crossing will be immersion in lake, recovery by throw line.	remote	insig
3.8 Team Build/Team Games/Team Challenge				

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
Falling or stepping down from height	minor	Safety briefing to include risk disclosure of heights if relevant. "Spotters" to assist adventurer on apparatus where unprotected height above ground is greater than 1.5 metres or where there are unprotected obstructions within 1.8 metres. Instructor to position themselves to best aid support to adventurers who may require spotting or close supervision. Helmets will be worn on elements marked with a helmet sign, this includes both instructors and adventurers.	possible	insig
Uneven ground and obstacles.	minor	Safety briefing to include: Uneven ground. Obstacles: "Look where you are going and not to go on any activity unless instructed to" Relevant trip or slip hazards including weather related hazards. Closed toed footwear to be worn. Venues for Team building activities should either be purpose-built areas or an area free from obstructions. (e.g., Rabbit holes)	remote	insig
Improper manual handling	minor	Risk disclosure and demonstration of proper lifting technique. Ideally, there should never be less than two individuals supporting the lifted person. The lifters should ideally be of similar size and weight to the person being lifted.	remote	insig
Misuse of Equipment	minor	Instructors are not to deviate from approved challenges. Only designated equipment and venues are to be used for Team Building activities.	remote	insig
Injury from Ropes	minor	Safety brief to include an awareness of rope burn and correct example		
3.9 ATB [Dirt Boarding]				
This is a skill based activity similar to skateboarding and Snowboarding, both of which activities and adventure may attempt at some time in their life. The benefit of this activity is to learn how to mitigate risk by making good choices including progression of challenge according to skill level				
Riding and dismounting an All-terrain board.	major	All riders including the Instructor to wear a helmet and wrist guards. Knee and elbow pads are compulsory for Under 18 and recommended to over 18. A safe number of competent riders many go down at any one time Safety Briefing to include riding position, bending knees for balance, and stopping and safe dismount technique. Only introduce Squat Stop for fall over, i.e. when they think they are going to fall over they get in the squat stop position Enclosed footwear to be worn (NO sandals or open toe footwear). Riders will be trained to traverse the hill rather than take a straight line down the gradient. Their speed will be better controlled by going across the gradient. Riders who fall, should be coached so they can improve	possible	mod
Track and ground conditions.	major	Tracks should be visually inspected by the Instructor prior to use for obstacles such as rabbit holes. These should be avoided or rectified. To set turning and power slides goals, Instructors should set up achievable and appropriate challenges with the cones descend each track once they have laid it to satisfy themselves that the track is: Achievable and of an appropriate speed to rider ability	possible	mod
Incorrect Board selection or set up.	major	Each Adventurer will be issued with their own board which will be fitted to them. Beginner rider's bindings should be loose enough to ensure easy foot removal in the event of a fall. Also take into consideration of shoe design (Velcro shoes sticking to bindings)	remote	mod
Equipment failure.	major	The Instructor will carry out the following pre use checks at the beginning of every ATB session: PPE will be checked to ensure: There is no damage that prevents safe operation. All plastic guards are secure. Helmet foam inserts are present. It is correctly fitted. Any PPE that is not serviceable should be marked Do Not use and placed in the Sin bin. ATB boards: <u>Nuts</u> - cannot be undone by hand for all wheels, bindings and trucks. <u>Trucks</u> Skate truck boards: Rubber dampeners are present on trucks. o Spring truck boards: Springs are present. Truck does not show excessive movement or play. <u>Deck</u> - No cracks or sharp edges or delamination (separation of board surfaces).	remote	mod

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
		<p><u>Bindings</u> - Velcro operates correctly with no loose material.</p> <p><u>Tyre pressures:</u> Ensure dust caps are present on all valves. Squeeze test – Tyres should not be flat or too hard and must be even on all 4 tyres. Hard tyres will run quickly in dry conditions. Soft tyres will run slowly in wet conditions. If instructor inflates a tyre, the instructor is to check Psi. with a gauge to avoid over inflation (no greater than 20 Psi) If a board runs noticeably slower or faster than other boards on early tracks, pressures must be changed to ensure they are appropriate. Remember, pressures can be changed to make the session more achievable for adventurers. Any Board that is not serviceable should be marked Do Not use and placed in Sin bin area.</p> <p><i>Only trained board maintainers are to carry out any repair work or adjusting of nuts and fittings.</i></p>		
Collision with other adventurers	minor	Instructor to supervise the activity from the base of the hill to have the best session overview. Riders to ascend the hill to the side of the tracks. 1 session at a time per slope	possible	insig
3.11 Pond Cross				
Adventurers getting rope burn or finger entrapment	minor	All adventurers must be wearing gloves whilst using ropes.	remote	insig
Falling from height	major	Adventurers will be spotted whilst mounting the apparatus	remote	insig
Poor lifting and pulling technique.	minor	Risk disclosure and demonstration by the instructor on correct lifting and pulling technique.	possible	insig
Misuse of Equipment	major	Instructor to ensure that the bosun's chair is correctly fitted to the adventurer and the apparatus. Risk disclosure of the dangers of misuse of equipment If adventurers are too large to fit in the harness, they should not be permitted to make the crossing.	remote	mod
Equipment failure. (Non LOLER compliant improvised structure.)	major	All adventurers, the instructor and any observers inside the activity area must wear a helmet. Instructor must carry out the checks detailed in the photos below at the appropriate moments within the session: Tensioning pulley blocks: Before use and once tensioned. Shackle attached to crossing rope: Before use and once tensioned. Crossing pulley: Pre-commitment check before EACH crossing. Other apparatus: During kit up and at beginning of each session. Pond cross apparatus and PPE will be subject to a quarterly recorded inspection by a competent person. Faulty equipment will be marked and taken out of service for repair. The result of an equipment failure during a crossing will be immersion in lake, recovery by throw line.	remote	insig
Trip Hazards/obstructions in the running area	major	Instructor to ensure that there are no trip hazards or obstructions in the running area. Eg. Rabbit holes or badger mounds	remote	insig
Drowning or entrapment in the water	major	A throw line and rescue board should be immediately available for each Pond cross. Instructor to have a knife available, per check the structure, bosun chair and per check commitments, all to be don't before adventure cross the water.	remote	insig
Entrapment of hair or clothing in Bosun's Chair or 3-way pulley system	minor	Ensure all hair is tied back and loose clothing is tucked out of the way.	possible	insig
Attempting to cross at high speed	minor	Safety brief to disclose the importance of adventurers keeping their hands clear of all moving parts. If pulling themselves across, it is recommended that the adventurers' hands are on the rope behind the direction of travel. A three-disc traffic light system is to be used at the crossing. Two discs will go the other side of the pond for slow down (Amber) and stop (Red). On the launch side a GO (Green) disk is to be shown before the person is pulled across the pond	possible	insig
3.12 Blocked				
Height	minor	Blocked will take place under the big top or a flat suitable place with impact absorbing surface or soft grass. Safety benefit to include risk disclosure of heights	possible	insig

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
		Instructor to position themselves to best aid supporting the adventurers, who may require spotting or close supervision Instructor adventurer ration will not exceed 1 to 10. But can run 1 to 20 adventurers with another competent instructor		
Uneven ground and wooden blocks	minor	Blocked will talk place under the big top or a flat suitable place with impact absorbing surface or soft grass be aware of who is around you and when passing the blocks around If wet, remind adventurers blocks will be slippery Closed toe shoes to be worn Venue for blocks should be in a wide open space with flat ground • Risk of standing on the edge of blocks Due to the nature of the activity injuries may still occur due to slips trips and falls	possible	insig
Equipment failure/misuse	major	Equipment will undergo visual inspection by an instructor prior to each use Blocked apparatus will be subject to quarterly recorded inspections by a competent person. Faulty equipment will be marked and taken out of service to be repaired/replaced Instructors are not to deviate from approved challenges/training plan Only designated equipment and venues are to be used for blocked Safety brief to include: An appropriate way of lifting, carrying and moving wooden equipment Due to the nature of the activity injuries may still occur due to lifting	remote	insig

3.13 Bush Craft

Knives and fire are a common feature in the lives of young people. By handling fire and knives in a controlled environment we aim for the adventurer to treat both in a safe manner and with respect to the possible risk of harm

Woodland Setting	minor	Risk disclosure to be included in safety briefing. Activity area to be visually inspected for potential falling branches. Instructor to set appropriate boundaries for adventurers. To be award of low tress, branches	possible	insig
Food Hygiene	major	Food products will be stored in clean sealed containers with reference to use by dates. Hand sanitiser to be made available when food stuff is used. Food gloves to be worn when handling food. Allergies to be checked, before any food is consumed. All food equipment to be cleaned and checked before and after session.	remote	insig
Fire and fire lighting without matches.	major	Long hair to be tied back. Tassels, scarves and other dangly clothing to be removed. Fire area clearly outlined by instructor to prevent accidental spreading of fire. Adventurers should remain seated/kneeling when fire lighting is in progress. Fire blankets, burns kit, and a foam Fire extinguisher is present at wild camp	possible	mod
Stove use	major	Instructor explains safe use, demonstrate, and risk disclosure. Camping stoves not to be moved when lit Hot metal mentioned in safety brief Pan handles supplied and must be used. Instructor close supervision	possible	mod
Encounters with wildlife	minor	Risk disclosure to include not touching or disturbing wildlife. Appropriate clothing to be worn. Medical check to include reactions to bites and stings	possible	insig
Rough and un-sanitised surfaces	minor	Adventurers must wash their hands after the session. Hand sanitiser provided if necessary. Open cuts on hands to be covered.	possible	insig
Improvised structures (where included in non-taster sessions)	minor	Risk disclosure to include: No adventurers to be underneath a structure before it has been surveyed by the instructor. Adventurers to be mindful of their proximity to other people when building. Adventurers not to be working underneath anyone else.	possible	insig
Knife and tool use	fatality	Instructor safe use demonstration and risk disclosure. "Safety triangle" concept to be used. Knives remain sheaved when not in use Adventurers to be stationary ideally seated when knife is out of sheath. Sharp knives are safer than blunt knives Knives to be sheathed before passing to another person Instructor close supervision. Instructor to "function test" adventurer and confiscate knife if adventurer is likely to have poor knife management	remote	mod
Overnight bivouac – child protection	safeguard	2 staff present of appropriate gender to adventurers positioned within earshot of the group.	remote	mod

3.14 Orienteering

Uneven ground.	minor	Risk disclosure regarding rough ground and out of bounds areas will be included in the safety briefing.	possible	insig
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HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
Insufficient supervision.	minor	Maximum Instructor to adventurer ratio 1 to 20. Or more if teacher / leaders assist with supervision. This activity may also be run self supervised by teachers / leaders.	possible	insig
Adventurers becoming lost.	safeguard	Safety briefing to include: Location of control point and instructor. Time of return to control point. Any recall signal that will be used. Action in the event of an emergency or other incident. Out of bounds areas. The instructor should ensure that they have a system in place for checking the whereabouts of their groups and to ensure that they maintain a regular head count during their session. Write down team names and the names of the adventurers in each group. Write down the times each group has left you and where they are going. Ensure that a session finishes with a group debrief – this will ensure your group is all there when you finish. For multiple sessions, the designated control point instructor should be within visual distance of the agreed control point. Subsequent instructors should be mobile around the course to assist and coach adventurers. For offsite sessions groups to be issued with a whistle.	remote	mod
3.15 Pioneering				
Impact with wooden poles	minor	Safety briefing to include: Proper lifting techniques. 2 people per pole. Instructor positioned to maximise observation. For the A-Frame challenge Guy ropes should be long enough so as to not risk crushing adventurers should the structure fall over. The final progression of an A-frame challenge is for an adventurer to be on the A-frame – this should only happen if the group have proved competence and confidence.	possible	insig
Uneven ground	minor	Safety briefing to include: Uneven ground disclosure. Potential obstacles on the ground. "Look where you are going".	possible	insig
Structure collapse / Equipment failure	major	Continuous monitoring of structure and close inspection prior to loading. Gradual loading and unloading to aid stability.	possible	mod
Moving parts	minor	Risk disclosure to mention entrapment and monitoring to make sure extremities are positioned in a safe place	possible	insig
3.16 Woodland Construction				
Woodland Setting	major	Risk disclosure to be included in safety briefing Activity area to be visually inspected for potential fallen branches. Instructor to set appropriate boundaries for adventures. Berries and wild plants- not to be eaten. No screws or nails to be put into trees	remote	insig
Encounters with wildlife	environ	Risk disclosure to include not touching or disturbing wildlife. Appropriate clothing to be worn. Medical check to include reactions to stings and bites.	possible	insig
Working at Height	major	Risk disclosure to include being aware and not climbing to high. Platform height 1.8 meters, unprotected. Nothing to fall on within 2 meters.	possible	mod
Hand Tool use	major	Permitted Tools: hammer, nails, hand saw, Wooden mallet Risk disclosure and tool box talk Safety equipment PPE: Gloves, Helmut, goggles Other children out of the way L1 supervision for younger adventures L2 for older. Tools not to be left lying around when not in use, return to tool box. All tools checked back into tool box before group leave.	possible	mod
Power Tools	major	Permitted Tools: Power impact driver Risk disclosure and tool box talk. All hands on the handles. Loose Clothing and jewelry, removed or tucked away L1 supervision for younger adventures L2 for older. Tools not to be left lying around when not in use, return to tool box. All tools checked back into tool box before group leave.	possible	mod
Unsafe Structures	major	Instructor to check structures prior to session. Dynamic risk assessment carried out throughout session. Risk disclosure to include, instructor to check before any adventures play in/on structure.	possible	mod
Splinters and protruding sharps	minor	Instructor to check structure prior to session. Dynamic risk assessment carried out throughout session Risk disclosure to adventures to including protruding screws and nails. Instructor to be aware of what is being built throughout.	possible	mod
4.0 Motorsports Generic Risk Assessment				

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
Unauthorised access to vehicles and trailers	major	All vehicles stored in locked location. Vehicles stored in the boat shed Yard are behind at least 2 locked gates and is a non activity based area of the site. Vehicles stored in the Boatshed are secured through padlocked doors, coded doors and 1 door is alarmed. Codes and Keys to doors are only provided to trained members of staff who require them. Keys to vehicles are stored in a key safe near where vehicles are parked. Assistants who are under 18 are to be closely supervised when required to be in boat shed, workshop areas or boat shed yard when equipment is being moved, cleaned or refuelled. Adult adventurers may require access to the stores as part of a training course. In this case they will be supervised by their instructor	possible	mod
Access to fuel	major	All Fuel is stored in a fuel container separate from the where the vehicles are stored Fuel Container is locked and the key is stored in a key safe on location of vehicle storage	remote	insig
Refuelling vehicles	major	This is only done in well ventilated areas, away from the public and sources of ignition. Refuelling to be done by a signed off person (sign of to be done by the estate team or chief instructor or AAM)	remote	Insig
Vehicle Failure	major	Routine inspection and maintenance carried out. Pre-Session checks by Instructor to including: Obvious damage. Wheel nuts. Tires Steering. Clutch (if fitted) Seatbelts Brakes. Fluid levels. Engine cut out switch. Bungs(water craft) Defective vehicles are marked and taken out of service and faults reported and recorded.	possible	mod
Moving vehicle/Trailer – Pedestrians / Staff.	fatality	Pedestrians have right of way Hi visibility vest are worn: Recovery and towing. While conducting significant vehicle movements in the yard or other area. Any other situation where visibility of a person may be an issue. When moving Trailer without vehicular assistance this is always done with 2 or more people. Where possible trailers are moved with at times where there are minimal numbers of pedestrians. On site vehicle speed limit is set to 10mph unless in designated activity area.	remote	mod
4.1 4x4s				
Vehicle Collision	major	Introductory Sessions - Instructors will hold a full driving license and will have completed the in house 4x4 training. Intermediate and Advance Sessions – in addition to the above, Instructor will have attended the BORDA / NORTO / LANTRA Higher Driving Course with vehicle recovery module. Safe distance between vehicles relevant to the speed, skill of the driver and the track conditions with Instructor observation in case of sudden stop. Constant all round observation and anticipation by instructor. All Adventurers to be constantly monitored. Vehicles fitted with engine cut out switch and dual controls. (This condition may be relaxed when working with qualified drivers). Where fitted, seat belts will be worn. All doors will be closed prior to moving off. Session conducted in designated areas only. Basic session to be progressed through the following 5 steps 5 correct start stops in a straight line. Basic cornering. Linked corners. Different terrain including small hills. Medium sized hill (low risk of tipping or side slipping) ascent and descent.	possible	mod
Undulating ground including hills [passenger movement in vehicle]	major	Safety briefing to include risk disclosure of head position in relation to interior walls. Driving speed matched to terrain. Safety brief to include risk disclosure of slippery and undulating ground under foot. Driver changeovers to consider ground level and conditions for walking.	possible	mod
Towing and recovery.	major	Before recovery or towing takes place, the following must be met: Duty Activity Coordinator Assistance requested. Vehicle recovery will be led by a BORDA / NORTO higher qualified driver who has completed training in Towing and recovery.	remote	insig

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
		Instructors must use approved recovery equipment. All Adventurers and Leaders to stand well clear of vehicles. No passengers are to be carried in either vehicle during towing.		
weather conditions impact on changing driving surface	major	Instructors to be mindful of the significant effect weather will have on the traction available on each track surface and choose their routes accordingly. Weather briefing given out at morning meeting each day Instructors trained on the principles of: If you can't walk up it, you can't drive up it! Don't let the adventurer drive into a situation that you don't have the competence to drive out of. Be aware of the damage you will do driving on tracks in wet conditions	possible	mod
4.2 Powered Watercraft				
Craft capsizing	major	Bungs checked pre session to ensure inside of hull is clear of water before each session. Instructor must have received site specific training in craft limitations and methods to prevent capsizing prior to running a session. In the event of a Jet ski capsize: o Instructor to switch off engine immediately. Right the Jet Ski referring to capsize procedure on the label on the stern. Instructor to climb aboard. Assist adventurers back aboard. Visually and verbally check adventurers for injury. Make a radio call to D1/management and make aware you have capsized/rolled ski. Restart the ski and get it back to the jetty. Per depart and per launch checks are part of ther PB2 and PWC, so it is a good practice	remote	insig
Collision with another craft	fatality	Instructors to maintain a good lookout and safe speed demonstrating awareness of other water users. Jet Ski's (due to their directional drive) will be pointed towards clear/safe water prior to starting the engine. All powered craft will be fitted with an engine cut out switch which should be used correctly at all times. Lanyard must remain attached to the instructor. (Unless on PWPC, PB2 or Safety Boat course where it will be attached to the helm.) Function tests of kill cords to be done at kit up, start of each session and every time a new driver uses the PB or Jet Ski. Maximum numbers that are permitted on any craft should not be exceeded including inflatables. Maximum number of craft in use at any one time to not exceed 4. Exception: Where authorized by appropriate Manager, Managers engaged in training and observation may utilize a 5th craft after fully briefing Lake Users. All passengers to remain seated at all times. Jet Ski Instructor to be in control of the craft during coming alongside and leaving pontoons with controls guarded. Balance and keeping feet on board to be briefed by Instructor. When towing from a Jet Ski a spotter may be used but is not a requirement. Before being signed off as competent for towing, Instructors should demonstrate unconscious competency in their driving ability. Skiing / Wakeboarding behind Powerboat: Driver + Spotter required (driver only for competent adults when no other vessel on the lake) When towing, a regular head count should be maintained to confirm there are no person overboard (POB). As a minimum, head counts should be undertaken every time you turn A maximum of 3 towing craft allowed on the lake at any time. Only 1 towing craft permitted in each of the numbered zones (1,2 and 3) No planning in Zone 1. Instructor to Adventurer ratio for courses must not be exceeded. PWC 1:6 (maximum 3 PW's, 2 riders per PW) PB2 1:3 (The instructor should usually be in the boat with their students for the duration of the course.) Safety boat 1:6 (2 craft) When picking up POB, recovery to be as per RYA MOB training guidelines under slow speed.	remote	mod
Engine Failure	minor	The fuel tank and battery (if fitted) will be adequately secured. Outboard engines should be securely attached ideally with additional bolts through the transom. Tow line and means of communication carried onboard	possible	insig
Entanglement of Towline in propellers, water intakes, or outlets	equip	Engine switched off when recovering POB's. Instructor to check that towline is not snagged prior to and during the tow. Instructor to take extra care when manoeuvring close to an inflatable. Towing boat not to cross the tow line or loop towline around swimmers Instructor to carry a knife. If rope cut is required. Knives provided in all water motor vehicles.	probable	insig

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
Entanglement, entrapment, or injury of participants in propellers, water intakes, or outlets	Fatality	Engine switched off when recovering POB's. Boarding craft or inflatable is done under the direction and supervision of qualified person helming the craft.	remote	mod
Getting stuck in shallow water	minor	Shallows are to be avoided. For towing sessions risk disclosure to include the dangers of jumping into shallow water. If windy and get blow into shallow water, you have to get off your jet ski and launch by walking it deeper	probable	mod
Instructor falls out of the craft leaving PWC not under control	major	For Jet skis, the kill cord can be fitted to a shoulder of a PFD or the upper thigh. For Powerboat use, the Kill cord should only be attached to the upper thigh as recommended by the RYA.	remote	insig
passengers falling overboard	major	Helm to regularly head count participants in the craft or on the towing inflatable. Person Overboard (POB) Instructor signals that they have Adventurers in the water with a raised hand, (Adventurers to copy to aid visibility) Other staff on the Lake acknowledge by also raising their hand and making any required alterations to course and speed to prevent collision. Position the Banana upwind to float to the Adventurers. Board the Banana to assist speedy recovery of Adventurers from the water. Visually and verbally check Adventurers for injury. IF participant falls of and does not raise their hand: Helm will identify this in regular headcounts or participants pointing the situation out. Perform a visual sweep off towing path identifying swimmer in the water Treat situation as person in distress and respond accordingly with urgency. Engine switched off when recovering POB's	possible	mod
Engine Fire	major	Refuelling to be done on land away from the water and outside in well ventilated areas. Powerboat will have a powder fire extinguisher secured in within reach of the driver Safety boat to carry accessible powder fire extinguisher. Coys' Lake hut to have Foam Fire Extinguisher available. Boat house storage shed to contain powder or foam fire extinguishers at appropriate exits.	remote	insig

4.3 Jet ski (PWC) Rides

Positioning of Participants with Participant Driving	major	Jet ski weight limit to 3 people and maximum weight of 250kg Kill cord connected to instructor of craft with instructor holding in 1 hand firmly. Instructor positioned behind driving participant able to clearly communicate with craft driver and reach handles if need be.	remote	insig
Inexperience of driver	major	Unqualified participants will always be accompanied by a qualified instructor following the correct supervision guidance as dictated by PWC.	remote	insig
Collision due to Multiple Crafts doing different circuits	major	PWCs follow pre-determined risk assessed circuit. And/ or... Vessels separated in pre-determined risk assessed zones Slalom courses take priority over other courses due to speed and other crafts must give way to allow completion of the slalom before crossing their path. Circuits will vary depending on the position of other crafts. For other information please refer to other relevant Risk Assessments Overtaking of slower craft is allowed but must be following IRPCS RYA procedure.	remote	insig

4.4 Powerboat Rides

Inexperience of driver.	major	Unqualified participants will always be accompanied by a qualified instructor following the correct supervision guidance as dictated by RYA and Stubbers session training.	remote	insig
Multiple crafts doing different circuits and using lake at same time.	fatality	PWCs follow pre-determined risk assessed circuit. And/ or... Vessels separated in pre-determined risk assessed zones Slalom courses take priority over other courses due to speed and other crafts must give way to allow completion of the slalom before crossing their path. Circuits will vary depending on the position of other crafts. For other information please refer to other relevant Risk Assessments Overtaking of slower craft is allowed but must be following IRPCS RYA procedure.	remote	insig
Positioning of other persons on board when participant driving.	major	Power boat weight limit to 6 people maximum and 640kg weight limit. Kill cord connected to instructor around leg and to craft with instructor always ready to disconnect if required. Instructor positioned, right side, next to driving participant and able to clearly communicate with driver and reach wheel if needed. Instructor to ALWAYS have one hand on gear lever so in control over speed through session.	remote	insig

4.5 Towing Boards and Skis with powered craft

HAZARD	WORST CASE LOSS	PRESENT CONTROL METHODS	likelihood	Residual Risk
Miscommunication between person being towed and boat driver	major	Boat / PWC driver to trained in towing with sufficient experience to make an independent decision based on visual evidence or risk to towed person from towed persons position or performance or hazards not seen by the towed person Safety brief given to all participants to include: Hand signals for rider to helm communication. Proximity of board to Adventurer's face when lying prone. Importance of adventurer's positioning to trim the board correctly. Instructor throttle down in the event of bouncing. Instructor awareness to rider's energy level.	possible	mod
Omnia board submerging under tow. (Knee board).	major	Prelim activity (Function test) in swimming area. Adventurer to demonstrate: Deep water confidence by jumping in from Grey pontoon. Retrieve board from short distance away. Fit tow handle to board. Understanding of correct stability and positioning whilst under handheld tow by Instructor. Risk disclosure of possibility of board submerging under tow and action to let go.	remote	insig
Towing Speed.	major	Tow speed to be matched to the rider's weight and confidence levels. Good communication between the towing vessel and the rider is very important. Inflatable should not exceed the recommended towing speed stated on the inflatable or in the inflatable instruction manual. Towing other items (Skiers, wake boarders and knee boarders) a sensible speed should be adopted related to the age, weight and experience of the rider. Good communication between helm and rider must be maintained as much as reasonably possible. Whilst on an inflatable, if games are being played or Adventurers are standing up, the instructor should tow no faster than 5 Mph. If Adventurers stand up mid ride, the instructor is to slow down to 5 Mph until all are sat correctly again.	remote	insig
Powered craft running over towed person(s)	fataality	The helm will not turn back towards the craft they are towing whilst at speed. For Inflatables towline length should not exceed 15 meters.	remote	mod
Entanglement with tow line.	fataality	Helm to ensure that towline is not snagged prior to and during the tow. Helm to keep towline tidy and unknotted at kit up and pre-launch of each go. Care should be taken when manoeuvring close to an inflatable. Towing boat not to cross the tow line or loop towline around swimmers.	remote	mod
Adequate PPE while being towed.	fataality	Participant to wear wetsuits and Impact Vest PFDs while being towed. Following special event days and specific groups, participants may not wear wetsuits with management pre-approved discretion. (Que & Go, Jubilee or bank holiday special days, CAT 4 and specific sensory issue groups). Speed of towing will be reduced to take in account of no wetsuits.	remote	mod

ANNEX A: ACCESS CLIMBING

Risk Assessment Accessing Climbing. Generic Roped Activities at Height (Updated 06/02/2024. 1 of 3)

Area at Risk	Cause	Likelihood	Severity	Total	Control Measure	Likelihood	Severity	Total	Notes	Decision Process
Climbing Area	failure of a belay system	3	5	15	Two redundant WAH compliant systems. Main line belayed by qualified staff. Redundant line used with supervision of qualified staff. devices used will be PPE compliant with locking mechanisms and compliant equipment	1	5	5	-System check before each ascent	Access Climb Course xx/xx/xxxx
	failure of harness	2	5	10	routine, operational, and periodic checks by the wall PPE checking staff/system. Harnesses of various types to ensure best fit option	1	5	5	-If no harness to fit, no climb	Access Climb Course xx/xx/xxxx
	failure of knot due to incorrect knot tied	3	5	15	pre-climbing checks, basic systems sketched on workshop detail (as an aid reminder)	1	5	5		Access Climb Course xx/xx/xxxx
	failure of rope	2	5	10	routine, operational, and periodic checks by the wall PPE checking staff/system.	1	5	5		Access Climb Course xx/xx/xxxx
	failure of structure including anchors/hanger points	2	5	10	routine, operational, and periodic checks by the wall PPE checking staff/system.	1	5	5		Access Climb Course xx/xx/xxxx
Climbing/Area, fall from low height with rope stretch or slack	natural rope stretches or gap between climber upward move, and rope taking in	3	3	9	Attentive and vigilant to this issue, low stretch rope hoist systems used where appropriate.	2	2	4	-System test before session starts + additional staff member check	Access Climb Course xx/xx/xxxx
	Area belayer/hand/finger/other entrapment	3	2	6	Focus on teaching of appropriate belaying method/ assisting to a good standard	2	2	4	-Carers, and other persons can help with the assisting systems, but all under instructors' supervision and guidance	Access Climb Course xx/xx/xxxx
Climbing/ finger / other entrapment	insufficient weight / anchor system / in appropriate belay device	3	3	9	Advise against the use of hangers for climbing or standing on (any other obvious points as may be present on any climbing wall) unless as a part of the activity in questions (e.g., handled ascender)	2	3	6	Briefing	Access Climb Course xx/xx/xxxx
	Overuse of Alloy karabiners onto steel points (eg. Diverging systems to allow clear hoist/belay and alignment)	3	3	9	Use steel karabiners when using hanger or other less rounded diversion points (e.g., hangers)	1	0	0	-Vigilance to use correct karabiners at diversion points	Access Climb Course xx/xx/xxxx



Risk Assessment Accessing Climbing. Generic Roped Activities at Height (Updated 06/02/2024. 2 of 3)

Area at Risk	Cause	Likelihood	Severity	Total	Control Measure	Likelihood	Severity	Total	Notes	Decision Process
Instructor error	Leading to failure of any part of the safety system or failure to actively manage control measures	4	5	20	This training course, assessment process	1	5	5	Stick to procedures, when in doubt about uncertainty of system, condition of climber/abseller, ensure that you seek another qualified member of the team and clarify	
Item dropped from height causing injury to 3rd party/ staff	Phones in pockets, removing jumar, vapes devices, etc	4	4	16	Use of lanyards and good working practices + appropriate hoisting system.	1	4	4	Briefing, empty pockets, if wearing a helmet, do not remove your helmet (consider all on the ground wearing helmets)	Access Climb Course xx/xx/xxxx
Suspension intolerance	Prolonged periods suspended in harness	4	3	12	Plenty of movement whilst ascending, well informed candidates, good quality harnesses, ongoing vigilance and conversation with the climber and any accompanying carers / workers. Rescue trained persons on-site.	2	1	2	Briefing that if you've not moved for a minute or more, make sure you wiggle fingers, toes and legs.	Access Climb Course xx/xx/xxxx
Fit or other condition leading to pass out or incapacitated person at height	known pre-condition, unknown pre-condition, normal course of human health, shock impact at height	3	5	15	'rescue' (this being maintaining of open airway) and: 'retrieval' (this being the lowering or other movement of a casualty to a safe and more easily accessible location). Pre-medical forms checked for informing participants of possible issues and location of meds / carers and other key persons. System is also a rescue system and fully lowerable.	1	3	3	Liaise closely with participants, climber, and carers/assistants for pre-conditions and remedial actions required	Access Climb Course xx/xx/xxxx



Green, Amber, Red zones for traversing	Severity	Severity		Severity	Severity	Severity					
Likelihood	1	2		3	4	5					
1 (very unlikely)	1	2		3	4	5	Ongoing management and vigilance required to move '5' to '4' or lower				
2 (unlikely)	2	4		6	8	10	Ongoing management and vigilance required to move always to green				
3 (realistic possibility)	3	6		9	12	15	Ongoing management and vigilance required to move always to green				
4 (likely)	4	8		12	16	20	Ongoing management and vigilance required to move always to green				
5 (very likely)	5	10		15	20	25	Ongoing management and vigilance required to move always to green				

Likelihood;	Severity		
1=highly unlikely	1=minor bump, bruise, graze, upset, pride	(basic first aid)	
2=unlikely	2=minor body fluid, strain, tears	(basic first aid + clean wound, apply dressing)	
3=possible	3=sprain, heavy bump, twisted limb, major upset	(first aid, advise hospital to visit to get checked out)	
4=likely	4=recoverable severe injury	(first aid whilst awaiting emergency services)	
5=very likely	5=severe life changing injury or death	(first aid whilst awaiting emergency services)	