

# *Pursuits Risk Assessments 2022*

## Abstract

This document is extracted from Pursuits Operational Procedures 2022 for distribution to clients as needed.

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## Version Control

This section will list all changes and amendments made to this document from the previous document. This will aid tracking when and what changes are made.



This document will be updated at the beginning of every year – Please make sure you refer to this year’s version as noted on the title page and footer. Emergency changes / additions will be notified to staff through WhatsApp and or People HR as appropriate

<b>This document is:</b>	Pursuits Operating Procedures 2022 V1
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## Introduction:

This document is designed for the benefit of Peak staff. It lays out the minimum standards to which all programmes must be delivered. It is also designed to be used by all staff, both commercial and operational, as the standards, procedures and policies with which programmes are sold, designed, administered, and managed, in terms of health and safety in addition to quality.



This guide does not negate the need for dynamic assessment and solution generation.

### Health and Safety Responsibility:

The Managing Director is ultimately responsible for the management of Health & Safety. However, day-to-day responsibility is delegated to the Operations Manager and Centre Managers. Please also refer to company Health and Safety Policy.

All members of staff have a responsibility to put "Safety First" and follow all aspects of company policy and procedure.

### Safety Management and Documentation:



The following documents form Peak Safety Management. All staff must ensure they have understood all relevant documentation and have contacted their line manager if they are unsure of anything.

Activity Operational Procedure and Risk Assessment – Outlining all information including, risks and control measures for all 'Adventures Activity'. Hard copy held in each centre and available through the company intranet. Document owned by the Operations Manager.

Centre Specific Information – Outlining Peak centre specific information and set up details. Available to all staff, volunteers, and clients on request. Hard copy held in each centre and available through the company intranet. Document(s) owned by relevant Centre Manager.

Risk Assessment – Outlining risks and control measures for all 'Out of Scope' activities. Available to all on request. Emailed to relevant staff prior to delivery. Document(s) owned by relevant Centre Manager.

Each document is dated, all previous safety documentation must be disregarded and disposed of to prevent any reference to incorrect versions.

### Document Review:

All PAS policies, procedures and guidelines will have an on-going review by all employees who use them. Furthermore, at the end of each season/year all policies, procedures and guidelines will be reviewed jointly by employees and management.

Each document owner (as outlined above) is responsible for normal maintenance of these documents and releasing updated versions, this includes notifying the relevant staff.

## Definitions:

The following terms will be used throughout this document in their application to Peak operations:

- **Participant** – Any person taking part in an activity, excluding Peak staff and volunteers.
- **Party Leader** – An adult that is part of or accompanies the group. They are responsible for pastoral care and discipline of the group. They can also be a Participant.
- **Instructor** – A Peak member of staff, who is responsible for the delivery of activities to groups.
- **Centre Manager (CM)** – A Peak member of staff who is responsible for a centre / department.
- **Deploying Manager** – The Peak Manager responsible for a job.

## Abbreviations:

The following abbreviations will be used throughout this document. 'Peak' refers to the company Peak Activity Services Limited unless stated otherwise.

- BC British Canoeing
- ML(S) Mountain Leader Award Summer
- CWI Climbing Wall Instructor
- NICAS National Indoor Climbing Award Scheme
- NGB National Governing Body
- HML Hill and Moorland Leader Award
- RYA Royal Yachting Association
- MCW Mobile Climbing Wall
- RCI Rock Climbing Instructor
- MIAS Mountain Bike Instructors Award Scheme
- SUP Stand Up Paddle Boarding

## Activity Classification:

All activities are split into 2 categories. This is specific to Peak to support effective Safety Management of all activities. Decision on activity classification must be made by the Operations Manager.

<b>Adventures Activity</b>	<b>Non-Adventures Activity</b>
All activities of an adventurous nature. Including all activities requiring a AALA licence.	All activities that do not fall into 'Adventures Activity'.
<b>INCLUDING:</b> <ul style="list-style-type: none"> <li>• Climbing, Bouldering and Abseiling (Natural and artificial)</li> <li>• Weaselling</li> <li>• High Ropes</li> <li>• Paddle Sports</li> <li>• Sailing and Wind Surfing</li> <li>• Power Boating</li> <li>• Archery</li> <li>• Bush craft</li> <li>• Navigation / Mountaineering / Orienteering</li> <li>• Mountain Biking</li> </ul>	<b>INCLUDING:</b> <ul style="list-style-type: none"> <li>• Team Challenges</li> <li>• Wide Games</li> <li>• Football</li> <li>• Skate Boarding</li> <li>• Cooking</li> <li>• Fencing</li> <li>• Fishing</li> <li>• Classroom Sessions</li> </ul>

All 'Adventures Activity' are included in the Activity Operating Procedures and Risk Assessment document. The location must be risk assessed and approved by the operations manager; this is documented in the relevant delivery centre's location information.

'Non-Adventures' activities must have an appropriate risk assessment in place and be approved by deploying Manager. Instructor Recruitment, Training and Review:

Peak employ qualified and experienced staff (payroll and freelance) to make dynamic risk assessments. This is evidenced through NGB awards and or inhouse assessments. Logbooks may also be reviewed to prove the instructor's recent experience. Where Instructors do not hold an NGB, an in-house alternative may be used.

## Risk Assessment Guidelines:

Peak use the following process to risk assess any activity.

**Step 1:** Identify the hazard      Identify the significant (non-trivial) risks. This is anything that has the potential to cause harm.

**Step 2:** Implement control measures      These are the control measures that are put in place to keep the risk to an acceptable level. Where relevant also refer to relevant NGB guidelines. Where control measures are needed the following hierarchy is used:

1. Removal      - Elimination of task leading to risk.
2. Replacement      - Substitution of task leading to risk.
3. Isolate      - Engineering controls implemented to isolate the risk.
4. Method      - Administrative control to change the way a task is completed to remove risk.
5. PPE      - Implement the provision and use of Personal Protective Equipment

**Step 3:** Review the process      Peak Activity Services risk assessments are reviewed on an annual basis. Non-routine reviews are also conducted as needed.

### Who may be harmed?

Peak Activity Services no-longer identify who may be harmed by the hazard. This is to simplify the process and remove ambiguity. Most hazards will impact directly on those taking part the activity, however, can have a different impact on those around (other group members watching or the public) and a knock-on effect on a much wider group including parents, medical professional, and company reputation.

### Risk Likelihood and Consequence

Peak Activity Services have been advised by the Adventure Activities Licensing Service (AALS) to not attempt to use complex number systems or abbreviations in determining the likelihood and consequences of risk as it is a very subjective and inaccurate.

### Activity Benefit:

Adventures activities such as those undertaken with Peak carry with them an inherent risk of personal injury or fatality. Where possible these risks have been assessed and appropriate control measures put in place to minimise them.

The BMC recognises that climbing and mountaineering are activities with a danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions.

There will however always be an element of risk (both Perceived and Actual) this must be balanced with maximising the participants learning and development through each activity.

Perceived Risk - the consumer's perceptions of the uncertainty and adverse consequences of taking part in an activity. For example, the consequence of falling from 3m up a climbing wall as opposed to 30m up, the perceived risk is greater whereas the actual risk is the same.

Time Outdoors has a positive impact on your Mental Health (MountiansForTheMind.co.uk). Regular outdoor exercise can be more effective treatment than taking anti-depressants. As well as...

- Reducing stress, anxiety, and depression.
- Boosts confidence and self-esteem.
- Lifts your mood.
- Increases physical health.
- Elevates relaxation levels.
- Grows your social circle

## General Operating Standards:

### Participant Behaviour and Discipline:

It is essential to prevent and control adverse behaviour. Instructors must keep sessions dynamic and engaging to avoid boredom and keep participants involved.

Routine discipline must be dealt with in partnership with the Party Leader. Peak reserve the right to send a Participant home if the safety of the session is compromised. The Peak Instructor will stop any activity interrupted by behavioural issues until the situation is resolved and it is safe to continue.

### Consent / Acknowledgement of Risk (AOR) Forms:

All participants (or for under 18-year-old a responsible adult on their behalf) must have completed a consent form. This information is collated and viewed via the Peak booking system or will be provided by your deploying manager.



Participant must not engage in any activity without a consent form being completed. Failure to comply with this is an unacceptable risk to the business and personally to any staff member involved.

### Lost Property:

P.A.S has the right to enforce its own policy on lost property.

Peak will hold on to any lost property for 2 weeks. After which it will be disposed of. Debit/Credit card and cheque books will be held on to for 24 hours before being disposed of for security reasons.

Unclaimed perishable goods are disposed of at the close of each Centre trading day. (This includes any food receptacles).

There is a minimum £10 postage charge (subject to postage fee).

### Being Green

As an outdoor education company, we believe that the environment is an important aspect of our lives and that we are committed to making a positive impact on the environment and sustainability. We are developing and implementing effective green practices and procedure as a rule throughout the company:

WHAT WE DO:	Increase our knowledge on green practices.
HOW WE DO IT:	Turning off electrical appliances when not in use, green challenges for staff, teaching the younger generation.
WHAT WE DO:	Being more paper conscious.
HOW WE DO IT:	Using online networks: Synology, reusing our paper for activities, planting trees with the local conservation groups.
WHAT WE DO:	Reduce and reuse the amount of waste the company produces.
HOW WE DO IT:	Recycling, food composting, electrical cars within the company.
WHAT WE DO:	Reducing the impact our centres have to the environment.
HOW WE DO IT:	Leave no trace, litter picking, wastewater treatment.

## COVID-19 Operational Consideration:

Latest government and public health guidance to always be followed.

The guidance below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff, Participants, and clients.
- Having entered a period of sustained, community transmission, all staff, participant and clients are approached as potentially carrying Covid-19.
- PPE will be recommended according to evidence of efficacy and assessment of clinical risk and considering the availability. PPE does not negate the need for social distancing and hand and respiratory hygiene.
- Items, areas, or equipment including PPE will take 72 hours untouched to be deemed 'clean', this is based on DMM and Petzl advise.

**Disinfect** - Use of appropriate spray or wipes to kill and remove any dirt or possible traces of Covid-19. Soap and water, and regular handwashing for at least 20 seconds, is the best way of keeping hands clean. However, hand sanitizer can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside).

### Key Points:

- At all times, Instructor's must carry a face covering and use when less than 2m from client or another instructor (unless medically exempt).
- Adequate signage is to be displayed to re-enforce Government's guidance for safeguarding and distancing.
- Hand sanitising gel is provided in various locations throughout the centre, these must be kept topped up regularly. Liquid soap must be kept available in the toilets and hand towels (where relevant) kept topped up, so that staff and customers can wash their hands before, during and after the session.
- Tuckshops are open as usual, hot drinks are to be served in disposable take-away cups. Protective screens in place.
- Instructors to sanitise hands and put visor on then pass participant PPE.

Although we cannot force participants to clean their hands or use sanitiser, you must set an example and encourage all participants to copy.

### Equipment / Staying Clean:

Instructors must carry out a dynamic assessment of any activity and clean / adapt as appropriate.

Equipment issued to participants should remain with them for the duration of the booking.

- Not everything can be cleaned between users (consider high ropes courses) however hands can be cleaned before and after.
- UV (from the sun) will help clean things between use
- Boat and paddles can be sprayed down with disinfectant (spray bottle), leave for appropriate 'Contact Time' before getting onto the water.
- Research suggests the virus will not survive for prolonged periods on 'soft equipment'. However, it can be isolated for 72 hours or washed in Milton water.

## Risk Assessment - General Operating Standards

Risk Assessment – General Operating Standards	
Hazard	Control Measure(s)
Failure of staff to follow procedures	<ul style="list-style-type: none"> <li>• Simplification of procedures in a format that is accessible.</li> <li>• Regular monitoring and training of all staff.</li> </ul>
Theft	<ul style="list-style-type: none"> <li>• Staff to brief the Participants appropriately and that all valuables remain the responsibility of the individual.</li> <li>• Signage to be placed in centre notifying risk of theft.</li> <li>• Group's kit to be kept separate where possible.</li> <li>• Centres and stores to be locked when not being supervised.</li> <li>• Incidents of theft to be reported internally via Unplanned Event form. Person affected to be advised to call police if deemed necessary.</li> </ul>
Swimming	<ul style="list-style-type: none"> <li>• Activity only to be operated as part of activity session.</li> <li>• See Water Sport section of this document.</li> </ul>
Drug and Alcohol	<ul style="list-style-type: none"> <li>• The use of alcohol or illegal drugs on session is forbidden.</li> <li>• The consumption of alcohol is not permitted by any staff responsible for Participants.</li> <li>• Anyone deemed to be under the influence of drugs or alcohol will not be allowed to partake in sessions.</li> </ul>
Falling trees and Branches	<ul style="list-style-type: none"> <li>• Activities must not take place in wooded areas where it is known there is a danger of falling trees or branches.</li> <li>• Peak Activity Services will seek permission from landowners and confirm safety of the site before planning any activities at that location.</li> <li>• Instructors must continually make dynamic risk assessments in all areas of woodland / forests particularly when operating in areas that have not been planned and pre-approved.</li> </ul>
Collision with moving vehicles	<ul style="list-style-type: none"> <li>• When boarding or exiting the vehicle, ensure that the vehicle is parked in a visible area and is not near any hazardous road conditions.</li> <li>• Assembly should be as far back from a road as possible, preferably on a footpath or in a suitable area, such as a field or pedestrian area.</li> <li>• If meeting in a car park, ensure that the group are kept together and away from where vehicles are likely to park.</li> <li>• Vehicle movement should be kept to a minimum around centres and groups kept away from areas of moving traffic.</li> <li>• Care must be taken when trailers are moved around centres and delivery sites, when reversing a <b>spotter must be in place at the rear</b> of the trailer.</li> <li>• Group to walk single file down road into oncoming traffic unless on sharp turn.</li> </ul>
Choking	<ul style="list-style-type: none"> <li>• No one should eat whilst on activity or be encouraged to eat overly fast.</li> </ul>
Lifting and moving large or heavy items	<ul style="list-style-type: none"> <li>• Staff are to brief all participants on the correct way to pick-up heavy materials and refer to manual handling advice.</li> <li>• Staff are to brief all participants, when carrying elongated equipment, they must be aware of other people around them.</li> <li>• Instructors to consider Manual Handling Procedure and lifting with care.</li> </ul>

	<ul style="list-style-type: none"> <li>• Adequate time before and after session to set up and clear down.</li> </ul>
Lyme Disease from Ticks	<ul style="list-style-type: none"> <li>• Instructors must avoid tick prone areas where possible.</li> <li>• Staff must ensure Participants check themselves after being in a tick prone area.</li> <li>• If needed a first aider should remove a tick by: <ul style="list-style-type: none"> <li>• Using tweezers or tick cards and wearing gloves.</li> <li>• Grab the tick as close to the skin as you can and gently pull straight up until all parts are removed.</li> <li>• Do not twist or jerk the tick as you are removing it, as this may cause the mouthparts to break off and - remain in the skin once the tick has been removed.</li> </ul> </li> <li>• Wash your hands with soap and water.</li> <li>• Once the tick has been removed, clean the tick bite with soap and water, or an antiseptic wipe.</li> <li>• If unable to remove or any 'part' of the tick has not been removed the individual should seek further medical help.</li> <li>• The following <b>must not</b> be used: petroleum jelly, alcohol, or a lit match.</li> <li>• Staff must monitor Participants following a tick bite checking for symptoms of Lyme Disease (Drowsiness, headaches, mild fever, joint and muscle pains, swollen lymph glands) or a red rash. Medical advice must be sought if required.</li> </ul>
Faulty Equipment	<ul style="list-style-type: none"> <li>• Equipment must be inspected by Instructors at the start and end of every session.</li> <li>• All equipment is logged and inspected periodically by instructors who have a relevant qualification and experience.</li> <li>• Anything that is not suitable for use must be labelled with details of the fault, reported to the relevant Centre Manager, and removed from service. If possible, <b>placed in quarantine box.</b></li> </ul>
Misuse of Equipment	<ul style="list-style-type: none"> <li>• Instructors must always work within their own qualification and experience.</li> <li>• Staff are to brief all Participants on correct use and responsibility when looking after and using safety equipment.</li> </ul>
Domestic and Wild Animals (Many of our centres are popular locations for dog walkers)	<ul style="list-style-type: none"> <li>• Staff must brief Participants to avoid aggravating domestic or wild animals that they might come across.</li> <li>• First aid kit available on all sessions.</li> <li>• Prior knowledge of any allergies.</li> <li>• Dogs should not be approached. Groups crowding or over petting a dog must be avoided as this can cause distress.</li> <li>• Staff pets are not to be brought to work.</li> </ul>
Plants	<ul style="list-style-type: none"> <li>• First aid kit available on all sessions.</li> <li>• Prior knowledge of any allergies.</li> </ul>
Health and Hygiene	<ul style="list-style-type: none"> <li>• Instructors must encourage Participants have a high level of cleanliness especially prior to eating any meal.</li> </ul>
Cuts (Remote Supervision)	<ul style="list-style-type: none"> <li>• Appropriate first aid training prior to session to include treatment and care for major and minor cuts.</li> <li>• Teams to carry suitable first aid kit, including antiseptic wipes, plasters, and bandages.</li> <li>• Emphasise vigilance during activity, especially when crossing field boundaries or overgrown areas to avoid common hazards (e.g., barbed wire, rusty nails, brambles etc).</li> </ul>

	<ul style="list-style-type: none"> <li>• Encourage regular intake of food and water to ensure concentration is maintained. Many accidents occur when Participants are getting tired and/or dehydrated.</li> <li>• Encourage teamwork and watching out for each other.</li> </ul>
Sprains (Remote Supervision)	<ul style="list-style-type: none"> <li>• Appropriate first aid training prior to session to include prevention and treatment for sprains and strains.</li> <li>• Teams to carry suitable first aid kit.</li> <li>• Participants to be suitable equipped including footwear.</li> <li>• Emphasize vigilance during expedition, especially when crossing field boundaries, to avoid common hazards (e.g., climbing up and down stiles, holes/uneven ground etc).</li> <li>• Encourage regular intake of food and water to ensure concentration is maintained. Many accidents occur when Participants are getting tired and/or dehydrated.</li> <li>• Encourage teamwork and watching out for each other.</li> </ul>
Pregnancy	<ul style="list-style-type: none"> <li>• Participants <b>exercise with greatest caution</b> when undertaking outdoor activities.</li> <li>• Activities that involve the use of a harness, buoyancy aid and or any activity that has a greater than normal chance of slipping or falling pose a higher risk e.g., technical mountain biking, scrambling or activities in icy conditions.</li> <li>• All activities undertaken must be adapted in consultation with the Pregnant individual and their doctor.</li> <li>• Activities should not be undertaken past 7 ½ months.</li> </ul>
Dog mess and Litter	<ul style="list-style-type: none"> <li>• Activity areas to be cleared before session and as often as deemed necessary.</li> </ul>
Polluted or diseased water (Weil's Disease)	<ul style="list-style-type: none"> <li>• Instructors to check site prior to use.</li> <li>• Instructors to monitor the conditions on the day, for example blooms of blue/green algae.</li> <li>• Instructors to brief the Participants where appropriate on how to avoid contracting Leptospirosis (also known as Weil's disease) and the importance of seeking urgent medical attention if symptoms occur after the activity.</li> <li>• Instructors to ensure that Participants wash/shower after the activity, especially before handling or eating food.</li> </ul>
Medical Conditions	<ul style="list-style-type: none"> <li>• Consent forms or AOR must be completed prior to activities beginning.</li> <li>• In the absence of these forms' instruction must not begin without approval from an Operations Manager.</li> </ul>
Geese	<ul style="list-style-type: none"> <li>• Geese are present at several operating locations. They should be treated with care as they can cause damage and capsize when startled.</li> <li>• They also leave faeces that contain pathogens and contribute to the spread of diseases including E. coli, listeria, salmonella, and giardia. Areas should be cleared where possible (jetty's) and all participants advised to wash their hands immediately after a session.</li> </ul>
Algae Blumes (Blue Green Algae)	<ul style="list-style-type: none"> <li>• If algae blumes are suspected the Centre Manager must be notified. A decision on ongoing operation will be made in conjunction with the Operations Manager considering the history of the site and advise from the environment agency.</li> <li>• Blue Green Algae occurs in fresh water and is a build-up of scum and foam on the shoreline of a blue- green- brown colour. This is due to the algae photosynthesising and creates a negative effect on the appearance and quality of the water.</li> <li>• Blue Green Algae usually occurs during calm, dry, warm spells of weather and the water should be checked throughout the day as it can change quickly. The toxins</li> </ul>

	created by the algae can kill animals and in humans they can cause illnesses such as rashes, vomiting, diarrhoea, fever, and muscle pain if swallowed.
Risk Assessment – Adverse Weather	
Hazard	Control Measure(s)
General	<ul style="list-style-type: none"> <li>• Instructors to consider reports ahead of sessions.</li> <li>• Teams are to carry suitable emergency and shelter equipment especially away from a centre.</li> <li>• Staff must prevent inappropriately dressed individuals from taking part in activities or endeavour to provide additional or replacement suitable clothing.</li> <li>• Instructors must always be prepared to adapt and change sessions according to the weather.</li> </ul>
Hypothermia / Hyperthermia (Remote Supervision)	<ul style="list-style-type: none"> <li>• Appropriate first aid training prior to session to include identifying of Hypothermia / Hyperthermia and treatment.</li> <li>• WET ACTIVITIES: There should not be prolonged immersion in cold water and individual's cold-water tolerance to be considered.</li> <li>• Instructors must have an awareness of water temperature / wind chill factors.</li> <li>• Staff must ensure that all Participants have adequate warm and waterproof clothing for the activity.</li> <li>• Instructors to move activity and or ensure the following is available / being used by the team as appropriate. shelter, warm clothing, warm drinks, water, and sun cream.</li> <li>• Encourage regular intake of food and water to ensure concentration is maintained. Many accidents occur when Participants are getting tired and/or dehydrated.</li> <li>• Encourage teamwork and watching out for each other.</li> </ul>
Dehydration and Heat Exhaustion (Remote Supervision)	<ul style="list-style-type: none"> <li>• Appropriate first aid training prior to session to include identifying of dehydration, Heat Exhaustion, and treatment.</li> <li>• If monitoring team remotely, agree regular checkpoints/meeting and provide top-up with water (if required).</li> <li>• Teams to carry suitable supplies of water.</li> <li>• Encourage regular intake of food and water to ensure concentration is maintained. Many accidents occur when Participants are getting tired and/or dehydrated.</li> <li>• Encourage teamwork and watching out for each other.</li> <li>• Ensure all Participants are suitably dressed; wear a sunhat and protection against the sun.</li> </ul>
Sunburn (Remote Supervision)	<ul style="list-style-type: none"> <li>• Appropriate first aid training prior to session to include identifying of sun burn and treatment.</li> <li>• Staff must brief all Participants of the dangers of sunburn.</li> <li>• Staff must ensure that all Participants are protected from the dangers of the sun either by covering up with clothing or using sunscreen.</li> <li>• Teams should carry suitable first aid kit, including sun cream (minimum SPF factor of 15 is recommended).</li> <li>• Ensure Participants have applied sun cream at start (even if overcast!) and regularly re-apply cream during the day.</li> <li>• Encourage teamwork and watching out for each other.</li> </ul>
Lightning	<ul style="list-style-type: none"> <li>• Outdoor based session must not be undertaken during active thunder and lightning storms.</li> <li>• The storm must be at least six miles away based on 1 mile per five seconds between lightning and thunder (approximately, depending on temperature and humidity) i.e.,</li> </ul>

	<p>30 seconds between light and noise or there must be a minimum of 30 minutes from last noise before restarting.</p> <ul style="list-style-type: none"> <li>• Instructors must ensure that all participants get to safe areas during such storms and avoid equipment which may act as conductors such as tent poles.</li> </ul>
Risk Assessment – Covid-19	
Hazard	Control Measure(s)
Staff not having appropriate knowledge of current regulations	<ul style="list-style-type: none"> <li>• All staff to keep themselves updated and follow the latest Government and Public Health England/NHS guidelines.</li> <li>• Signage installed in centre.</li> <li>• Updated risk assessment process implemented as needed.</li> </ul>
Contagious people coming into a centre	<ul style="list-style-type: none"> <li>• Anyone showing the symptoms (new continuous cough and/or a high temperature and/or a change to, your sense of smell or taste), should not come to a centre or join any session and should follow the relevant government protocols at home and before coming back.</li> <li>• Staff must inform their line manager if showing symptoms or if contacted by ‘track and trace’ or following close contact with someone isolating. Guidance provided by local public health departments* and track and trace service will be followed. This will usually include: <ul style="list-style-type: none"> <li>○ Managers will identify on any other members of staff who may have had ‘close contact’ with a suspected case. They will be asked to isolate and get tested.</li> <li>○ A clear test must be received (and documented) before returning to work.</li> <li>○ If a positive test is received government set isolation protocol must be followed.</li> </ul> </li> <li>• Use of LTF (Lateral Flow Testing) will be implemented where possible to support identification of Asymptomatic individuals.</li> <li>• Peak will tell staff and potential visitors, including customers and contractors, not to enter the centre if they are displaying any symptoms of coronavirus (COVID-19) or if they should be self-isolating.</li> <li>• Anyone living in a household where someone is showing symptoms should stay at home in line with government protocols.</li> </ul>
Increased transmission of virus on client arrival at centre	<ul style="list-style-type: none"> <li>• Staff, participants, and clients to be encouraged to consider how they arrive at the centre, and reduce any unnecessary travel on coaches, buses, or public transport. Walking, cycling and individual use of cars to be encouraged.</li> <li>• Handwashing on arrival to be encouraged.</li> </ul>
Sharing a vehicle where social distancing is not possible leading to increased transmission of covid-19	<ul style="list-style-type: none"> <li>• Participants and Staff will make their own transport arrangements to and from activity locations.</li> <li>• Where sharing a vehicle is unavoidable or when transporting clients, it is accepted that social distancing is not possible however the following must be considered: <ul style="list-style-type: none"> <li>○ Wipe down the car before and after the visit has taken place e/g steering wheel, handbrake, door handles etc. with appropriate wipes or spray and cloth.</li> <li>○ Ensure the vehicle is well ventilated primarily by opening windows or where this is not possible using the cars climate controls (nor circulated air).</li> <li>○ Avoid swapping seats during a day.</li> </ul> </li> <li>• Tissues and hand sanitizer must be available to ‘Catch it, Kill it, Bin It’</li> <li>• When using a private vehicle to make a journey that is essential, cars should only be shared by members of the same household. Those who normally share a car with people who are not members of their own household for a journey that is essential,</li> </ul>

	<p>e.g., getting to work, should consider alternatives such as walking, cycling and public transport where you maintain 2 metres from others.</p>
<p>Exposure to COVID-19 – Physical contact with virus or contaminated materials / surfaces / PPE</p>	<ul style="list-style-type: none"> <li>• Only essential documents are printed where use of electronic documents is not practicable. Paper file handling reduced to absolute minimum; electronic/online systems used for managing data/information.</li> <li>• Pre-payment and contactless payment used wherever possible. Hands should be washed after handling any Cash.</li> <li>• Equipment sharing is prohibited / minimised / through introducing safe working procedures or providing additional equipment.</li> <li>• Workstations not shared (Hot-Desking) where possible. When not possible disinfect before and after use.</li> <li>• Regular points of contact such as door handles, push plates, code pads and WC levers should be disinfected regularly.</li> <li>• Activities require a set of Harnesses &amp; Helmets that stay with the groups/participants for the booking to reduce the likelihood of spreading the virus on PPE.</li> <li>• Staff to be allocated equipment for sole use wherever possible.</li> </ul>
<p>People being unable to adhere to social distancing therefore increasing the transmission and spread of Covid-19</p>	<ul style="list-style-type: none"> <li>• Visiting group sizes to be kept in line with guidance (see below for activities considerations). Groups to have their own space separate to other groups wherever possible.</li> <li>• Group arrival, departure, lunch times, break times, and movement around the site to be staggered to reduce gatherings.</li> <li>• Everyone to be encouraged to follow social distancing and face covering guidelines and signage in place.</li> <li>• When indoor seating in the same space is necessary, seating to be arranged 2m apart. Good ventilation required when sharing internal spaces.</li> <li>• Unnecessary staff gatherings to be avoided – Technologies including Zoom or MS Teams to be utilized.</li> </ul>
<p>Poor hand &amp; respiratory hygiene leading to increased transmission of covid-19</p>	<ul style="list-style-type: none"> <li>• Staff and visitors should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating, and after sneezing or coughing.</li> <li>• Staff should supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the situation)</li> <li>• Coughs and sneezes to be caught in tissues – “Catch it, Bin it Kill it”. Bins to be emptied at the end of every day.</li> <li>• Some children and young people with special educational needs and disabilities may require additional support in following public health advice or may find frequent handwashing distressing. Visiting staff should know where this is likely to be the case, and how they can best support individual children and young people.</li> </ul>
<p>Injuries and requirement to deliver First Aid.</p>	<ul style="list-style-type: none"> <li>• An emergency is an emergency.</li> <li>• Treatment at a distance where possible. Follow latest advice from Resuscitation Council UK for CPR.</li> <li>• Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.</li> <li>• Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. If there is a perceived risk of infection, rescuers should place a cloth/towel</li> </ul>

	<p>over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives.</p> <ul style="list-style-type: none"> <li>• Early use of a Defibrillator significantly increases the person's chances of survival and does not increase risk of infection.</li> <li>• If the rescuer has access to PPE, e.g., FFP3 Face Mask, Disposable Gloves, Eye protection - these should be worn.</li> <li>• After performing any First Aid, all rescuers should wash their hands thoroughly with soap and water.</li> </ul> <p><a href="https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19">https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</a></p>
Becoming ill whilst on site.	<ul style="list-style-type: none"> <li>• If someone becomes unwell and starts to display symptoms and starts to display with a new, continuous cough or a high temperature they must be sent home and advised to follow the relevant government protocols before coming back.</li> <li>• If an affected person is awaiting collection, they should be moved to a space where they can be isolated. Appropriate adult supervision must be maintained.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be disinfected using standard cleaning products before being used by anyone else.</li> </ul>
Disposal of PPE and 'Contaminated' substances (bins, tissues, cloths, and wipes)	<ul style="list-style-type: none"> <li>• Gloves, tissues, and wipes should be disposed of in a lidded bin followed by close adherence to hand washing protocol.</li> <li>• Bins to be emptied when full or at the end of each day, whichever comes first, with care and using gloves. Bin lids to be disinfected regularly as a regular touch surface.</li> <li>• Items used on or near someone suspected or known to have Covid-19 must be double bagged (both tied independently) and securely stored for 72 hours where possible before being collected by normal contractors.</li> </ul>
Damage to PPE from additional cleaning (more rigorous, frequent, or harsh treatment)	<ul style="list-style-type: none"> <li>• PPE must not be cleaned outside of manufacturers guidelines.</li> <li>• Increased frequency of monitoring and inspection of the equipment will be required.</li> <li>• Hand sanitiser (including personal) must have a concentration of below 70% alcohol to protect the equipment.</li> </ul>
Ensuring PPE is fitted correctly whilst maintaining social distancing.	<ul style="list-style-type: none"> <li>• Longer clear briefings by instructors including the use of peer support and checking.</li> <li>• Quick final check and alterations by instructor only when needed, and an appropriate face visor must also be used.</li> </ul>
Inability to maintain 2 meters – Rescues etc.	<ul style="list-style-type: none"> <li>• Instructors must consider all aspects of the session including structure, equipment, group, and conditions to reduce the risk or need of any close (less than 2m) or direct contact between bubbles.</li> <li>• Instructors must where possible train and encourage participants to use peer or self-rescue techniques.</li> <li>• An emergency is an emergency – Safety comes first.</li> </ul>

## Activity Standards and Session Content:

### Risk Assessment - Archery

Risk Assessment - Archery	
Hazard	Control Measure(s)
Shooting towards others	<ul style="list-style-type: none"> <li>Range design and construction to be in line with Archery GB's Guidelines.</li> <li>Good instruction and control of group.</li> <li>Shooting at appropriate time and in correct direction.</li> <li><b>No-one can cross the shooting line when the range is 'live'</b> this includes photographers and to collect dropped arrows.</li> <li>Bows are to be left on floor / quivers when collecting arrows,</li> <li>Instructors to <b>brief Participants on 'Emergency Stop'</b> command and subsequent action to be taken (fast).</li> </ul>
Bruising forearms/fingers of	<ul style="list-style-type: none"> <li>Correct instruction on how to hold bow.</li> <li>Instructors must ensure all participants <b>arms are covered</b> either by their clothing or an arm guard to protect against bruising. Finger tabs available and can be offered to participants.</li> </ul>
Misuse of equipment	<ul style="list-style-type: none"> <li>Bows are not to be shot without a loaded arrow.</li> <li>Arrows and bows removed from area and left in a secure location when not in use.</li> </ul>
Wind Moving / Damaging Equipment	<ul style="list-style-type: none"> <li>Ensure boss is tied back to stop it falling over breaking arrows.</li> <li>If needed tie / weight the bottom of the net down.</li> </ul>
Removing Arrows	<ul style="list-style-type: none"> <li>Arrow collection is to be done with great care.</li> <li>Instructors are to collect arrows if group show they cannot follow instruction Instructor must supervise retrieval and removal of arrows carefully.</li> <li>Collect arrows as you walk down range, from boss and finally from behind (overshoot) – Always Walk.</li> <li>Approach boss from side</li> <li>Use two hands (on to hold boss still and one to pull arrow)</li> <li>When walking with arrows hold the piles and arrows out to one side. Drop arrow if trip so as not to fall onto.</li> </ul>
Trapped hair / Clothing / Piercings	<ul style="list-style-type: none"> <li>Shooter's clothing and hair should be <b>tied back</b> / kept out of the way to ensure it is not trapped in any part of the bow.</li> <li>All <b>Piercings must be covered</b>, and caution taken to avoid any chance of catching in bow string</li> </ul>
Stringing Bows	<ul style="list-style-type: none"> <li>All bows must be strung using correct techniques (<b>Use 'bow stringers' provided</b>) not by twisting around legs.</li> </ul>
Covid-19	<ul style="list-style-type: none"> <li>Slow clear brief will reduce need for physical correction by instructor.</li> <li>Bows and Arrows to be disinfected between users.</li> <li>Instructors to use pointing sticks (2m) to highlight issues.</li> </ul>
Risk Assessment – MOBILE ARCHERY	
Hazard	Control Measure(s)

Damaging Grass	<ul style="list-style-type: none"> <li>• Warning to clients of potential damage.</li> <li>• Wooden blocks to be used at bottom of support posts to spread weight if needed.</li> <li>• Stakes to be positioned at 45 degrees to angle of pull and removed carefully.</li> <li>• Staff to flatten and repair any divots created.</li> </ul>
Net / posts falling	<ul style="list-style-type: none"> <li>• Net to be taken down and activity stopped in high winds.</li> <li>• Net to be constructed in line with procedure with care. Instructors to lower poles carefully.</li> </ul>

## Risk Assessment - Bushcraft

Risk Assessment – Bushcraft	
Hazard	Control Measure(s)
Cuts, scrapes, bruises, and splinters	<ul style="list-style-type: none"> <li>• Under 10's are not to use a knife, saw or axe at any time.</li> <li>• Instructors should dynamically assess the use of knives, saws and axes considering the following: group experience, control, behaviour, materials, and environment.</li> <li>• Anyone using a knife, saw or axe should have close supervision and be a safe distance from other Participants.</li> </ul>
Drinking water	<ul style="list-style-type: none"> <li>• Instructors need to ensure <b>tap water is used</b> and mixes with gravy granules, food colouring or sweets to look dirty and show the process.</li> <li>• Instructors must ensure Participants do not drink un-purified water.</li> <li>• Instructors to ensure Participants are briefed on the dangers of water and avoid wherever possible.</li> </ul>
Drowning	<ul style="list-style-type: none"> <li>• Instructors to ensure Participants are briefed on the dangers of water and avoid wherever possible.</li> </ul>
Fire lighting (open Fires)	<ul style="list-style-type: none"> <li>• Fires may only to be <b>lit under close supervision</b> by Instructors, only in pre-determined areas and only if enough resources are available to extinguish the fire.</li> <li>• Any fire is always to be closely supervised by staff and adhere to any individual campsite rules.</li> <li>• All campfires must be extinguished prior to departure from the site.</li> <li>• Participants must be briefed not to smoke or cook in, or close to, any shelter or other accommodation.</li> <li>• There must be a designated cooking area for each camping area and a separate fuel area set up away from cooking area.</li> <li>• Participants to be made aware of the need to walk around fires and be cautious not to catch clothing on fire.</li> <li>• Instructors to keep Participants with flammable clothing away from fires.</li> <li>• In the event of a fire needing to be extinguished mid burn a large stick or pole should be used to spread the fire out, once spread-out water must be used to fully extinguish and remove any residual heat.</li> </ul>
Cooking	<ul style="list-style-type: none"> <li>• See Expedition and Cooking section of this document.</li> </ul>
Kelly Kettles	<ul style="list-style-type: none"> <li>• Extreme care is to be taken when using this piece of equipment.</li> <li>• Instructors must make participants aware the whole thing becomes hot and can spit boiling water.</li> </ul>

	<ul style="list-style-type: none"> <li>• Appropriate gloves must be worn when placing on and off fire.</li> <li>• If fitted with a cork / bung this must be removed before use</li> <li>• Caution must be taken to ensure equipment does not fall over spilling boiling water.</li> <li>• Peak owned Kelly kettles shall have their cork replaced with a block of wood.</li> </ul>
Collapsing Shelters	<ul style="list-style-type: none"> <li>• Shelter frames should only be built using sound wood and best practice methods.</li> <li>• Shelter frames should be <b>tested before covering</b>.</li> </ul>
Covid-19	<ul style="list-style-type: none"> <li>• Flint and steel disinfected between users.</li> <li>• Increased care with Food hygiene and avoid where possible.</li> </ul>

### Risk Assessment – Climbing, Abseiling and Bouldering

Risk Assessment – Climbing, Abseiling and Bouldering	
Hazard	Control Measure(s)
Falling from the edge	<ul style="list-style-type: none"> <li>• Instructors must make sure they keep themselves safe when setting up the activity close to the edge of the crag e.g., use personal safety line</li> <li>• Staff must ensure that all Participants are always properly briefed and supervised when near to falls including crags, bridges and climbing walls.</li> <li>• Instructors must ensure that the remainder of the team are at least 10 meters from any edge of behind fall protection barriers.</li> <li>• Instructors must ensure that the abseil participant is secured to the safety rope before committing to abseil.</li> </ul>
Falling objects	<ul style="list-style-type: none"> <li>• Helmets must always be worn when Climbing, Bouldering, Scrambling, Weaselling or Abseiling on natural rock and at Bridge 75.</li> <li>• A safe area must be established away from the activity. Helmets must be worn until Participants are in this area.</li> <li>• Instructors must brief the Participants on action to take if accidentally kicking a loose rock (i.e., shout ‘below’) and action to take if you hear ‘below’ being shouted.</li> <li>• Staff must ensure the edge of the crag is reasonably clear of debris before setting up the activity.</li> </ul>
Fall whilst un-roped	<ul style="list-style-type: none"> <li>• Staff must ensure Participants do not climb without a rope attached or when unsupervised.</li> <li>• Staff must supervise all Participants when scrambling up to or down from the top of the crag.</li> </ul>
Slips, trips, and falls	<ul style="list-style-type: none"> <li>• Staff must brief and ensure all Participants do not run around the climbing site and to be careful when walking around.</li> </ul>
Other groups	<ul style="list-style-type: none"> <li>• Group to be briefed / reminded of crag etiquette, and appropriate behaviour.</li> <li>• If needed, the location (route or crag) to be used can be changed.</li> </ul>
Harnesses and helmets incorrectly fitted	<ul style="list-style-type: none"> <li>• Instructors must ensure that all Participants are shown and briefed in the correct fitting of all climbing equipment.</li> <li>• Instructors to inspect all equipment at the start of the session, each time this equipment is put on and prior to an individual climbing or abseiling.</li> <li>• Participants work in a buddy system to check each other and are then checked by the instructor.</li> </ul>

Hair or clothing trapped in equipment	<ul style="list-style-type: none"> <li>• Before commencing activity, Instructors must ensure all Participants tuck away or tie back long hair, loose clothing and draw cords from jackets.</li> <li>• Releasable abseils set up's must be used.</li> </ul>
Objects or clothing caught on holds.	<ul style="list-style-type: none"> <li>• When using bouldering walls or traversing, climbers should remove harnesses and clothing that could become caught on holds.</li> <li>• Instructors of Peak Pursuits groups must ensure that all participants remove all equipment before using bouldering or traverse walls.</li> </ul>
Rope burns or finger entrapment in knots/belay devices	<ul style="list-style-type: none"> <li>• The speed of abseil is controlled by the instructor to minimise rope burn.</li> <li>• Instructor to brief the Participants on the possibility of rope burn when belaying or abseiling.</li> <li>• Instructor to brief Participants to keep their fingers clear of the Italian Hitch or belay device, whilst belaying or abseiling.</li> </ul>
Incorrect attachment of rope to harness	<ul style="list-style-type: none"> <li>• Gear loops to be removed from harnesses (where cutting is not needed) to reduce the possibility of these being used as a rope attachment point.</li> <li>• Correct training and experience using harnesses.</li> <li>• Wherever practical climbers should be tied onto the rope using a re-threaded figure of eight and stopper knot.</li> </ul>
Lost tracer / Replacing fallen ropes	<ul style="list-style-type: none"> <li>• All tracers are to be replaced in line with working at height regulations.</li> <li>• Only qualified and experienced staff should replace tracers.</li> </ul>
Inversion / Fall	<ul style="list-style-type: none"> <li>• Clear instructions to be given.</li> <li>• Instructors to ensure correct use and fitting of equipment.</li> <li>• Safety rope must always be used when abseiling.</li> <li>• Chest harness or Full body Harness where needed (i.e., oversized Participants).</li> </ul>
The belay device and Peer belaying	<ul style="list-style-type: none"> <li>• Instructors must always hold the 'dead rope' when Participants are being lowered from the top of a climb.</li> <li>• Instructors will belay or will closely monitor the Participants belaying themselves.</li> <li>• Instructors to train the Participants in the correct techniques to belay (and then supervise).</li> </ul>
Belay lighter than Climber	<ul style="list-style-type: none"> <li>• Set a semi direct anchor for the belayer and ballast bag. As a last resort people holding their harness (not gear loop)</li> </ul>
Walking, sitting or Climbing beneath other climbers	<ul style="list-style-type: none"> <li>• It is the responsibility of the belayer to ensure that there is no one standing where a climber is going to be lowered.</li> <li>• If there is someone in the way the belayer must stop lowering and ask the person to move.</li> <li>• People should be made aware that people might be lowered.</li> <li>• All inexperienced climbers and spectators should be told this on their first visit to the centre.</li> <li>• Leaders of groups must exercise due care and attention at all times, ensuring that their group are not in vulnerable positions.</li> </ul>
Covid-19	<ul style="list-style-type: none"> <li>• Slow clear brief to ensure PPE is fitted correctly without instructor physical support.</li> <li>• For quick session attach client through carabiner to rope to reduce contact.</li> <li>• Hand sanitisation (portable pumps available) – Must not 'tell' or insist clients use however we make it clear we are, and option is there for clients if they wish.</li> </ul>

	<ul style="list-style-type: none"> <li>• Safety kit metal and plastic parts must be cleaned using wipes during morning checks.</li> <li>• Clients are not to touch rigging equipment – including top carabiners.</li> </ul>
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**Risk Assessment – ARTIFICIAL CLIMBING**

<b>Hazard</b>	<b>Control Measure(s)</b>
Spinning or Breaking holds	<ul style="list-style-type: none"> <li>• Staff must address loose or spinning holds as soon as possible.</li> <li>• Route-setters are to ensure that adequate bolt lengths are used and that over tightening is avoided.</li> <li>• All wall users are made aware of this either by their instructor or by reading the “terms of use” statement.</li> </ul>
In-situ Equipment failure.	<ul style="list-style-type: none"> <li>• Walls conform to the relevant British standard dependant on current reg's when built.</li> <li>• Lower offs, Runners and Ropes are checked regularly by staff.</li> <li>• Replacements to be carried out as required, if they are not available then the area will be closed off, if necessary, until corrective work has been conducted.</li> </ul>
Surface or feature damages & high points i.e. screws or bolts etc.	<ul style="list-style-type: none"> <li>• Regular checks to be carried out by wall staff.</li> <li>• Replacement / Repair to be carried out as required, if they are not available then the area will be closed off, if necessary, until corrective work has been conducted.</li> </ul>
Objects in landing zone	<ul style="list-style-type: none"> <li>• All wall users must ensure that equipment and personal belongings are not left on bouldering mats or beneath traverses.</li> <li>• Climbers on bouldering walls and traverses should ensure that their landing zone is clear of obstruction.</li> </ul>
People climbing, walking and resting beneath climbers.	<ul style="list-style-type: none"> <li>• Users of bouldering areas must be aware of other users above them.</li> <li>• Instructors of groups must ensure that areas used for bouldering and traversing are not overcrowded.</li> </ul>

**Risk Assessment – BOULDERING**

<b>Hazard</b>	<b>Control Measure(s)</b>
Descending from Bouldering walls	<ul style="list-style-type: none"> <li>• Climbers should descend from bouldering walls by down climbing rather than jumping.</li> <li>• Climbers should avoid awkward falls. Where this is likely, the use of spotter should be considered.</li> <li>• Instructors of Peak Pursuits groups must enforce reasonable height restrictions and use spotters where necessary.</li> </ul>
Falls whilst bouldering	<ul style="list-style-type: none"> <li>• Instructors are to brief the Participants in the correct techniques for bouldering.</li> <li>• Participants will not go above a height that is comfortable for them and cannot step off.</li> <li>• Spotters must always be used when Participants are bouldering.</li> </ul>
Bouldering	<ul style="list-style-type: none"> <li>• Whole team to be briefed and implement appropriate spotting technique.</li> <li>• Participants only to boulder under supervision of Instructor.</li> <li>• The use of bouldering mats does not negate the need to use appropriate spotting.</li> </ul>

**Risk Assessment – Mobile Climbing Wall**

<b>Hazard</b>	<b>Control Measure(s)</b>
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<p>Towing</p> <p>Vehicle/Trailer Impact with persons or structures</p>	<ul style="list-style-type: none"> <li>• Experienced driver. Cat E licence where needed.</li> <li>• Suitable towing vehicle.</li> <li>• Incident Reporting &amp; Review System in place.</li> <li>• Vehicle and trailer will be positioned in a safe place near the wall. There will be a temporary cordon around them to guide the public away from them to ensure safety.</li> </ul>
<p>Accessing pedestrian areas</p> <p>Impact with persons or structures</p>	<ul style="list-style-type: none"> <li>• Hazard lights turned-on.</li> <li>• Movement at walking pace (5mph).</li> <li>• Reversing with aid from a spotter in an appropriate safe position.</li> <li>• Suitability of site.</li> <li>• Incident Reporting &amp; Review System in place.</li> </ul>
<p>Moving parts of the wall during setup</p> <p>Impact with persons or structures.</p> <p>Trapping/Crushing</p>	<ul style="list-style-type: none"> <li>• Trained operators.</li> <li>• Safe working zone.</li> <li>• Level site, suitable.</li> <li>• Required maintenance carried out as appropriate.</li> <li>• Wall will arrive on site 1 hour prior to the commencement of any event to ensure public safety.</li> </ul>
<p>Instability of structure</p>	<ul style="list-style-type: none"> <li>• Level site – firm.</li> <li>• Wall not erected in exposed locations or in <b>winds over Force 5</b>.</li> <li>• The wall is of sound structure and suitable for 3.5 tonne of additional weight.</li> <li>• Regular checks on harnesses and lines to be conducted before each event.</li> </ul>
<p>Unauthorised access and falling</p>	<ul style="list-style-type: none"> <li>• Controlled access and supervision.</li> </ul>
<p>Damage to fabric components / equipment</p>	<ul style="list-style-type: none"> <li>• No Smoking near equipment.</li> <li>• Equipment stored correctly away from contaminates.</li> <li>• Regular defect checks.</li> </ul>
<p>Damage to ground</p>	<ul style="list-style-type: none"> <li>• Wall design ensures spreads weight.</li> <li>• Wall / Vehicles are not to be driven or erected on soft group where tyres or climbing wall 'feet' may sink.</li> <li>• Instructors to dynamically assess area for potential ground damage and discuss with client.</li> <li>• Any damage to grounds to be repaired by client – confirmed in booking conditions.</li> </ul>
<p>Conflict between wall users.</p>	<ul style="list-style-type: none"> <li>• Group management.</li> <li>• Zero tolerance towards violence, drug &amp; alcohol abuse.</li> <li>• Supervision of users will be strict to ensure no conflict occurs between users.</li> </ul>
<p>Lightning Strike</p>	<ul style="list-style-type: none"> <li>• Trained operators.</li> <li>• Check weather forecast.</li> <li>• Do not erect in hostile conditions.</li> <li>• Take down as soon as appropriate.</li> </ul>
<p>Overhead obstacles</p>	<ul style="list-style-type: none"> <li>• Trained staff to set up wall.</li> <li>• Ensure that site visits are undertaken where necessary.</li> <li>• Hazard checks prior to erecting the wall.</li> <li>• Pay attention to over-head cables and power lines.</li> </ul>

Supervision	<ul style="list-style-type: none"> <li>• A minimum of two climbing Instructors who hold relevant climbing accreditation/qualifications. Qualifications to be made available on date of a booking. Not before the event date due to scheduling</li> </ul>
Risk Assessment – Route Setting	
Hazard	Control Measure(s)
Items being dropped & holds breaking during setting.	<ul style="list-style-type: none"> <li>• Equipment to be attached to the setter using leashes.</li> <li>• Working area to be cordoned off.</li> <li>• Staff are only to enter the working zone with the setters consent.</li> <li>• Staff are to be aware of over tightening holds</li> </ul>
Evacuation of the Premises	<ul style="list-style-type: none"> <li>• Staff setting routes should use a method which allows easy descent.</li> </ul>

### Risk Assessment - Weaselling

Risk Assessment - Weaselling	
Hazard	Control Measure(s)
Fall from height	<ul style="list-style-type: none"> <li>• SPA or ML qualified and prior knowledge of route.</li> <li>• Safe height limit when bouldering.</li> <li>• Spotter system to be introduced if required.</li> <li>• Landing area inspected and protected if required.</li> <li>• Group briefed on safe landing techniques.</li> </ul>
Falling items	<ul style="list-style-type: none"> <li>• All loose clothing to be secured and <b>helmets to be worn when appropriate</b> by instructors and participants.</li> </ul>
Banging / Scraping Body Parts	<ul style="list-style-type: none"> <li>• Helmets to be always worn and Participants to wear appropriate clothing to protect skin.</li> </ul>
Getting lost	<ul style="list-style-type: none"> <li>• Due to the verity of route combinations Instructors should have a good knowledge of the area they are operating in prior to leading a group.</li> <li>• Instructor should carry a map.</li> </ul>
Over challenging group	<ul style="list-style-type: none"> <li>• Instructor to shadow sessions prior to delivery.</li> <li>• Instructors to build the level of challenge slowly to help identify participants ability.</li> <li>• Challenge by choice – where possible and alternative 'easy' route should be offered</li> </ul>

## Risk Assessment – Expedition and Cooking

Risk Assessment -Expedition and Cooking	
Hazard	Control Measure(s)
Fire and/or burn injuries from stoves	<ul style="list-style-type: none"> <li>• Appropriate training in the use of appropriate stoves and fuel.</li> <li>• Ensure no ball games or running in the vicinity of cooking area.</li> <li>• All stoves to be at least <b>3 METRES away from tents</b>.</li> <li>• Water to be kept nearby to douse any flames.</li> <li>• Supervision by leaders/staff during cooking.</li> <li>• Participants should be made aware of agreed Fire Assembly Point on arrival at Camp.</li> <li>• There must always be a minimum of <b>1 Leader per 2 teams in the cooking area</b> to supervise when anyone is cooking.</li> <li>• Methylated Spirits must be stored in a fuel dump at least 3 metres from cooking area.</li> <li>• Fuel (Gas &amp; Methylated Spirits) must not be stored inside tents, especially whilst cooking.</li> <li>• Teams must cook away from tents. In the event of deteriorating weather conditions, the leaders are to designate a safe cooking, and ensure closer supervision is provided during the activity.</li> </ul>
Contaminated and cross contaminated food	<ul style="list-style-type: none"> <li>• Appropriate training on hygiene during camp craft session.</li> <li>• Disposal of waste food &amp; packaging in bins on-site.</li> <li>• Washing-up to be done in designated areas.</li> <li>• Food to be purchased from reputable suppliers only. Food 'Best Before' and 'Use By' dates to be followed.</li> <li>• All food to be cooked to correct temperature in line with food hygiene advice.</li> <li>• Where staff are cooking for others, they must hold a basic food hygiene certificate.</li> <li>• All utensils to be cleaned and sterilised before each use and if dropped on the floor.</li> <li>• Foods to be stored separately, in containers where needed, following provider's guidelines. Salads and other ready to eat food stuffs should be stored above raw meats in the fridge to prevent contamination.</li> </ul>
Food handler borne pathogens	<ul style="list-style-type: none"> <li>• Food handlers to keep cuts etc. covered. Food handlers must not participate if they have had any food related illness, diarrhoea etc. in the last 48 hours.</li> <li>• Good hygiene practices to be observed.</li> </ul>
Toilet and washing facilities	<ul style="list-style-type: none"> <li>• Ensure that there are adequate and secure toilet facilities.</li> <li>• Where possible, ensure that there are separate male &amp; female toilets.</li> <li>• Ensure that access to the toilets is well lit, to avoid any risk of injury or "stranger danger".</li> <li>• Wild camping does not have secure toilets, Participants will be suitably trained prior to expedition on hygiene and code of conduct in line with best practice and local law.</li> </ul>
Infection from drinking water	<ul style="list-style-type: none"> <li>• Ensure any drinking water is taken from proper dedicated tap on site and that this is well labelled.</li> <li>• Do not use water to drink from any tap that is not labelled as suitable for drinking.</li> <li>• If there is no drinking water available, boil up all water supplies and add water purification tablets. Follow the instructions provided with the tablets.</li> <li>• Always carry a supply of bottled water in the event of no suitable drinking water being available or is contaminated.</li> </ul>
BBQ / Stove Gas Leak	<ul style="list-style-type: none"> <li>• Visual inspection immediately before use.</li> </ul>

	<ul style="list-style-type: none"> <li>• Check that taps work correctly.</li> <li>• Check that taps are turned off before connecting to gas cylinder.</li> <li>• Check that the gas cylinder is in good condition and is within its test period for use (testing is required every 10 years).</li> <li>• Check that pipes are in good condition.</li> <li>• Check that there is no gas leakage.</li> <li>• Rectify any faults before igniting burners.</li> <li>• Use safe manual handling techniques to avoid muscle strain.</li> </ul>
Cooking surface	<ul style="list-style-type: none"> <li>• Do not overload the BBQ to avoid excessive amounts of fat and oil build up.</li> <li>• Use suitable BBQ utensils to handle food.</li> <li>• The BBQ supervised at all times.</li> <li>• Place cardboard under BBQ to prevent damage to tiles or other surfaces under BBQ.</li> </ul>
Protection of equipment	<ul style="list-style-type: none"> <li>• Use safe manual handling techniques.</li> <li>• Turn off gas securely.</li> <li>• Do not touch hot surfaces.</li> </ul>
Open Fires	<ul style="list-style-type: none"> <li>• Please see Bush craft Risk Assessment</li> </ul>
Abduction of minors from camp site	<ul style="list-style-type: none"> <li>• Camp site should be monitored for unusual activities.</li> <li>• Ensure adequate supervision of Participants under the age of 18s by leaders/ client staff overnight.</li> <li>• Where there are lower numbers of teaching staff, Expedition Leaders will be required to camp overnight on site, approx. 100m distance away from group.</li> </ul>
Hypothermia	<ul style="list-style-type: none"> <li>• On arrival at camp, ensure that the team put up their tents straight away to provide shelter if the weather becomes bad.</li> <li>• Ensure that the team set up their stove and make a hot drink as soon as they arrive.</li> <li>• Ensure that if Participants are wet, they change into dry clothes on arrival at camp.</li> <li>• Ensure that all Participants eat a hot meal to replenish the energy lost during the expedition.</li> <li>• Ensure that Participants wear warm clothes once the day draws to a close – it will get cold later at night, even on a hot summer’s day.</li> <li>• Ensure that Participants protect their head whilst sleeping, to prevent hypothermia setting in during the night.</li> </ul>
Severe Inclement Weather	<ul style="list-style-type: none"> <li>• In the event of very heavy/torrential rain, if there is an appropriate shelter on-site, such as a bunkhouse or unused caravan, then this should be used as a shelter for the team(s).</li> <li>• If there is no appropriate shelter on-site, but there is suitable shelter nearby, then this may be used at the discretion of the leaders, client staff and/or assessors.</li> <li>• If no suitable shelter is available, ensure group are in their tents, and that the tents are well pitched, and guy ropes are attached. Ensure no equipment is left out, and that Participants are wearing appropriate waterproofs when outside their tents. Ensure all access to/from tents is kept to a low level to try to avoid wet clothing and large muddy patches around tent doors.</li> </ul>
Increased transition of Covid-19 through use of ‘Bunk Tents’ / dorm rooms	<ul style="list-style-type: none"> <li>• Increased cleaning of high touch surfaces during and after visit.</li> <li>• All equipment and facilities to be left vacant for a minimum of 72hr between groups.</li> </ul>

Increased transition of Covid-19 through expedition style Camping	<ul style="list-style-type: none"> <li>• Tents to be pitched and group to remain away from other groups wherever possible.</li> <li>• Cooking to remain in consistent small groups.</li> <li>• Additional tent to be provided (transported by leaders) to allow 1 person to a tent.</li> <li>• All equipment to be left for 72hr between use. Care, PPE, and regular hand washing to be used when handling equipment in stores.</li> <li>• Staff to be aware of latest advice from National Governing Bodies.</li> </ul>
Increased transition of Covid-19 through 'Catering Provision'	<ul style="list-style-type: none"> <li>• Dining area to be set or multiple sittings arranged to allow 2 metre distancing between 'bubbles.'</li> <li>• All catering and Service staff to be aware and maintain hygiene standards.</li> <li>• Table service to implemented to reduce movement and contact / contamination with food.</li> <li>• Packed lunches to be packed by kitchen staff.</li> </ul>

### Risk Assessment – First Aid Courses

Risk Assessment – First Aid Courses	
Hazard	Control Measure(s)
Quality of provision	<ul style="list-style-type: none"> <li>• Only qualified first aid trainers to be used.</li> <li>• All courses to be governed by regulated body and follow associated guidelines</li> </ul>
Cross Contamination	<ul style="list-style-type: none"> <li>• All mannequins to be wiped down, inside mouth and around face, using appropriate manikin wipes between users.</li> <li>• All equipment to be cleaned at start of each course and stored appropriately including mannequin lungs.</li> <li>• All bandages that encounter bodily fluids to be disposed of appropriately.</li> <li>• Software (including bandages and internal parts of the mannequin) to be replaced as required.</li> </ul>
Covid-19	<ul style="list-style-type: none"> <li>• Anni Lungs to be replaced between every group.</li> <li>• Face shields (with one-way valve) to be issued and used by each participant.</li> <li>• Where possible reduce group and practical work to maintain social distancing</li> <li>• Use of gloves and regular hand washing.</li> </ul>
Auto Injectors	<ul style="list-style-type: none"> <li>• Only training devices to be present</li> <li>• All devices to be checked against a firm surface before use</li> </ul>
AED	<ul style="list-style-type: none"> <li>• Only training devices to be present</li> <li>• All devices to be checked as training devices before use</li> </ul>
Hypothermia	<ul style="list-style-type: none"> <li>• Roll mats to be used when acting as casualties on cold surfaces.</li> <li>• Appropriate clothing to be worn</li> </ul>
Emotional Trauma	<ul style="list-style-type: none"> <li>• Trainer to consider use of pictures, videos, and stories, to be appropriate and relevant to the learning outcomes.</li> <li>• Trainers to be sensitive and consider learning styles.</li> <li>• Trainers to pre-warn participants of any graphic content</li> </ul>

Un-necessary force used in training scenario	<ul style="list-style-type: none"> <li>• When practicing choking procedures participants must only simulate procedure, unless a 'choking vest' is in use.</li> <li>• CPR or Rescue Breaths only to be performed on a manikin</li> </ul>
Miss identification of scenario / real injury	<ul style="list-style-type: none"> <li>• Trainer to clearly frame a training scenario any other to be treated as real.</li> <li>• Trainer to monitor participants throughout course</li> </ul>

### Risk Assessment – High Ropes

Due to the variety and nature of high ropes there is no generic information for this activity. All information relating to High Ropes must be contained within the relevant Location Specific Information.

Reference must also be made to the section 'Climbing and Abseiling' as many of the same risks and control measures are applicable to this activity.

### Risk Assessment - Mountain Biking

Risk Assessment – Mountain Biking	
Hazard	Control Measure(s)
Injury caused by equipment malfunction	<ul style="list-style-type: none"> <li>• Company owned bikes, maintained by experienced mechanic.</li> <li>• All suspect bikes taken out of service and tagged. Bike maintenance schedule in place. All bike maintenance recorded.</li> <li>• Instructor to check each bike prior to any participants riding the bikes.</li> </ul>
Fall from bike	<ul style="list-style-type: none"> <li>• NGB assessed or in-house assessed leader.</li> <li>• Good sizing of bike.</li> <li>• Prior knowledge of route.</li> <li>• Helmets to be worn always while on the bike.</li> <li>• Gloves are advised to be worn by riders.</li> <li>• Good control of group and clear briefing. participants briefed to ride with caution on loose surfaces / gravel paths.</li> </ul>
Items caught in the bike.	<ul style="list-style-type: none"> <li>• Supply day sacks for personal belongings.</li> <li>• Loose clothing secured.</li> </ul>
Collisions with objects and other trail users	<ul style="list-style-type: none"> <li>• NGB assessed or in-house assessed leader.</li> <li>• All venues risk assessed.</li> <li>• participants briefed about hazards and how to act around other trail users.</li> </ul>
Becoming Lost	<ul style="list-style-type: none"> <li>• Prior knowledge of the route.</li> <li>• NGB assessed or in-house assessed leader.</li> <li>• Relevant correct equipment carried.</li> <li>• Office aware of planned route and inform of departure and return.</li> <li>• Ensure that the instructor is aware of where they are always located.</li> <li>• Map and Compass is part of the day kit when orienteering.</li> </ul>

Competence	<ul style="list-style-type: none"> <li>• Different sections of the forest require various levels of ability. If a group stumble upon a trail they are unsure about they should get off and walk or the instructor will take the nearest exit from the trail.</li> </ul>
Car park / road	<ul style="list-style-type: none"> <li>• Give Participants brief on their location.</li> <li>• Keep group at back of vehicle, on the car park.</li> <li>• Cycle them single file down road.</li> <li>• On the road have a group leader at the front and back. If there is only one Instructor, then they should be positioned behind the group.</li> </ul>
Forestry Action	<ul style="list-style-type: none"> <li>• As a <b>working forest</b>, the instructor needs to stay vigilant and aware of working that maybe taking place.</li> <li>• Information can be found upon the Sherwood Forest Website.</li> <li>• The group should be kept well clear of any location where work is being carried out.</li> </ul>
Tree/Low vegetation	<ul style="list-style-type: none"> <li>• Make them aware in a group briefing that there may be instances of low vegetation.</li> <li>• An instructor should lead from the front of the group in circumstances like this.</li> <li>• Check with the hire venue for any areas that maybe a known problem.</li> <li>• If wind warnings have been issued for this specific area, then the group should not enter the forest.</li> </ul>
Ground Conditions	<ul style="list-style-type: none"> <li>• If weather has been cold and icy, great care is to be taken or the activity is to be cancelled.</li> <li>• If winds are blustery, or consistently strong, it must take into consideration that the activity is to be cancelled or postponed due to the nature of the venue.</li> <li>• Instructor to carry the appropriate equipment for the activity including bad weather at the times.</li> </ul>
General Public	<ul style="list-style-type: none"> <li>• Trails are often open to the public; Instructor will give a briefing on etiquette and behaviour.</li> </ul>
Covid-19	<ul style="list-style-type: none"> <li>• Slow clear brief to ensure PPE and bike is fitted correctly without instructor physical support.</li> <li>• Bike miniatous and Route selected carefully to reduce risk of bike failure and injury.</li> <li>• Plan routes to be quiet areas.</li> </ul>

## Risk Assessment – Paddle Sports

Risk Assessment – General Paddle Sports	
Hazard	Control Measure(s)
Cold and immersion injuries	<ul style="list-style-type: none"> <li>• Instructor to ensure that Participants do not spend too much time in the water.</li> <li>• Staff to monitor Participants who have been immersed for cold injury symptoms.</li> </ul>
Hypothermic and Hyperthermia	<ul style="list-style-type: none"> <li>• All Participants and Instructors must always wear suitable clothing when afloat (dry suits or equivalent during the winter).</li> <li>• Appropriate safety equipment to be at hand.</li> <li>• Weather forecast checked in advance; sessions will be cancelled if conditions on the day are considered particularly adverse.</li> <li>• Suspected sufferers to be taken off the water immediately.</li> <li>• On site access to changing rooms with warm shower facilities and shade.</li> <li>• participants advised to bring change of clothing in case of immersion.</li> <li>• In very hot weather, Instructors <b>check that sunscreen is in use</b>, hats are worn and that there is plenty of drinking water available for all Participants.</li> </ul>
Drowning and ability to swim	<ul style="list-style-type: none"> <li>• Participants must not be forced to take part in water-based activities.</li> <li>• All Participants must wear a buoyancy aid when taking part in the activity.</li> <li>• Participants are allowed not to wear helmets in open boat when paddling on long flat sections; however, helmets must be worn when playing games, capsizing or when paddling on moving water.</li> <li>• Instructed sessions are structured and supervised by an appropriately experienced member of staff. Suitable rescue craft on the water in a position to affect a rescue.</li> <li>• All boats and paddles to be checked by an experienced member of staff before going afloat.</li> <li>• No board shall go outside the designated area.</li> </ul>
Capsize, entrapment and entanglement	<ul style="list-style-type: none"> <li>• Appropriate safety boat(s) will be used where needed.</li> <li>• When rafting boats together, <b>Instructors must ensure improvised rafts are 'seaworthy' prior to launch</b>, to prevent injuries and entanglement from collapsing or clam-shelling.</li> <li>• Instructors must brief all Participants about the dangers of entrapment.</li> <li>• Instructors must be in a position of maximum usefulness.</li> </ul>
Drifting	<ul style="list-style-type: none"> <li>• Instructors to recognise and then use sites that limit the dangers associated with drifting.</li> <li>• Instructors to monitor the wind conditions on the day.</li> </ul>
Person overboard	<ul style="list-style-type: none"> <li>• All Participants on the water must be wearing a buoyancy aid.</li> <li>• Instructors to be in a position of maximum usefulness.</li> </ul>
Paddling off	<ul style="list-style-type: none"> <li>• Group control and good active leadership.</li> <li>• Give clear instructions of where to wait and session boundaries.</li> <li>• All instructors to carry a whistle to attract attention of this far away</li> </ul>
Paddling 'overflows' reservoirs.	<ul style="list-style-type: none"> <li>• Instructors to consider the groups route choice and avoid such areas.</li> <li>• Instructors to be aware of site's specific hazards and where available a water hazards map.</li> </ul>

Anglers	<ul style="list-style-type: none"> <li>• Instructors to conduct a dynamic risk assessment and adapt a Dynamic Route where needed.</li> <li>• Teams to avoid fishing line and upsetting anglers.</li> <li>• Maintain high levels of communication and report any issues to relevant Centre Manager.</li> <li>• Remove and dispose of any tackle that has been left.</li> </ul>
Lifting injuries	<ul style="list-style-type: none"> <li>• Instructors must brief Participants on proper lifting techniques as recommended by the Health and Safety Executive and BC.</li> <li>• Instructors must ensure that there are at least two people carrying any heavy equipment such as kayaks, canoes, or wooden spars.</li> </ul>
Fall or slip	<ul style="list-style-type: none"> <li>• Instructors must brief the Participants on the risks involved with wet walkways, slipways, and inappropriate footwear.</li> </ul>
Head injuries	<ul style="list-style-type: none"> <li>• Instructors must brief Participants not to dive or jump into the water other than during controlled sessions.</li> <li>• Instructors must use their judgement and experience when deciding whether participants should use helmets or not. Instructors must consider NGB advice, type of craft, numbers, weather (wind), location (any overhanging objects), previous experience and the session plan. It is normal practice for Kayakers to be wearing helmets.</li> <li>• Instructors must brief the Participants on the correct use of paddles.</li> <li>• Instructors must establish that the water is deep enough, before capsizing and/or rescue drills can take place.</li> </ul>
Cuts	<ul style="list-style-type: none"> <li>• Instructors must brief the Participants of the danger of cuts &amp; large splinters from water-based equipment and objects underwater.</li> <li>• Appropriate footwear to be worn to prevent cuts on feet</li> </ul>
Other water users	<ul style="list-style-type: none"> <li>• Instructors must be aware of all other users in proximity and brief Participants accordingly. Particular care should be exercised around powered craft and anglers.</li> </ul>
Collision / impact	<ul style="list-style-type: none"> <li>• Instructors must brief the Participants on the dangers involved in collisions and impacts. So as not to deliberately collide with each other.</li> <li>• Setting of area to be used.</li> <li>• Helmets use as above</li> <li>• Competent Instructor and safety briefing.</li> <li>• Close supervision and group control.</li> <li>• Wherever possible groups should be separated and operate in different areas.</li> </ul>
Upper torso injuries	<ul style="list-style-type: none"> <li>• Buoyancy aids must always be worn during the activity.</li> <li>• Instructors must establish that the water is deep enough, before capsizing and/or rescue drills can take place.</li> </ul>
Drowning if pinned under capsized raft.	<ul style="list-style-type: none"> <li>• Brief participants how to hold on to capsizing craft.</li> <li>• Staff should be in suitable craft and have ready access to a rope knife and be prepared to enter the water to affect a rescue.</li> <li>• Boats are to be maintained to ensure limbs cannot be entrapped where possible.</li> </ul>
Loss of equipment	<ul style="list-style-type: none"> <li>• All relevant equipment must be suitably waterproofed where relevant.</li> <li>• Instructors must ensure that all equipment is secured to the craft or are buoyant.</li> </ul>

	<ul style="list-style-type: none"> <li>Instructors must carry a spare paddle when carrying out any water activity.</li> </ul>
Covid-19	<ul style="list-style-type: none"> <li>Slow clear brief to ensure PPE and boat is fitted correctly without instructor physical support.</li> <li>'Long' tow used where possible.</li> <li>Consider boat use to reduce need for instructor intervention.</li> <li>Max 4 people or one bubble per raft, rafted canoe / kata-canoe.</li> <li>Boats and Paddles disinfected before and after use.</li> <li>Avoid closed cockpit kayaks</li> <li>Stay close to banks where self-rescue is possible</li> <li>Boat and paddles (already out) must be sprayed down with disinfectant (spray bottle), leave for appropriate 'Contact Time' before getting onto the water.</li> </ul>
<b>Bell Boat</b>	
<b>Hazard</b>	<b>Hazard</b>
	Nothing to add.
<b>SUP including Mega SUP</b>	
<b>Hazard</b>	<b>Control Measure(s)</b>
Leashes	<ul style="list-style-type: none"> <li>Leashes are not to be used by participants unless deemed necessary for the session by the instructor.</li> <li>Leash use must not interfere with any rescue, alternative methods should be found.</li> <li>Leashes must not be used with Mega SUP's</li> </ul>
General Injuries	<ul style="list-style-type: none"> <li>All equipment to be checked by an instructor, before going afloat.</li> <li>Participants are warned of the hazards inherent in Stand-Up Paddling. These issues are reinforced during session at the appropriate time.</li> <li>Paddlers to drop to knees when in proximity or near the edge.</li> <li>Good supervision and brief on hazards of proximity activities.</li> <li>Ensure adequate spacing of boards during balancing exercises.</li> <li>Participant briefing identifies the risk of falling and the board being propelled in opposite direction.</li> <li>All Participants are required to wear appropriate footwear ashore and afloat.</li> </ul>
Collision	<ul style="list-style-type: none"> <li>Paddlers to drop to knees when near each other or edges.</li> </ul>
<b>River Journeys</b>	
<b>Hazard</b>	<b>Control Measure(s)</b>
Moving water	<ul style="list-style-type: none"> <li>Instructors must ensure that the Participants understand the nature and additional risks of the Programme or Expedition, especially in relation to water confidence.</li> </ul>
Weirs	<ul style="list-style-type: none"> <li>Teams will not paddle weirs if possible.</li> <li>Weirs can only be approved for navigation by the Technical Adviser.</li> </ul>
Graded water	<ul style="list-style-type: none"> <li>Suitable BC qualified Instructors to be used in relation to the grade of water in question.</li> <li>Participants will only be allowed to paddle on graded water that compliments their ability.</li> <li>Instructors must assess the Participant's ability prior to moving onto graded water.</li> <li>Instructors must brief the Participants before entering sections of graded water including advised lines, finishing point and signals.</li> </ul>

Capsize and entrapment	<ul style="list-style-type: none"> <li>Participants are to show competence in capsize procedures prior to navigating into graded water.</li> <li>Instructors to brief Participants on defensive swimming.</li> </ul>
Underwater obstructions, shallow water, trees, and obstacles	<ul style="list-style-type: none"> <li>Instructors to be fully conversant with the Assessment and seek advice on local conditions if they are not familiar with the area.</li> <li>Instructors to continually monitor the hazards.</li> <li>Instructors to brief Participants on the system to be adopted should there be a need to get to a safe area quickly.</li> <li>As per industry best practice and British Canoeing guidelines Instructors must be in a position of maximum usefulness.</li> </ul>
<b>Raft Building</b>	
<b>Hazard</b>	<b>Control Measure(s)</b>
Trapping fingers and other limbs.	<ul style="list-style-type: none"> <li>Briefing and supervision. Check raft for trap potential before use. Secure loose rope before use.</li> <li>All Instructors must always carry an appropriate knife</li> </ul>
Head injury	<ul style="list-style-type: none"> <li>Participants should not remove their helmet until the raft has been dismantled.</li> </ul>
Hit by loose timber/Paddles	<ul style="list-style-type: none"> <li>Clear instruction from Instructor</li> <li>Inspection of craft before floating and ongoing monitoring.</li> <li><b>Helmets to be worn when raft is being constructed</b> and/or Participants briefed not to lift any item above waist height.</li> <li>Clear instructions on how to appropriately hold a paddle when in use.</li> </ul>
Drowning if pinned under capsized raft.	<ul style="list-style-type: none"> <li>Brief Participants not to hold onto capsizing raft.</li> <li>Staff should be in suitable rescue craft, to have ready access to a rope knife and be prepared to enter the water to complete a rescue.</li> <li>Ensure rope loops are not able to trap limbs before the raft goes on the water.</li> </ul>
Manual handling	<ul style="list-style-type: none"> <li>Staff to brief Participants on safe lifting techniques and ensure all lifts are carried out safely</li> </ul>
Drifting	<ul style="list-style-type: none"> <li>Instructors to consider areas of use to reduce the dangers associated with drifting.</li> <li>Instructors to monitor the wind conditions on the day.</li> <li>Whilst rafting and under certain conditions Instructors may feel that it is appropriate to tether the raft.</li> </ul>
<b>Coracle Building</b>	
<b>Hazard</b>	<b>Control Measure(s)</b>
Coracle Collapsing	<ul style="list-style-type: none"> <li>1 adult or 2 children per coracle</li> <li>Instructor to check coracle before floating</li> <li>Instructor supervision and 'safety craft' in position of most use.</li> <li>Clear instruction delivered to group with action in the event of collapsing</li> </ul>
Entrapment in Tarp.	<ul style="list-style-type: none"> <li>Instructor to check coracle before floating</li> <li>Paddler(s) to load the frame, not tarp.</li> <li>Construction to reduce frame holes size.</li> <li>Instructor to carry a knife.</li> <li>Maximum 3x3m tarps to be used.</li> </ul>

## Risk Assessment – Team Tasks, Slack Lining and Environmental Activities

In addition to the below please also refer to individual risks and control measures laid out on the relevant task briefs. Any task not covered by a task briefs must be dynamically risk assessed, if in doubt please discuss with a Centre Manager.

Risk Assessment – Team Tasks	
Hazard	Control Measure(s)
Participant being dropped	<ul style="list-style-type: none"> <li>Instructor to closely <b>supervise any lifting</b> of participants.</li> <li>As many people as possible should be involved with lifting other team members.</li> <li>Special attention to be made at the <b>'head end'</b></li> </ul>
Increased risks of slips trips and falls	<ul style="list-style-type: none"> <li>Caution to be taken and extra briefing given. Design of tasks and equipment to consider reducing risks.</li> </ul>
Equipment failure	<ul style="list-style-type: none"> <li><b>Structured to be checked</b> for suitability and dynamically risk assessed by instructor before participants climb on it.</li> <li>Spotters used where necessary</li> </ul>
Falling items	<ul style="list-style-type: none"> <li>Instructors briefing to warn participants of danger and carry out dynamic assessment of risk.</li> <li>If anything is built <b>above head high</b> or where the instructor identifies the risk of items dropping onto participants heads, <b>helmets must be worn</b> (ideally climbing style)</li> </ul>
Blindfolded Participants	<ul style="list-style-type: none"> <li>Participants must be able to easily remove blindfold should they need to.</li> <li>Caution to be taken and extra briefing given. Design of tasks and equipment to consider reducing risks.</li> </ul>
Falling from task equipment	<ul style="list-style-type: none"> <li>Area around task to be clear and dynamically assessed.</li> <li>Safety measures on Leaders Brief to be followed (task specific)</li> <li>Instructors to dynamically risk assess and manage risk.</li> </ul>
Covid-19	<ul style="list-style-type: none"> <li>Activities to be selected based on clients not needing to touching equipment wherever possible.</li> <li>Rotation / Cleaning of equipment.</li> <li>Blindfold activities not to be undertaken unless personal blindfold provided by each participant (their own hat or scarf).</li> </ul>
Risk Assessment – Slacklining	
Hazard	Control Measure(s)
Cut feet	<ul style="list-style-type: none"> <li>Wear <b>closed toe shoes</b></li> </ul>
Fall off	<ul style="list-style-type: none"> <li>Set line no higher than participant <b>knee height</b>.</li> <li>Using of spotting for inexperienced participants</li> <li>Clear area under slackline before starting (debris, holes)</li> <li>Never race or run across line</li> </ul>
Falling branches	<ul style="list-style-type: none"> <li>Visual check off trees before starting - to check that they are healthy, and no branches will fall.</li> <li>If over Beaufort 6 stop activity (25-31mph, Large branches of trees in motion)</li> <li><b>Use tree protectors</b> to look after trees</li> </ul>

Fingers caught in equipment	<ul style="list-style-type: none"> <li>Only to be set up by instructors familiar with the equipment</li> </ul>
Equipment failure	<ul style="list-style-type: none"> <li>Before each use equipment to be checked for wear and tear, if unsure do not use.</li> </ul>
<b>Risk Assessment – Environmental Activities</b>	
<b>Hazard</b>	<b>Control Measure(s)</b>
	<ul style="list-style-type: none"> <li>Nothing to Add, please see task briefs for individual activity control measures.</li> </ul>

### Risk Assessment – RYA Activities

<b>Risk Assessment – Sailing, Windsurfing and Power Boating</b>	
<b>Hazard</b>	<b>Control Measure(s)</b>
Drowning and ability to swim	<ul style="list-style-type: none"> <li>Participants must not be forced to take part in water-based activities.</li> <li>Instructors must ensure that all Participants wear a buoyancy aid when taking part in the activity.</li> <li>Instructors driving the powerboat must hold the appropriate certificate or be under direct supervision of an appropriately qualified powerboat Instructor.</li> <li>Safety boats should be loaded evenly with passengers and equipment. Safety boats must not be overloaded above the manufacturer's guidelines according to that boat.</li> <li>Everyone in the powerboat must be seated whilst it is in motion.</li> </ul>
Cold and immersion injuries	<ul style="list-style-type: none"> <li>Instructors must ensure that Participants do not spend too much time in the water or in cold winds.</li> <li>Instructors are to monitor Participants who have been immersed for cold injury symptoms.</li> </ul>
Fall or slip	<ul style="list-style-type: none"> <li>Instructors must brief the Participants on the risks involved with wet walkways, slipways, and inappropriate footwear.</li> </ul>
Cuts	<ul style="list-style-type: none"> <li>Instructors must brief the Participants of the danger of cuts &amp; large splinters from water-based equipment.</li> </ul>
Capsize, entrapment and entanglement	<ul style="list-style-type: none"> <li>Instructors must brief all Participants about what to do in the event of capsizing and about the dangers of entrapment.</li> <li>Instructors must be in a position of maximum usefulness.</li> <li>Instructors will use a safety boat per sailing group as set out by the RYA guidelines.</li> <li>Sails to be reefed if wind deemed too strong.</li> <li>Mast head flotation is always to be used and only removed at the Chief Instructor discretion.</li> <li>Instructors prepared to 'rite' the boat as soon as possible by 'swinging' on dagger board, then deal with entrapment</li> </ul>
Collision with other boats/ equipment/ under water hazards	<ul style="list-style-type: none"> <li>The safety boat should only be driven by staff with RYA Level 2 as a minimum.</li> <li>Peak Activities Staff driving powerboats should always adhere to the IRPCS (International Regulations for the Prevention of Collisions at Sea).</li> <li>Powerboats are only to be used as part of the operations of the centre and not for personal enjoyment.</li> <li>Helmets worn based on nature of group, weather, and activities.</li> <li>Competent leader and safety briefing.</li> <li>Close supervision and group control.</li> <li>Wherever possible groups should be separated and operate in different areas.</li> </ul>

	<ul style="list-style-type: none"> <li>Instructors must brief the Participants not to deliberately collide with each other.</li> <li>Instructors must brief the Participants on the dangers involved in collisions and impacts.</li> </ul>
Lifting Injuries	<ul style="list-style-type: none"> <li>Instructors must brief Participants on proper lifting techniques as recommended by the Health and Safety Executive.</li> <li>Instructors must ensure that there are at least two people carrying or moving any heavy equipment such as boats, and masts. Any heavy boats on trolleys must have an appropriately trained person leading the movement of the boat and at least one other person assisting.</li> </ul>
Head Injuries	<ul style="list-style-type: none"> <li>Helmets are to be worn by beginner, children, sailing groups.</li> <li>Instructors are to give thorough safety briefings before commencing the sessions.</li> <li>Safety boat drivers to be aware of their surroundings when rescuing craft.</li> <li>Instructors must brief Participants that there will be no diving or jumping into the water unless under Instructor's supervision.</li> </ul>
Drifting	<ul style="list-style-type: none"> <li>Instructors to monitor the wind conditions on the day.</li> <li>Sails are to be reefed if wind is deemed too powerful.</li> <li>Operating areas to be agreed between staff accounting for the wind and other water users.</li> <li>Safety cover will be an appropriately qualified Peak Activity Services Instructor in a Power Boat.</li> </ul>

## POWER BOATING

Hazard	Control Measure(s)
Propeller Injuries	<ul style="list-style-type: none"> <li>Powerboats are to be driven by appropriately qualified Instructors or Participants under direct supervision of an appropriately qualified Powerboat Instructor.</li> <li>Kill cords should always be worn by the driver when the engine is running.</li> <li>Powerboats should be checked before use including kill cord functioning correctly, appropriate equipment available in the powerboat as set out in the RYA guidelines.</li> <li>Powerboats should be loaded with passengers evenly and within the manufacturer's guidelines.</li> </ul>
Covid-19	<ul style="list-style-type: none"> <li>Key areas of boat to be wiped down between use. Consider use like that of a car.</li> <li>Instructors to use visors and regular hand sanitization when less than 2m with anyone outside their bubble.</li> </ul>

## SAILING

Hazard	Control Measure(s)
Multiple simultaneous capsize/ windsurfers in the water.	<ul style="list-style-type: none"> <li>Safety Boat drivers and session Instructors must hold the appropriate qualifications and training.</li> <li>A safety boat shall attend each capsized as soon as possible and confirm the immediate safety of each Participant.</li> <li>Participants are to be rescued prior to the craft.</li> <li>Onshore assistance communicated via whistle OR radio communication.</li> </ul>
Entrapment caused by total inversion of the sailing boat.	<ul style="list-style-type: none"> <li>All <b>Sailing boats to be rigged with mast head floatation's</b>. Only to be removed at the discretion of the day's Senior instructor.</li> <li>Safety boat must confirm the immediate safety of each participant.</li> <li>Safety boat driver must right the inverted boat immediately to free anyone trapped.</li> </ul>

Covid-19	<ul style="list-style-type: none"> <li>• Slow clear brief to ensure PPE is fitted and boat rigged correctly without instructor physical support.</li> <li>• One person or one household per boat.</li> <li>• Instruction from Power Boat.</li> <li>• 'Long' tow used where possible.</li> </ul>
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## Risk Assessment - Walking

Risk Assessment – Walking	
Hazard	Control Measure(s)
Falling on steep, wet, or slippery ground	<ul style="list-style-type: none"> <li>• Instructors to stay on terrain in accordance with their qualifications and experience.</li> <li>• Suitable footwear to be correctly worn by all</li> <li>• All Participants to be briefed on correct foot placement.</li> <li>• All Participants to be briefed on the dangers associated with a heavy rucksack.</li> <li>• Specific hazards i.e., mine shafts and quarries are notified to all Instructors where known.</li> </ul>
Being hit by a rock fall	<ul style="list-style-type: none"> <li>• No activities are to be conducted in areas prone to rock falls.</li> <li>• All Participants to be briefed on action to take if accidentally dislodging a rock (i.e., shout "below") and the action to take if you hear "below" being shouted.</li> </ul>
Falling into water	<ul style="list-style-type: none"> <li>• Routes to be carefully planned to avoid rivers with no obvious means of crossing or streams prone to becoming swollen in very wet weather.</li> <li>• Groups must use a bridge to cross a river</li> <li>• Groups may use steppingstones, but caution and thought must be given to distance apart and slipperiness.</li> <li>• If none of the above options are available to cross a river safely the group must turn around and change their route.</li> <li>• Instructors must not conduct 'wet' river crossings under any circumstance</li> </ul>
Collapsing dry stone walls	<ul style="list-style-type: none"> <li>• All Participants to be briefed on the dangers of leaning and climbing on dry stone walls.</li> <li>• Instructors to ensure that a dry-stone wall is safe before conducting any activity near it or sheltering behind it.</li> </ul>
Falling off stiles	<ul style="list-style-type: none"> <li>• All Participants to be briefed on the dangers of crossing stiles.</li> <li>• Peak Activity Services to supervise crossing and if necessary, deploy spotters, especially in wet or icy conditions.</li> </ul>
Being hit by vehicles whilst walking along roads	<ul style="list-style-type: none"> <li>• Groups are to avoid roads except when necessary.</li> <li>• Instructors to consider crossing point, considering bends, blind corners, speed limits and visibility before crossing.</li> <li>• Groups must walk in <b>single file on roads</b>.</li> <li>• Instructors must supervise road crossings closely.</li> <li>• Walking at night should not be planned.</li> </ul>

	<ul style="list-style-type: none"> <li>Participants to be briefed on how to best walk on roads. Hi-Vis to be available if deemed necessary.</li> </ul>
Lost	<ul style="list-style-type: none"> <li>Prior knowledge of orienteering sites.</li> <li>NGB assessed or in-house assessed leader carrying correct equipment.</li> <li>participants briefed on what to do if they become lost.</li> <li>participants to carry emergency lighting and whistle</li> </ul>
Injuries caused by branches / nettles / brambles etc	<ul style="list-style-type: none"> <li>Appropriate clothing for the activity and weather conditions. Participants to be warned of hazard and advised on best routes where appropriate. Safe choice of course by staff.</li> </ul>
Flooding	<ul style="list-style-type: none"> <li>If the group have planned to walk alongside rivers, there is a risk of flash flooding because of any heavy rain/storms.</li> <li>Routes must be checked at least 2 weeks before expedition to identify any potential risks.</li> <li>Team(s) should be advised by Leader during initial briefing, and alternative route used or re-planned to avoid potential hazards.</li> <li>Move team(s) to higher level away from rivers. Also avoid deep valleys/re-entrants where standing water may collect.</li> </ul>
Covid-19	<ul style="list-style-type: none"> <li>Maps not to be shared.</li> <li>Plan routes to be quiet areas.</li> </ul>
<b>PARTICIPANTS</b>	
<b>Hazard</b>	<b>Control Measure(s)</b>
Low Level of fitness	<ul style="list-style-type: none"> <li>Activities are planned with ability level of the group in mind.</li> <li>Staff must monitor the group and individuals throughout the Programme and be prepared to tailor the itinerary accordingly.</li> </ul>
Carrying a heavy rucksack - Back Injury	<ul style="list-style-type: none"> <li>Participant's rucksacks should not be more than one quarter of their body weight or 15kg.</li> <li>Groups are to help each other when putting heavy rucksacks on and off.</li> </ul>
Getting lost (individuals and group) or participant being separated from the team	<ul style="list-style-type: none"> <li>Prior knowledge of orienteering sites.</li> <li>NGB assessed or in-house assessed leader carrying correct equipment.</li> <li>Participants briefed on what to do if they become lost.</li> <li>All Instructors to be aware of Peak Activity Services Overdue / Missing Group Procedure.</li> <li>All Participants to be briefed about the correct procedures in the event of individuals or group becoming lost i.e., remain where they are until found.</li> <li>Groups must devise and use a method of ensuring that nobody is missing, whilst actively monitoring the group e.g., roll call.</li> </ul>
Getting lost under remote supervision	<ul style="list-style-type: none"> <li>Before departing, ensure "Emergency Card" has been completed with Leaders Mobile Phone and Location, and that this has been issued to the teams(s).</li> <li>Leader in charge of the team(s) must ensure that they have recorded the mobile phone number of 1 member of the team(s). This mobile must be fully charged and switched on throughout the expedition day.</li> <li>The Leader must be advised of any change to the teams' dedicated mobile phone number during the expedition.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Regular checkpoints are to be established where the Leader must meet up with the team(s).</li><li>• Each team should have at least 2 appropriate maps of the area, each with their route marked on the map. Ideally, these maps should be 1:25000 and laminated.</li><li>• Before setting off, the Leaders must check that the route marked on all maps is identical and that the leader knows exactly which route the team intend to take.</li><li>• The team must be advised that they cannot purposely change their route unless prior agreement with the Supervisor (and Assessor if on a Qualifying Expedition).</li><li>• At no time should the team panic if they get lost, advice should be given that they should identify appropriate landmarks and get themselves back on course as soon as they can.</li><li>• All members of the team should be encouraged to follow the route. Ideally, if A4 laminated copies of route are available (via mapping software), then each member of the team should have a copy.</li><li>• If the team are lost and have no means of identifying where they are, or visibility is poor, then they should try to contact the Leader using the mobile phone number issued on the Blue Card.</li><li>• Group advised to use Ordnance Survey, 'OS Locate' app on smart phone</li></ul> |
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