

RISK ASSESSMENTS

Marrick Priory Outdoor Education and Residential Centre

The risk assessments are in alphabetical order.

Non-activity specific risk assessments can be found at the end of this document.

Each activity is bookmarked. Please open the Bookmarks panel to view a Table of Contents.

Archery - Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members Instructor	Ensure all participants suitably attired. Group constantly monitored. Weather constantly monitored. Shorten session if necessary. Instructor(s) hold First Aid certificates. Safety sack containing spare clothes taken to archery site.
Asthma attacks/other medical conditions.	Group members	Medical information declared in advance – advised as to suitability. Necessary medicines/inhalers taken to archery site.
Weather: - Precipitation - Sun and heat - Wind - Ice and snow conditions - Thunder & lightning	Group members Instructor	Weather forecast always taken in advance, together with local knowledge of conditions, in order to ascertain whether archery course is likely to be too hazardous. Group briefed and so well prepared for forecast conditions. Instructors trained to respond quickly to changing conditions and experienced enough to adapt or abandon the session.
Bangs, scrapes and breakages	Group members Instructor	Instructor(s) hold First Aid certificates. Safety sack containing a comprehensive first aid kit taken to archery site. Session run according to 'Archery Guidelines'.
Exhaustion/dehydration/exposure.	Group members	Instructor(s) hold First Aid certificates. Instructors constantly monitor group.
Being shot. Arrow piercing body.	Passers by	Targets situated on floor to encourage shooting down archery site, away from road and right of way. Instructor(s) hold First Aid certificates. Warning signs in place. Red flags flying. Archery site roped-off. Top gate padlocked. Nets in place. Shooting style constantly monitored by instructor. "Bows down" and "Stop shooting" command established.

Archery - Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
	Group members Instructors	Archers never cross firing line until instructor signals to do so. Next set of archers do not approach shooting line until all arrows returned. Onlookers remain seated behind waiting line. Archers only ever point arrows at targets.
Incapacitation of instructor.	Whole group and instructor	Visiting staff familiar with action plan.
Individuals unsuited to activity.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds.
Falling onto stationary arrows in quiver, ground or target.	Group members Instructor	All participants instructed to walk up the side of the shooting zone and wait at target, prior to removing arrows. Sawdust used in wet conditions. Session abandoned if too slippery.
Arrows withdrawn from ground or target into third party.	Group members Instructor	Participants alerted to danger and instructed on correct way to remove arrows from ground and target. Number of people sent to retrieve arrows to be kept to a minimum.
Injury to forearm from string.	Group members	Participants instructed of danger. Protection used, if necessary.
Over-drawing string back, resulting in arrow back-firing into face, hand or arm.	Group members	Participants instructed on the correct use of bow. Correct arrow lengths and bows Group constantly monitored.
Bow or string failure.	Group members Instructor	Correct size string used for each bow. Bows and strings inspected three times a year. Bows and strings checked at each session.
Muscular injuries from shooting action.	Group members	Correct bow size allocation. Shooting technique explained and monitored.
E-coli or other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor vigilant in deterring people from putting hands near face. Group reminded to wash hands at end of session.

Beck Scrambling – Cogden Beck – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members Instructor	All scramblers to be suitably attired. Group and weather constantly monitored. Shorten session if necessary. Instructor(s) hold First Aid certificates. Safety sack containing change of clothes to hand.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines/inhalers taken to beck.
Bangs, scrapes, breakages, sprains and strains.	Group members and possibly instructor	Instructor(s) hold First Aid certificates. Access to first aid kit in safety sack. Members issued with safety helmet. Session run according to 'Beck Scrambling' guidelines. Groups briefed on slip/trip hazards, and how to reduce the risk of slipping. Spotting and team work encouraged.
Exhaustion/dehydration	Group members	Instructor(s) hold First Aid certificate. Instructor(s) constantly monitor group.
Individuals unsuited to beck scrambling.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds.
Weather: - High water - Coldness	Group members Instructor	Weather forecast taken in advance. Water levels checked by the Priory. Weather station details checked. River levels checked whilst traveling to/walking to beck. Based on their experience and training, the instructor to continually assess the conditions and competence level of group. Instructors trained to respond quickly to changing conditions and how to avoid being pressurized to continue with session.
Incapacitation of instructor.	Group members, Instructor	Visiting staff are familiar with action plan.
Unpredicted incident.	Group members, Instructor	Instructor to draw up and implement action plan.
E-coli or other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor vigilant in deterring people from putting hands near face. Group encouraged washing hands at end of session.

Caving – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members Instructor	All cavers suitably attired. Weather conditions suitable to experience/age of group. Group constantly monitored. Flexible plans that can readily be changed/adjusted. BDH and tackle bag containing survival bag, KISU and emergency rations taken through cave. Instructor(s) hold First Aid certificates.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines/inhalers taken down cave.
Weather: - Precipitation - Sun and heat - Wind - Ice and snow conditions - Thunder and lightning	Group members Instructor	Weather forecast always taken in advance, together with local knowledge of conditions, to decide whether to cave at all, or which cave would be suitable. Instructors trained to respond quickly to changing conditions and not feel pressurized to continue with the trip. BDH/tackle bag contains supplies to aid with sitting tight in flood situation and maintaining morale.
Failure of caving lights.	Group members	Careful recording of battery usage and recharging. All batteries run down and re-charged on a regular basis. Spare battery and headset, candles and lighter, always carried on every trip.
Person becomes physically stuck in the cave.	Group members Instructor	Cave chosen is appropriate to size and skills of group. Persons unsuited to caving are advised beforehand not to come. Instructor(s) hold First Aid certificates. BDH containing emergency medical supplies.
Breaks, fractures and bruises.	Group members Instructor	Instructor(s) hold First Aid certificates. BDH containing emergency medical supplies.
Rock collapse, blocking exit.	Whole group Instructor	Information regarding all trips out, e.t.a., location, numbers etc. posted on board in Priory before leaving. After period of time, rescue procedure triggered.

Caving – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Radon	Instructor	All caves known to have high radon levels to be avoided. Almost no risk to group members. Instructors rotated regularly to share exposure and minimize risk.
Incapacitation of instructor.	Whole group Instructor	Competent second accompanies instructor, who is familiar with cave and with action plan.
Individuals unsuited to caving conditions.	Group members	Expectation made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds.
Unpredicted incident.	Whole group Instructor	Instructor draws up and implements action plan.
Muscular injuries.	Group members Instructor	Warm-up if necessary. Spotting/support to prevent slips. Group monitored to prevent individuals over-exerting.
Exhaustion/dehydration.	Group members	Group monitored to prevent occurrence. Trip length flexible to fit group's ability. Emergency food in first aid kit. Instructor(s) hold First Aid certificates.
E-coli or other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor vigilant in deterring people putting hands near face. Group reminded to wash hands at end of session.
Group members separated from group.	Group members	Number-off to check all present. Instructor and second normally at front and back, to contain group. Instructor waits at any major junction to ensure group remains together.
Slipping or falling on approach/exit from cave	Instructor Group members	Instructor aware of the need for handlines, confidence roping and spotting to safeguard group members.

Climbing and Abseiling - Downholme Quarry – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members Instructor	All climbers to be suitably attired. Weather conditions suitable to experience/age of group. Group to be constantly monitored. Flexible plans that can be readily changed/adjusted should be to hand. Safety sack containing survival bag, kisu, emergency clothing and rations to be taken to climbing location. Instructor(s) hold First Aid certificate.
Asthma attacks/other medical conditions.	Group members	Medical information declared in advance – suitability advised/assessed. Necessary medicines/inhalers taken on session.
Weather: <ul style="list-style-type: none"> - Precipitation - Sun and heat - Wind - Icy conditions - Falling snow - Thunder and lightning 	Group members Instructor	Weather forecast always to be taken in advance, together with local knowledge of conditions, in order to ascertain as to whether to climb at all, or which crag would be the most suitable. Instructors trained to respond quickly to changing conditions and avoid being pressurized into continuing trip. Minibus should be situated nearby to retreat to. Safety sack, hot drinks and emergency rations to be available in the minibus.
Bangs, scrapes and breakages	Group members Instructor	All instructors to hold First Aid certificates. Safety sack containing emergency medical supplies to be taken on trip.
Dehydration/exposure.	Group members	Sufficient drinks to be taken on trip to help cope with hot weather. Group to be constantly monitored.
Vertigo	Group members	Help and support given to those finding difficulties on exposed ground.
Unstable ground/landslides.	Whole group	Where this risk is likely, areas to be avoided by groups.
Incapacitation of instructor.	Whole group and instructor	Accompanying staff familiar with action plan.
Individuals unsuited to climbing.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds. Instructor can curtail trip.
Harness incorrectly used, and/or changed during session.	Group members	All harnesses to be individually checked at start of session. Group instructed not to make any alterations without check by instructor. Safety buckles, karabiners and tying in knot, always checked by instructor prior to climb or abseil.

Climbing and Abseiling - Downholme Quarry – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Inappropriate descent route after climb.	Whole group.	Descent route clearly defined. Prescribed as only possible route from top to bottom of crag, other than when attached to a rope. Where necessary, descend in pairs. Use hand-lines as necessary. If necessary, use staff member to enforce correct descent path.
Hair, item of clothing, jewelry, fingers etc. become trapped in wall or abseiling device.	Group members Instructor	Abseil lines always attached with releasable knot for quick release. Vigilance by instructor to avoid such scenario. Clear instruction of risk involved in leaning too far forward. Group instructed to remove, tie back or secure loose items at start of session.
Rocks or equipment falling on head.	Group members and/or instructor	All group members and instructors to wear helmets in the crag environment at all times. During hot, sunny weather, it may be desirable to delimit a 'viewing' area, well back from the crag where helmets may be removed.
Starting to climb when not belayed.	Group members	Clear instructions to group concerning procedure for climb. Climbing calls used when necessary and instruction given as to their importance. Vigilance of instructor.
Climbing around on rocks not on belay.	Group members	Warning given to group of dangers when not attached to ropes. Vigilance and disciplined firmness. Enlist support of other group leaders.
Slips and trips on descents and around the base of the crag	Group Members Instructors	No running policy. Group members shown which paths to use and move around carefully at bottom of crag. Group members instructed to wear suitable footwear which is securely tied up. Group members instructed to drop onto knees and then into sitting position to get down the first step of descent path. Instructor escorts them if necessary. No climbing up rocks unroped in the waiting area at bottom of the climb called "Big Boots" Session abandoned if top of climbs become too wet and slippery
Walking too close to crag edge.	Group members	Warning given to groups of dangers when not attached to ropes. Vigilance and disciplined firmness. Enlist support of visiting staff.

Climbing and Abseiling - Downholme Quarry – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
		Group members walk around crag in pairs. Use of hand-line.
Harness, rope, sling or hardware failure.	Group members Instructor	Detailed inspection carried out three times a year. Damaged and old equipment to be withdrawn from use. Inspection by instructor, during use. Faulty equipment discarded. Carpet, bag, tube protection of ropes rubbing against sharp edges. All equipment used in accordance to manufacturer's guidelines.
Anchor failure.	Group members and/or instructor	All Instructors are appropriately trained and assessed to inspect anchors each time they use them and to use alternatives, or abandon set up if anchors are not adequate. Only approved anchors to be used at Downholme. In other situations, use approved methods of approving an anchor. Always use two bombproof anchors.
Climbers become crag-fast.	Group members	Use rescue techniques. SPA approved methods only. Prior to using these techniques, try all persuasive powers.
Safety for instructor when demonstrating abseil.	Instructor	Only to be carried out when protection of some form is available, e.g. Prussik –ensuring releasable knot is tied off correctly or non-releasable knot has been tied: being belayed by other member of staff. Can make use of member of group to demonstrate abseil for you.
Use of assistant for belaying.	Group members Instructor	Assistant trained and assessed for belaying in advance. Time to be spent observing and commenting if/where necessary; use back-up systems as approved by SPA.
Use of group members for belaying.	Group members	Be vigilant and available for inspection.
Unpredicted incident.	Group members Instructor	Instructor to draw up and implement action plan.
Sharp objects in pockets cause injury when hanging in harness.	Group members Instructor	Instructions given at start of session to remove all sharp objects from pockets.

Climbing and Abseiling - Downholme Quarry – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Inversion whilst climbing or abseiling, and slipping out of harness.	Group members Instructor	Harness correctly fitted and checked by instructor. Chest harness fitted if necessary.
Abseiling too fast/out of control and hitting floor.	Group members	Clear instructions given in safe abseiling techniques. Instructor vigilant and uses safety to stop abseiler.
E-coli or other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor vigilant in deterring people from putting hands near face. Group reminded to wash hands at end of session.

Expeditions and Sleep Outs - Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members	Ensure all participants suitably attired. Group and weather constantly monitored. Shorten session if necessary. Instructor(s) hold First Aid certificates. Safety sack containing spare clothing taken on session.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines/inhalers taken on trip.
Weather: <ul style="list-style-type: none"> - Precipitation - Sun and heat - Wind - Ice & snow - Thunder & lightning 	Group members Instructor	Weather forecast always taken in advance, together with local knowledge of conditions, to decide whether to conduct trip. Group briefed in advance, and so well prepared for forecast conditions. Instructors trained to respond quickly to changing conditions and experienced enough to adapt or abandon the session.
Bangs, scrapes and breakages.	Group members	Instructor(s) hold First Aid certificates. First aid kit taken on trip. Session run according to 'Expeditions and Sleep-outs Guidelines'.
Exhaustion/dehydration/exposure.	Group members	Instructor(s) hold First Aid certificates. Instructors constantly monitor group. Each group member issued with own drink or access to drink. Emergency rations taken on trip.
Hit by other rod user.	Group members Instructor	Single file on roads. Use radios, whistles or shout, to warn of oncoming traffic. Keep off roads as much as possible.
An incident occurs. Instructor's inability to execute plan.	Whole group Instructor	Action plan drawn up. All instructors familiar. Staff training. Visiting staff accompany groups.
Individuals unsuited to activity.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds.

Expeditions and Sleep Outs - Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Becoming lost.	Group members Instructor	Trip planned on roads, bridleways and footpaths only. Information regarding trip left on 'Activity Location' board. After period of time, rescue procedure triggered. Torches and whistle taken.
Being shot at by Army/hunters.	Group members Instructor	Adapt route if red flags indicate shooting.
Burns from cookers or fires.	Group members Instructor	Group instructed on safe use of cookers and fires. Instructor(s) hold First Aid certificates.
Food poisoning.	Group members Instructor	Low risk, easy preparation foods. Supervised cooking and cleaning of utensils.
Group members wandering off.	Group members	Boundaries of sleep-out site defined by instructor. Any hazards, especially streams, rivers and steep drops identified. Group warned of dangers of wandering off.
Water contamination.	Group members Instructor	Sterilize water containers, use Puritabs and boiling. Toilet areas identified and away from water source.
Poor personal hygiene – E-coli.	Group members Instructor	Explain hazard to group members. Encourage hand washing in streams. Avoid camping near farm animals. Use of hand-wipes as necessary.
Incapacitated instructor.	Group members Instructor	Visiting staff familiar with action plan.
Unpredicted incident.	Group members Instructor	Instructor draws up and implements action plan.
Self-contamination or contamination from poor personal hygiene.	Group members Instructor	Explain hazard to the group. Explain where toilet area is to be situated (down stream) Encourage hand-washing. Take towel.
E-coli or other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor vigilant in deterring people putting hands near face. Group reminded to wash hands at end of session.

Gorge Scrambling at Hell Gill – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members Instructor	All scramblers to be suitably attired. Weather conditions suitable to experience of group. Group constantly monitored. Plans should be flexible so that they can be changed and/or adjusted. Tackle bag/BDH taken in Gorge. Instructor(s) hold First Aid certificates.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines/inhalers taken to Gorge.
Bangs, scrapes, breakages, sprains and strains.	Group members and possibly instructor	Instructor(s) hold First Aid certificates. Access to first aid kit in BDH. All group members issued with safety helmet and buoyancy aid. Session run according to 'Gorge Scrambling' guidelines. Groups briefed on slip/trip hazards, as well as how to reduce the risk of slipping/tripping. Spotting and team work encouraged.
Exhaustion.	Group members	Instructor(s) hold First Aid certificates. Instructor(s) constantly monitor group. Trip length altered accordingly.
Hand-line or equipment failure in use.	Group members Instructor	Detailed inspection of anchors, hand-line and equipment carried out three times each year and replaced where necessary. Visual inspection carried out by instructor when running a session. Personal equipment checked by instructor.
Individuals unsuited to Gorge scrambling.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds.
Weather: - High water - Coldness	Group members Instructor	Weather forecast taken in advance. Water levels checked at the Priory. River levels checked whilst traveling to/walking to gorge. Based on their experience and training, the instructor continually assesses the conditions and competence level of group.

Gorge Scrambling at Hell Gill – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Weather: - High water - Coldness cont....	Group members Instructor	Instructor(s) trained to respond quickly to changing conditions, without feeling pressurized to continue with session. Session can be stopped at four key stages: - at the Priory - at entrance to Gorge at chock-stone - waterfall Harnesses worn and ropes carried by instructor in order to enable emergency evacuation.
Inability for individual to climb waterfall unassisted	Group members	Harnesses worn and suitable equipment carried to use in-situ hand-lines.
Refusal of group member to go up or down waterfall.	Group members	Desire to gorge scramble ascertained in advance. Information given as to expectations of session. There should always be a responsible adult in the group available in order to either stay with, or return with the group member to the bus.
Incapacitation of instructor	Group members	Competent second in command, familiar with action plan.
Unpredicted incident.	Instructor Group members	Instructor draws up and implements action plan.
Drowning in deep pool	Group members Instructor	Buoyancy aids and helmets to be correctly fitted and worn. Group stays together and monitored by instructor/each other.
E-coli or other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor vigilant to deter people putting hands near face. Group reminded to wash hands at end of session.

High Ropes Course – Climbing – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
E-coli or other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor vigilant in deterring people from putting hands near face. Group reminded to wash hands at end of session.
Individuals unsuited to climbing.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds. Instructor can curtail session.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Copies of group medical information held in office. Instructor to familiarise themselves with group medical condition and special needs. Necessary medicines/inhalers taken on session.
Bangs, scrapes and breakages	Group members Instructor	All instructors to hold First Aid certificates. Safety sack containing emergency medical supplies to be taken on session.
Hair, item of clothing, jewellery, fingers etc. become trapped in wall or belay device.	Group members Instructor	Group instructed to remove, tie back or secure loose items at start of session. Instructor to brief group on correct belay technique and to supervise group members during this procedure. Vigilance by instructor to avoid such scenario.
Weather: Precipitation Sun and heat Cold Wind Snow and Ice Thunder and lightning	Group members Instructor	Instructor to obtain weather forecast in advance. All climbers to be suitably attired. Instructors trained to respond quickly to changing conditions and avoid being pressurized into continuing session. Group to be constantly monitored. Flexible plans that can be readily changed/adjusted should be to hand. Safety sack inc. first aid kit to be taken on session. Instructor(s) hold First Aid certificate.
Dehydration/exposure.	Group members	Sufficient drinks to be taken on trip to help cope with hot weather. Group to be constantly monitored.
Climbing wall fails in use.	Group members Instructor	Visual inspection for obvious signs of vandalism or storm damage conducted prior to use. Detailed inspection of structure carried out three times a year, and replacement of equipment as necessary. Annual inspection by ERCA inspector.
Equipment failure.	Group members Instructor	Instructor to conduct a visual inspection for obvious defects prior to use. Equipment to be used in accordance with the manufacturer's guidelines. Detailed inspection of climbing equipment carried out three times a year, and replacement of equipment as necessary.

High Ropes Course – Climbing – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Objects falling from above.	Group members	Instructor to designate an area around the activity inside which correctly fitted helmets must be worn. Instructor to brief group making reference to the designated area, other users of the high ropes venue and the need to wear helmets within it. Individuals not wearing a correctly fitted helmet must be excluded from this designated area.
Muscle strain or tendon injury.	Group members	Warm-up exercises should be done prior to climb and risk of injury explained. Special consideration should be paid to heavier adults. Instructor vigilant to prevent over-exertion.
Harness incorrectly used, and/or changed during session.	Group members	All harnesses to be individually checked at start of session. Group instructed not to make any alterations without check by instructor. Safety buckles, karabiners and tying in knot, always checked by instructor prior to climb or abseil.
Starting to climb when not belayed.	Group members	Instructor to brief group on procedure for climbing. Climbing calls used when necessary and instruction given as to their importance. Vigilance of instructor.
Vertigo/ Climbers become crag-fast.	Group members	Help and support given to those in difficulties. Use SPA rescue techniques if deemed appropriate.
Use of assistant for belaying.	Group members Instructor	Assistant trained and assessed for belaying in advance. Time to be spent observing and commenting if/where necessary; use back-up systems as approved by SPA.
Use of group members for belaying.	Group members	Be vigilant and available for inspection.
Inversion whilst climbing or abseiling, and slipping out of harness.	Group members Instructor	Harness correctly fitted and checked by instructor. Chest harness fitted if necessary.
Unpredicted incident.	Group members Instructor	Instructor to draw up and implement action plan.
Belayer not tight on the anchor.	Group members	Instructor to brief and show group how to belay correctly. Instructor to be vigilant and available for inspection.
Collision with wall (especially to the face) when being lowered.	Group members	Instructor will make group members aware of hazard and ask them to get into the correct position before being lowered. Instructor will supervise each lowering.

High Ropes Course – Hanging Vines – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
E-coli or other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor vigilant in deterring people from putting hands near face. Group reminded to wash hands at end of session.
Individuals unsuited to climbing.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds. Instructor can curtail session.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Copies of group medical information held in office. Instructor to familiarise themselves with group medical condition and special needs. Necessary medicines/inhalers taken on session.
Bangs, scrapes and breakages	Group members Instructor	All instructors to hold First Aid certificates. Safety sack containing emergency medical supplies to be taken on session.
Hair, item of clothing, jewellery, fingers etc. become trapped in wall or belay device.	Group members Instructor	Group instructed to remove, tie back or secure loose items at start of session. Instructor to brief group on correct belay technique and to supervise group members during this procedure. Vigilance by instructor to avoid such scenario.
Weather: Precipitation Sun and heat Cold Wind Icy conditions Falling snow Thunder and lightning	Group members Instructor	Instructor to obtain weather forecast in advance. All climbers to be suitably attired. Instructors trained to respond quickly to changing conditions and avoid being pressurized into continuing session. Group to be constantly monitored. Flexible plans that can be readily changed or adjusted should be to hand. Safety sack inc. first aid kit to be taken on session. Instructor(s) hold First Aid certificate.
Dehydration/exposure.	Group members	Sufficient drinks to be taken on trip to help cope with hot weather. Group to be constantly monitored.
Catwalk fails in use.	Group members Instructor	Visual inspection for obvious signs of vandalism or storm damage conducted prior to use. Detailed inspection of structure carried out three times a year, and replacement of equipment as necessary. Annual inspection by ERCA inspector.

High Ropes Course – Hanging Vines – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Equipment failure.	Group members Instructor	Instructor to conduct a visual inspection for obvious defects prior to use. Equipment to be used in accordance with the manufacturer's guidelines. Detailed inspection of climbing equipment carried out three times a year, and replacement of equipment as necessary.
Objects falling from above.	Group members	Instructor to designate an area around the activity inside which correctly fitted helmets must be worn. Instructor to brief group making reference to the designated area, other users of the high ropes venue and the need to wear helmets within it. Individuals not wearing a correctly fitted helmet must be excluded from this designated area.
Muscle strain or tendon injury.	Group members	Warm-up exercises should be done prior to climb and risk of injury explained. Special consideration should be paid to heavier adults. Instructor vigilant to prevent over-exertion.
Harness incorrectly used, and/or changed during session.	Group members	All harnesses to be individually checked at start of session. Group instructed not to make any alterations without check by instructor. Safety buckles, karabiners and tying in knot, always checked by instructor prior to climb or abseil.
Starting to climb when not belayed.	Group members	Instructor to brief group on procedure for climbing. Climbing calls used when necessary and instruction given as to their importance. Vigilance of instructor.
Vertigo/ Climbers become crag-fast.	Group members	Help and support given to those in difficulties. Use SPA rescue techniques if deemed appropriate.
Use of assistant for belaying.	Group members Instructor	Assistant trained and assessed for belaying in advance. Time to be spent observing and commenting if/where necessary; use back-up systems as approved by SPA.
Use of group members for belaying.	Group members	Be vigilant and available for inspection.
Inversion whilst climbing or abseiling, and slipping out of harness.	Group members Instructor	Harness correctly fitted and checked by instructor. Chest harness fitted if necessary.
Unpredicted incident.	Group members, Instructor	Instructor to draw up and implement action plan.
Falling.	Group members	Instructor to check all safety equipment is worn and fits correctly. Ensure the climbers know what they must not do i.e. Pull on the ropes, pull on the wires, climb

High Ropes Course – Hanging Vines – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
		up the wrong side. Instructor will make sure belayers know how to belay and remain vigilant throughout the session.
Collision with bars and wires (especially to the face) when being lowered.	Group members	Instructor will supervise each lowering. Instructor will make group members aware of hazard and ask them to move bars with hands and feet is necessary.
Belayer not tight on the anchor.	Group members	Instructor to brief and show group how to belay correctly. Instructor to be vigilant and available for inspection.
Tripping over dead rope	Group members	Dead rope to be coiled or put in a bucket by 1 of the belayers. Instructor to be vigilant and available for inspection.

High Ropes Course – High All Aboard/Leap Of Faith – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
E-coli or other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor vigilant in deterring people from putting hands near face. Group reminded to wash hands at end of session.
Individuals unsuited to activity.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds. Instructor can curtail session.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Copies of group medical information held in office. Instructor to familiarise themselves with group medical condition and special needs. Necessary medicines/inhalers taken on session.
Bangs, scrapes and breakages: Other participants Overhanging trees	Group members	Overhanging trees to be routinely checked for clearance and trimmed if deemed to be too close to the activity. All instructors to hold First Aid certificates. Safety sack containing emergency medical supplies to be taken on session. When multiple participants are involved in a roped activity, instructors must ensure that they are correctly belayed and their descent is controlled to avoid participants colliding with each other or the activity structure. On the Leap of Faith where two participants may leap together they must count down together and jump simultaneously.
Weather: Precipitation Sun and heat Cold Wind Icy conditions Falling snow Thunder and lightning	Group members Instructor	Instructor to obtain weather forecast in advance. All climbers to be suitably attired. Instructors trained to respond quickly to changing conditions and avoid being pressurized into continuing session. Group to be constantly monitored. Flexible plans that can be readily changed/adjusted should be to hand. Safety sack inc. first aid kit to be taken on session. Instructor(s) hold First Aid certificate.
Dehydration/exposure.	Group members	Sufficient drinks to be taken on trip to help cope with hot weather. Group to be constantly monitored.

High Ropes Course – High All Aboard/Leap Of Faith – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Hair, item of clothing, jewellery, fingers etc. become trapped in wall or belay device.	Group members Instructor	Group instructed to remove, tie back or secure loose items at start of session. Instructor to brief group on correct belay technique and to supervise group members during this procedure. Vigilance by instructor to avoid such scenario.
Activity structure fails in use.	Group members Instructor	Visual inspection for obvious signs of vandalism or storm damage conducted prior to use. Detailed inspection of structure carried out three times a year, and replacement of equipment as necessary. Annual inspection by ERCA inspector.
Equipment failure.	Group members Instructor	Instructor to conduct a visual inspection for obvious defects prior to use. Equipment to be used in accordance with the manufacturer's guidelines. Detailed inspection of climbing equipment carried out three times a year, and replacement of equipment as necessary.
Objects falling from above.	Group members	Instructor to designate an area around the activity inside which correctly fitted helmets must be worn. Instructor to brief group making reference to the designated area, other users of the high ropes venue and the need to wear helmets within it. Individuals not wearing a correctly fitted helmet must be excluded from this designated area.
Muscle strain or tendon injury.	Group members	Warm-up exercises should be done prior to climb and risk of injury explained. Special consideration should be paid to heavier adults. Instructor vigilant to prevent over-exertion.
Harness incorrectly used, and/or changed during session.	Group members	All harnesses to be individually checked at start of session. Group instructed not to make any alterations without check by instructor. Safety buckles, karabiners and tying in knot, always checked by instructor prior to climb or abseil.
Starting to climb when not belayed.	Group members	Instructor to brief group on procedure for climbing. Climbing calls used when necessary and instruction given as to their importance. Vigilance of instructor.
Burns, cuts from suspended tracer cords.	Group members	Tracer cords on belay points not in use should be positioned and secured away from climbers.

High Ropes Course – High All Aboard/Leap Of Faith – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Vertigo/ Climbers become “crag-fast”.	Group members	Help and support given to those in difficulties. Use SPA rescue techniques if deemed appropriate.
Use of assistant for belaying.	Group members Instructor	Assistant trained and assessed for belaying in advance. Time to be spent observing and commenting if/where necessary; use back-up systems as approved by SPA.
Use of group members for belaying.	Group members	Only one participant may climb at a time. Instructor to supervise belayers. Participants already on the High All Aboard platform should be held on a tight rope and locked off. Vigilance of instructor.
Inversion whilst climbing or abseiling, and slipping out of harness.	Group members Instructor	Harness correctly fitted and checked by instructor. Chest harness fitted if necessary.
Unpredicted incident.	Group members Instructor	Instructor to draw up and implement action plan.
Belayer not tight on the anchor.	Group members	Instructor to brief and show group how to belay correctly. Instructor to be vigilant and available for inspection.

High Ropes Course – Jacob’s Ladder – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
E-coli or other illnesses.	Group members	Risk identified at ‘Welcome’ talk. Instructor vigilant in deterring people from putting hands near face. Group reminded to wash hands at end of session.
Individuals unsuited to climbing.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds. Instructor can curtail session.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Copies of group medical information held in office. Instructor to familiarise themselves with group medical condition and special needs. Necessary medicines/inhalers taken on session.
Bangs, scrapes and breakages	Group members Instructor	All instructors to hold First Aid certificates. Safety sack containing emergency medical supplies to be taken on session.
Hair, item of clothing, jewellery, fingers etc. become trapped.	Group members Instructor	Group instructed to remove, tie back or secure loose items at start of session. Instructor to brief group on correct belay technique and to supervise group members during this procedure. Vigilance by instructor to avoid such scenario. Instructor to brief group on how high they can climb the ladder and what they can and can’t pull on.
Weather: Precipitation Sun and heat Cold Wind Icy conditions Falling snow Thunder and lightning	Group members Instructor	Instructor to obtain weather forecast in advance. All climbers to be suitably attired. Instructors trained to respond quickly to changing conditions and avoid being pressurised into continuing session. Group to be constantly monitored. Flexible plans that can be readily changed/adjusted should be to hand. Safety sack inc. first aid kit to be taken on session. Instructor(s) hold First Aid certificate.
Dehydration/exposure.	Group members	Sufficient drinks to be taken on trip to help cope with hot weather. Group to be constantly monitored.

High Ropes Course – Jacob’s Ladder – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Jacob’s Ladder fails in use.	Group members Instructor	Visual inspection for obvious signs of vandalism or storm damage conducted prior to use. Detailed inspection of structure carried out three times a year, and replacement of equipment as necessary. Annual inspection by ERCA inspector.
Equipment failure.	Group members Instructor	Instructor to conduct a visual inspection for obvious defects prior to use. Equipment to be used in accordance with the manufacturer’s guidelines. Detailed inspection of climbing equipment carried out three times a year, and replacement of equipment as necessary.
Objects falling from above.	Group members	Instructor to designate an area around the activity inside which correctly fitted helmets must be worn. Instructor to brief group making reference to the designated area, other users of the high ropes venue and the need to wear helmets within it. Individuals not wearing a correctly fitted helmet must be excluded from this designated area.
Muscle strain or tendon injury.	Group members	Warm-up exercises should be done prior to climb and risk of injury explained. Special consideration should be paid to heavier adults. Instructor vigilant to prevent over-exertion.
Harness incorrectly used, and/or changed during session.	Group members	All harnesses to be individually checked at start of session. Group instructed not to make any alterations without check by instructor. Safety buckles, karabiners and tying in knot, always checked by instructor prior to climb or abseil.
Starting to climb when not belayed.	Group members	Instructor to brief group on procedure for climbing. Climbing calls used when necessary and instruction given as to their importance. Vigilance of instructor.
Vertigo/ Climbers become crag-fast.	Group members	Help and support given to those in difficulties. Use SPA rescue techniques if deemed appropriate.
Use of assistant for belaying.	Group members Instructor	Assistant trained and assessed for belaying in advance. Time to be spent observing and commenting if/where necessary; use back-up systems as approved by SPA.
Use of group members for belaying.	Group members	Be vigilant and available for inspection.

High Ropes Course – Jacob’s Ladder – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Inversion whilst climbing or abseiling, and slipping out of harness.	Group members Instructor	Harness correctly fitted and checked by instructor. Chest harness fitted if necessary.
Unpredicted incident.	Group members Instructor	Instructor to draw up and implement action plan.
Falling.	Group members	Instructor to check all safety equipment is worn and fits correctly. Ensure the climbers know what they must not do i.e. Pull on the ropes, pull on the wires, climb up the wrong side. Instructor will make sure belayers know how to belay and remain vigilant throughout the session.
Collision with bars (especially to the face) when being lowered.	Group members	Instructor will supervise each lowering. Instructor will make group members aware of hazard and ask them to move bars with hands and feet is necessary.
Collision/standing on each other.	Group members	Instructor will ask group to be constantly aware of people around them on the course. Group members to remain vigilant.
Belayer not tight on the anchor.	Group members	Instructor to brief and show group how to belay correctly. Instructor to be vigilant and available for inspection.

High Ropes Course – Vertical Assault Course – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
E-coli or other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor vigilant in deterring people from putting hands near face. Group reminded to wash hands at end of session.
Individuals unsuited to climbing.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds. Instructor can curtail session.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Copies of group medical information held in office. Instructor to familiarise themselves with group medical condition and special needs. Necessary medicines/inhalers taken on session.
Bangs, scrapes and breakages	Group members Instructor	All instructors to hold First Aid certificates. Safety sack containing emergency medical supplies to be taken on session.
Hair, item of clothing, jewellery, fingers etc. become trapped.	Group members Instructor	Group instructed to remove, tie back or secure loose items at start of session. Instructor to brief group on correct belay technique and to supervise group members during this procedure. Vigilance by instructor to avoid such scenario. Instructor to brief group on what equipment to pull on or touch.
Weather: Precipitation Sun and heat Cold Wind Icy conditions Falling snow Thunder and lightning	Group members Instructor	Instructor to obtain weather forecast in advance. All climbers to be suitably attired. Instructors trained to respond quickly to changing conditions and avoid being pressurised into continuing session. Group to be constantly monitored. Flexible plans that can be readily changed/adjusted should be to hand. Safety sack inc. first aid kit to be taken on session. Instructor(s) hold First Aid certificate.
Dehydration/exposure.	Group members	Sufficient drinks to be taken on trip to help cope with hot weather. Group to be constantly monitored.
Ropes course fails in use.	Group members Instructor	Visual inspection for obvious signs of vandalism or storm damage conducted prior to use. Detailed inspection of structure carried out three times a year, and replacement of equipment as necessary. Annual inspection by ERCA inspector.

High Ropes Course – Vertical Assault Course – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Equipment failure.	Group members Instructor	Instructor to conduct a visual inspection for obvious defects prior to use. Equipment to be used in accordance with the manufacturer's guidelines. Detailed inspection of climbing equipment carried out three times a year, and replacement of equipment as necessary.
Objects falling from above.	Group members	Instructor to designate an area around the activity inside which correctly fitted helmets must be worn. Instructor to brief group making reference to the designated area, other users of the high ropes venue and the need to wear helmets within it. Individuals not wearing a correctly fitted helmet must be excluded from this designated area.
Muscle strain or tendon injury.	Group members	Warm-up exercises should be done prior to climb and risk of injury explained. Special consideration should be paid to heavier adults. Instructor vigilant to prevent over-exertion.
Harness incorrectly used, and/or changed during session.	Group members	All harnesses to be individually checked at start of session. Group instructed not to make any alterations without check by instructor. Safety buckles, karabiners and tying in knot, always checked by instructor prior to climb or abseil.
Starting to climb when not belayed.	Group members	Instructor to brief group on procedure for climbing. Climbing calls used when necessary and instruction given as to their importance. Vigilance of instructor.
Vertigo/ Climbers become crag-fast.	Group members	Help and support given to those in difficulties. Use SPA rescue techniques if deemed appropriate.
Use of assistant for belaying.	Group members Instructor	Assistant trained and assessed for belaying in advance. Time to be spent observing and commenting if/where necessary; use back-up systems as approved by SPA.
Use of group members for belaying.	Group members	Be vigilant and available for inspection.
Inversion whilst climbing or abseiling, and slipping out of harness.	Group members Instructor	Harness correctly fitted and checked by instructor. Chest harness fitted if necessary.
Unpredicted incident.	Group members Instructor	Instructor to draw up and implement action plan.

High Ropes Course – Vertical Assault Course – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Falling.	Group members	Instructor to check all safety equipment is worn and fits correctly. Ensure the climbers know what they must not do i.e. Pull on the ropes, pull on the wires, climb up the wrong side. Instructor will make sure belayers know how to belay and remain vigilant throughout the session.
Collision with course (especially to the face) when being lowered.	Group members	Instructor will supervise each lowering. Instructor will make group members aware of hazard and ask them to move bars with hands and feet is necessary.
Collision/standing on each other.	Group members	Instructor will ask group to be constantly aware of people around them on the course. Group members to remain vigilant.
Belayer not tight on the anchor.	Group members	Instructor to brief and show group how to belay correctly. Instructor to be vigilant and available for inspection.

High Ropes Course – General – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Part of course failing in use	Group members Instructor	Visual inspection for obvious signs of vandalism or storm damage conducted prior to use. Detailed inspection of structure carried out three times a year, and replacement of equipment as necessary. Annual inspection by ERCA inspector.
Climbing on retaining walls	Group members	No unsupervised access. Warning given to group of dangers when not attached to ropes. Group members given clear instructions of safe areas. Vigilance of instructor.
Falling into river	Group members	No unsupervised access to waters edge. Group members given clear instructions of safe areas. Prior to use of the waters edge instructors must check that water levels have not exceeded safe limits. For the zip wire and river crossing activity a throw bag should be available for use. Vigilance of instructor and group members.
Trips or collision with ground based structural elements (Ground anchors, brace cables, path edges)	Group members Instructor	Hazards identified to group. Brace cables made high visibility Vigilance of instructor and group members.
Lightning strike / High winds	Group members Instructor	Weather report obtained prior to use. Vigilance of instructor.
Archery	Group members Instructor	Warning signs and flags to be displayed. Instructor to check that archery and high ropes sessions do not coincide.

High Ropes Course – Zip Wire and River Crossing – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Equipment failure.	Group members Instructor	Instructor to conduct a visual inspection for obvious defects prior to use. Equipment to be used in accordance with the manufacturer's guidelines. Detailed inspection of equipment carried out three times a year, and replaced as necessary.
Trapping of fingers between rope and trolley.	Group members	Group briefed and instructor to monitor session. Gloves to be used.
Muscle strain or tendon injury.	Group members	Warm-up exercises should be done prior to climb and risk of injury explained. Special consideration should be paid to heavier adults. Instructor vigilant to prevent over-exertion.
Harness incorrectly used, and/or changed during session.	Group members	All harnesses to be individually checked at start of session. Group instructed not to make any alterations without check by instructor. Safety buckles, karabiners and tying in knot, always checked by instructor prior to climb or abseil.
Falling into fast flowing river.	Group members	River levels, rain gauge, weather details and local knowledge to be checked prior to session. Decision to be taken as to whether to conduct session. River level to be monitored and session abandoned if necessary. Instructors by the river crossing to carry a throw bag. Assistants on the north side of the river should be secured to the bank side if deemed appropriate. Participants must be attached securely by their harness to the trolley and safety ropes when crossing the river.
Stranded midway or on other side of river.	Group members	Group briefed and instructor to monitor session. Instructors on either side of the river to carry radios. Instructor by the river crossing to carry a throw bag to recover stranded group member. Minibus used to recover group from other side of river if required.
Ropes or tracers become caught	Group members	Area below the zip wire to be kept clear of undergrowth to reduce possibility of entanglement.
Inversion whilst on activity, and slipping out of harness.	Group members Instructor	Harness correctly fitted and checked by instructor. Chest harness fitted if necessary.
Unpredicted incident.	Group members, Instructor	Instructor to draw up and implement action plan.
Collision with sand bag on 2 nd trolley	Group members Instructor	2 nd trolley not released until group member is disconnected from 1 st trolley & stood well away. Any other group members to be stood well away from danger. Instructor to remain vigilant.

Hill Walking – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members Instructor	Ensure all walkers suitably attired. Weather conditions suitable to experience/age of group. Group constantly monitored. Flexible plans to be in place that can readily be changed and adjusted. Leader's rucksack should contain survival bag, extra clothes and emergency rations. Instructor(s) hold First Aid certificates. Group all carry own extra clothes and waterproofs.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines/inhalers taken on walk.
Weather: - Precipitation - Sun and heat - Wind - Ice and snow conditions - Thunder and lightning	Group members Instructor	Weather forecast always taken in advance, together with local knowledge of conditions, to decide which walk would be suitable. Group should be briefed thoroughly and so well prepared for forecast conditions. Instructors trained to respond quickly to changing conditions and should be experienced enough to change the proposed route and/or shorten the walk. Leader's rucksack should contain necessary items to respond to the altering weather conditions. Group all carry own extra clothes and waterproofs.
Bangs, scrapes and breakages.	Group members Instructor	All instructors with First Aid certificates. Leader's rucksack should contain a comprehensive first aid kit. Suitable footwear should be worn by all.
Exhaustion/dehydration/exposure.	Group members	Instructor(s) hold First Aid certificates. Leader's rucksack should contain a comprehensive first aid kit, drinks and KISU.
Vertigo.	Group members	If route likely to involve exposed ridges or edges, then instructor assesses group prior to exposed area, and then singles individuals out for extra support and encouragement. Instructor proficient on suitable rope techniques, to give confidence if exposed areas are encountered. A more suitable route can be implemented.

Hill Walking – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Unstable ground/landslides.	Whole group	Route changed if necessary. Instructors' proficient on suitable rope techniques to give confidence over area of instability.
Access sensitive: Shooting season	Whole group	Access checked prior to walk, with plan to avoid sensitive areas.
Becoming lost.	Group members	All instructors suitably qualified. Map and compass carried. Information regarding walk, e.t.a., route, etc. posted on board at Priory. After period of time, rescue procedure triggered.
Individuals unsuited to hill conditions.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social or age grounds.
Incapacitated instructor.	Group members Instructor	Visiting staff familiar with action plan.
Unpredicted incident.	Group members Instructor	Instructor to draw up and implement action plan.
Hit by road user.	Group members Instructor	Vigilance on roads and where necessary, single file. Adults interspaced throughout line, to ensure sensible behavior. Radios, whistles or shouts used to warn of on-coming traffic. Roads avoided if possible.
Fall from path on steep/exposed ground.	Group members Instructor	Instructor suitably qualified and experienced. Route choice made with consideration of type and ability of group. Difficult sections spotted or confidence roped. Suitable footwear should be worn by all.
E-coli and other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor to be vigilant to deter people from putting hands near face. Hand-wipes issued prior to eating. Group reminded to wash hands at end of session.

Indoor Abseiling – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines/inhalers taken on trip.
Bangs, scrapes and breakages.	Group member	Instructor(s) hold First Aid certificates. Access to first aid cupboard in the Priory. All group members issued with safety helmet and climbing harness. Session run according to 'Indoor Abseiling Activity' guidelines.
Vertigo, leading to possible panic when abseiling.	Group members	Instructor(s) or other group members to give confidence or assistance if required. Releasable abseil line used and instructor able to lower participant to ground using safety line.
Abseil anchors or equipment failing in use.	Group members	Detailed inspection of abseil anchors and equipment is carried out three times a year, and equipment replaced where necessary. Visual inspection by instructor when running a session. Safety helmets worn when in tower area.
Individuals unsuited to abseiling.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds.
Entrapment of hair, clothing etc. in descender.	Group members	Abseil lines always attached with releasable knot for quick release. Vigilance by instructor to avoid this scenario. Clear instruction of risk involved in leaning too far forward.
Instructor dropping hardware from abseil platform.	Group members Assistant instructor	Safety helmets worn at all times. Group instructed to avoid standing under hatch.
Falling while ascending/descending spiral stairs.	Group members Instructor	Spiral stairs illuminated. Group instructed to ascend and descend carefully, using hand-line if necessary.
Falling out of trap door area.	Group members Instructor	Ensure that all people are clipped on to bolts or safety line when the trapdoor is open.
Harness, rope, sling or hardware failure.	Group members Instructor	Detailed inspection carried out three times per year. Damaged and old equipment withdrawn from use. Inspection carried out by instructor during use. Faulty equipment is discarded. Manufacturer's guidelines followed.

Indoor Abseiling – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Safety for instructor when demonstrating abseil.	Instructor	Only to be demonstrated when protection of some form is available, e.g. prussic, being belayed by other members of staff, can make use of member of group to demonstrate abseil for you.
Incapacitation of instructor.	Group members Instructor	Visiting staff familiar with action plan.
Unpredicted incident.	Group members Instructor	Instructor draws up and implements action plan.
Sharp objects in pockets cause injury when harness weighted.	Group members	Group instructed to remove all sharp objects from pockets at beginning of the session.
Individual abseiling too fast, hits the floor	Group members	Instructor to explain how to control speed whilst abseiling, to discourage abseiling too fast.
Inverting whilst abseiling, slipping out of harness.	Group members	Instructor to check harnesses are fitted properly, using chest harness if necessary.

Indoor Climbing – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines/inhalers taken on trip.
Bangs, scrapes and breakages.	Group members	Instructor(s) hold First Aid certificates. Access to first aid cupboard in the Priory. All group members issued with safety helmet and climbing harness. Session run according to 'Indoor Climbing Activity' guidelines.
Part of climbing wall fails in use. Harness, rope, sling or hardware fails.	Group members Instructor	Detailed inspection of climbing wall and equipment are carried out three times a year and equipment replaced where necessary. Visual inspection by instructor should be carried out when running session. Safety helmets must be worn when in tower area. Equipment should be used in accordance with the manufacturer's guidelines.
Individuals unsuited to climbing.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds.
Entrapment of finger jewelry in cracks in wall.	Group members	Jewelry removed prior to climbing.
Starting a climb when not belayed.	Group members	Clear instructions given to group regarding procedure for climb. Climbing calls used when necessary. Instruction given to group as to the importance of climbing calls. Vigilance required by instructor.
Harness incorrectly used, and/or changed during session.	Group members	All harnesses should be individually checked at the start of the session. Group should be instructed not to make any alterations without first checking with instructor. Safety buckles, karabiners and tying-in knot should always be checked prior to climb/abseil.
Use of assistant for belaying.	Group members Instructor	Assistant trained and assessed for belaying in advance. Time should be spent observing and commenting, if necessary. Where necessary, use back-up systems, as approved by SPSA.
Use of group members for belaying.	Group members Instructor	For SPSA qualified instructors only – be vigilant and available for supervision.

Indoor Climbing – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Incapacitation of instructor.	Group members Instructor	Visiting staff familiar with action plan.
Unpredicted incident.	Group members Instructor	Instructor draws up and implements action plan.
Muscle strain or tendon injury.	Group members	Warm-up exercises should be done prior to climb and risk of injury explained. Special consideration should be paid to heavier adults. Instructor vigilant to prevent over-exertion.
Sharp objects in pockets cause injury when harness weighted.	Group members	Group instructed to empty pockets at the start of the session.

Indoor Ladder – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines/inhalers to be to hand.
Bangs, scrapes and breakages.	Group members	Instructor(s) hold First Aid certificates. Access to first aid cupboard in the Priory. All group members issued with safety helmet and climbing harness. Session run according to 'Indoor Ladder Activity' guidelines.
Vertigo leading to panic when ascending and descending.	Group members	Instructors or other group members to give confidence if required. Releasable ladder used and instructor lower to ground using safety line.
Anchors or equipment failing in use.	Group members	Detailed inspection of anchors and equipment to be carried out three times a year and equipment replaced where necessary. Visual inspection carried out by instructor when running a session. Safety helmets to be worn in tower area. Equipment to be used in accordance with manufacturer's guidelines.
Entrapment of hair, clothing or equipment in ladder.	Group members	Instructor to check hair is tied back and loose clothing tucked in. Releasable ladder to be used and instructor lower to ground using safety line.
Instructor dropping hardware from platform.	Group members Instructor	Safety helmets to be worn in tower area.
Falling whilst ascending and descending spiral stairs.	Group members Instructor	Spiral stairs to be illuminated. Group instructed to ascend and descend carefully, using hand-line if necessary.
Harness incorrectly used, and/or changed during session.	Group members	All harnesses to be individually checked at start of session. Group instructed not to make any alterations without check by instructor.
Incapacitation of instructor.	Group members Instructor	Visiting staff familiar with action plan.
Muscle strain or tendon injury.	Group members	Warm-up exercises should be done prior to climb and risk of injury explained. Special consideration should be paid to heavier adults.
Sharp objects in pockets cause injury when harness loaded.	Group members	Group instructed to empty pockets at the start of the session.

Initiative Exercises – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members	Ensure all participants suitably attired. Group constantly monitored. Weather constantly monitored. Shorten session if necessary. All instructors hold First Aid certificates. Spare clothing carried in safety sack, if away from Priory.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines/inhalers taken to exercise area.
Weather: - Precipitation - Sun and heat - Wind - Ice and snow conditions - Thunder and lightning	Group members and instructor	Weather forecast always taken in advance, together with local knowledge of conditions, to ascertain whether initiative exercise is likely to be too hazardous. Group briefed, therefore well prepared for forecast conditions. Instructors training to respond quickly to changing conditions, and sufficiently experienced to adapt/abandon session.
Bangs, scrapes, breakages.	Group members	Instructor(s) hold First Aid certificates. First aid cupboard available at the Priory. Safety sack containing a comprehensive first aid kit is taken to site of exercise. Session run accord to 'Initiative Exercise Activity Guidelines'. Instructor(s) must be vigilant during exercise, encouraging group members to spot each other. Warm-ups conducted if necessary.
Exhaustion, dehydration, exposure.	Group members	Instructor(s) hold First Aid certificate and constantly monitor group.
Fall from obstacle.	Group members	Instructor(s) or group members to give confidence or assistance as required.
Part of exercise equipment failing.	Group members	Detailed inspection of equipment and replacement of equipment where necessary is carried out three times each year. A visual inspection of equipment is carried out by the instructor(s) whilst running each

Initiative Exercises – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
		session. Instructor(s) vigilant, ensuring appropriate use of equipment.
Individuals unsuited to course.	Group members	Expectations made clear to group in advance. Instructor(s) can refuse member of group on medical, social and age grounds.
Incapacitation of instructor.	Whole group and instructor	Visiting staff familiar with action plan.
Unpredicted incident.	Whole group and instructor	Instructor to draw up and implement action plan.
Sharp objects contained in pockets or jewellery.	Group members	Instructions to secure/remove all dangly items given at start of session.
E-coli or other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor vigilant in deterring people putting hands near face. Group reminded to wash hands at end of session.

Kayaking – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members Instructor	All kayakers suitably attired. Group and weather constantly monitored. Shorten session is necessary. Flexible plans to be put in place that can readily be changed/adjusted. Instructor(s) hold First Aid certificates. Safety sack containing change of clothes on hand.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines and inhalers taken to beck.
Weather: - Flash flooding - Wind - Sun	Group members Instructor	Weather forecast always taken in advance. Water levels checked. Weather station details checked. Instructor(s) trained to respond quickly to changing conditions and not feel pressurized to continue with session. Spare clothes, safety sack, hot drinks and emergency rations to hand in minibus. On open water, session abandoned if strong off-shore winds.
Capsize – buoyancy aid slipping off.	Group members	Buoyancy aids fitted according to size of individuals'. Each person checked to ensure belt/buckle securely fastened.
Capsize – getting stuck under up-turned kayak.	Group members	Each individual personally assigned to a suitable kayak. If necessary, foot-rests suitably adjusted. Capsize drill should incorporate shouts of “capsize”, from rest of group and stopping/rafting up of rest of group. Instructor(s) can position alongside and haul trapped individual to surface, and/or aid in righting kayak and re-entry.
Bangs, scrapes and breakages.	Group members Possibly instructor	Instructor(s) hold First Aid certificates. Safety sack/BDH containing emergency medical supplies on hand for immediate usage. Helmets correctly fitted and worn.
Unpredicted incident.	Group members and instructor	Instructor draw up and implement action plan.
Individuals unsuited to kayaking.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds.

Kayaking – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Incapacitation of instructor.	Whole group and instructor	Visiting staff familiar with action plan.
Lifting/carrying injury.	Whole group, especially instructor	Teams used to carry boats and empty water-logged boats. Good lifting technique explained (and used) by instructor. Instructor reduces number of 'X' rescues by instructing group to empty own boats on bank, wherever possible. When 'X' rescuing instructor enlist help of swimmer if necessary.
E-coli or other illnesses.	Whole group	Risk identified at 'Welcome' talk. Instructor vigilant to deter people putting hands near face. Group reminded to wash hands at end of session.
Marrick Pools Sudden rise in water levels due to flash flooding.	Whole group and Instructor	Weather forecast always taken in advance. Weather station details checked. If any doubt due to recent rainfall. River call phoned on 0930 107701 for update on river state. River level gauge inspected. Instructors trained to respond quickly to changing conditions. At first indication of worrying change, session should be abandoned. Advise paddlers to use eddy and to avoid paddling near to bottom buoy indicating bottom of demarcated area.
Marrick Pools Current/wind carrying less experienced novices towards 'rapids'.	Group members	Monitor vigilantly. Where required, encourage/tow stragglers back to eddy. If problem continues, re-evaluate decision to paddle on the river.
Semerwater, Ellerton Water and other open lakes Deterioration in wind conditions whilst on far side of lake.	Whole group and instructor	Constant vigilance required. Where possible, edge back to base using shelter afforded by edges of lake. Where necessary, with safety ever the first consideration, abandon session and walk back around the lake.

Low Ropes Course – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members Instructor	Ensure all participants suitably attired. Group and weather constantly monitored. Shorten session if necessary. All instructors with First Aid certificates. Safety sack containing spare clothes taken on session.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines/inhalers taken to ropes course.
Weather: - Precipitation - Sun and heat - Wind - Ice and snow conditions - Thunder and lightning	Group members Instructor	Weather forecast always taken in advance, together with local knowledge of conditions, to decide whether ropes course is likely to be too hazardous. Group would have been briefed, and therefore well prepared for forecast conditions. Instructors trained to respond quickly to changing conditions and experienced enough to adapt, or abandon the session.
Exhaustion/dehydration/exposure	Group members	Instructor(s) hold First Aid certificates.
Injury: Bangs, scrapes and breakages.	Group members Instructor	All instructors with First Aid certificates. Safety sack containing a comprehensive first aid kit taken to ropes course. All members issued with safety helmets. Session run according to 'Ropes Course Activity Guidelines'. Any sharp objects removed from course during demonstration.
Fall from element.	Group members	Instructors or other group members to give confidence or assistance, if required. Partners and spotters used. Helmets worn.
Part of course failing in use.	Group members Instructor	Detailed inspection of ropes course carried out three times a year, and replacement of equipment as necessary. Visual inspection by instructor when running a session and during demonstration. BD&M annual inspection.

Low Ropes Course – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Muscular or tendon injury.	Group members	Use of partners to reduce risk of falling. Challenges set or left in accordance to size and ability of group. Warm-up and stretches led by instructor, if necessary.
Individuals unsuited to course.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social, and age grounds.
Incapacitation of instructor.	Whole group and instructor	Visiting staff familiar with action plan.
Unpredicted incident.	Whole group and instructor	Instructor draws up and implements action plan.
Sharp objects in pockets.	Group members and instructor	Instructions to remove all sharp objects from pockets at beginning of session.
Dangly jewellery or clothing catching on obstacles.	Group members and instructor	Instructions to secure or remove all dangly items given at start of session.
E-coli or other illnesses	Group members and instructor	Risk identified at 'Welcome' talk. Instructor vigilant in deterring people putting hands near face. Group reminded to wash hands at end of session.

Mountain Biking – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members Instructor	Ensure all participants are suitably attired. Group constantly monitored. Weather constantly monitored. Adjust route if necessary. Instructor(s) hold First Aid certificates. Safety sack containing spare clothes taken on trip.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines and inhalers taken on trip.
Weather: - Precipitation - Sun and heat - Wind - Ice and snow conditions - Thunder and lightning	Group members Instructor	Weather forecast always taken in advance, together with local knowledge of conditions, in order to ascertain whether or not to conduct trip. Group briefed and well prepared for forecast conditions. Instructor(s) trained to respond quickly to changing conditions and sufficiently experienced to adapt or abandon trip.
Bangs, scrapes, and breakages, due to fall from bike.	Group members and instructor	Instructor(s) hold First Aid certificates. First aid kit taken on trip. All group members issued with safety helmets and gloves. All group members instructed to wear long sleeves and long trousers. Session run in accordance with 'Mountain Bike Activity Guidelines', in order to reduce risk of falling off.
Exhaustion/dehydration/exposure	Group members	Instructor(s) hold First Aid certificates. Instructor(s) to constantly monitor group. Group members to take their own drinks containers on trip. Emergency rations taken on trip.
Hit by other road user.	Group members Instructor	Single file on roads. Clear hand signals to be used. Avoid busy roads or walk around dangerous sections.

Mountain Biking – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Part of bike failing in use.	Group members Instructor	Bikes supplied and serviced by 'Dales Mountain Bikes'. Inspection to be carried out by instructor when running each session. Repair kit for minor repairs to be taken on trip. Instructors responsible for the maintenance of their own bike and equipment, if used.
Incident occurs. Instructor's inability to execute plan.	Whole group Instructor	Action plan drawn up. All instructors familiar. Staff training.
Individuals unsuited to activity.	Group members	Expectations made clear to group in advance. Instructor(s) can refuse member of group on medical, social and age grounds.
Becoming lost.	Group members Instructor	Trip planned on roads and bridle ways only. Information regarding trip posted on 'Activity Location' board. After period of time, rescue procedure triggered. Route pre-ridden by instructor.
Gun shot injury during Grouse/Pheasant shoot.	Whole group Instructor	Adapt route if shooting in progress. Check at Moor access points for information
Incapacitation of instructor.	Whole group Instructor	Visiting staff familiar with action plan.
Unpredicted incident.	Whole group Instructor	Instructor to draw up and implement action plan.
Muscle injury.	Whole group Instructor	Warm-up conducted at start of ride. Group instructed in use of gears. Route chosen to suit the ability of the group.
Fall from track on steep part of exposed ground.	Group members	Exposed section walked and/or spotted by instructor. Element of difficulty of route matched to ability of group.
E-coli or other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor vigilant to deter people from putting hands near face. Group reminded to wash hands at the end of each session.

Night Exercises – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members	All participants to be suitably attired. Group constantly monitored. Weather constantly monitored. Session shortened where necessary. Instructor(s) hold First Aid certificates. Safety sack containing spare clothes taken on session.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines and inhalers taken on trip.
Weather: - Precipitation - Sun and heat - Wind - Ice and snow - Thunder & lightning	Group members Instructor	Weather forecast always taken in advance, together with local knowledge of conditions, in order to ascertain whether or not to conduct trip. Group briefed and well prepared for forecast conditions. Instructor(s) trained to respond quickly to changing conditions and sufficiently experienced to adapt or abandon session.
Bangs, scrapes, and breakages.	Group members	Instructor(s) hold First Aid certificates. First aid kit taken on trip. Session run in accordance with 'Expeditions and Sleep-outs Activity' guidelines.
Exhaustion/ dehydration/ exposure.	Group members	Instructor(s) hold First Aid certificates. Instructor(s) to constantly monitor group. Each group member issued with own drink/has access to drink. Emergency rations taken on trip.
Hit by other road user.	Group members Instructor	Single file on roads. Use of radios, whistles or shout to warn of oncoming traffic. Torches should be used to indicate presence. Reflectors on safety sacks.
Incident occurs. Instructor's inability to execute plan.	Whole group Instructor	Action plan drawn up. All instructors familiar. Staff training. Visiting staff accompany groups.

Night Exercises – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Individuals unsuited to activity.	Group members	Expectations made clear to group in advance. Instructor(s) can refuse member of group on medical, social and age grounds.
Becoming lost.	Group members Instructor	Exercise planned on roads, bridleways and footpaths only. Information regarding trip posted on 'Activity Location' board. After period of time, rescue procedure triggered. Torches and whistles taken on trip. Group instructed not to subdivide into groups of less than three.
Incapacitation of instructor.	Group members Instructor	Visiting staff familiar with action plan. Radios to be carried by leaders.
Unpredicted incident.	Whole group Instructor	Instructor to draw up and implement action plan.
E-coli or other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor vigilant to deter people from putting hands near face. Group reminded to wash hands at the end of each session.

Night Walk – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members Instructor	Ensure all walkers suitably attired. Weather conditions suitable to experience/age of group. Group constantly monitored. Flexible plans to be in place that can readily be changed and adjusted. Leader's rucksack should contain survival bag, extra clothes and emergency rations. Instructor(s) hold First Aid certificates. If location remote, then group members carry their own extra clothing and waterproofs.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines/inhalers taken on walk.
Weather: - Precipitation - Sun and heat - Wind - Ice and snow conditions - Thunder and lightning	Group members Instructor	Weather forecast always taken in advance, together with local knowledge of conditions, to decide which walk would be suitable. Group should be briefed thoroughly and prepared for forecast conditions. Instructors trained to respond quickly to changing conditions and should be experienced enough to change the proposed route and/or shorten the walk. Leader's rucksack to contain necessary items to respond to the altering weather conditions. Group suitably clothed with extra items if necessary.
Bangs, scrapes and breakages.	Group members Instructor	Torches distributed through the group to add light when necessary. Torches used during dark times eg: through Steps Wood or during Autumn/Winter nights. Carefully choose times when group can use their night vision and walk without torches. Evaluate route if conditions are poor All instructors with First Aid certificates. Leader's rucksack should contain a comprehensive first aid kit. Suitable footwear should be worn by all.
Exhaustion/dehydration/exposure.	Group members	Instructor(s) hold First Aid certificates. Leader's rucksack should contain a comprehensive first aid kit, drinks and KISU.
Vertigo.	Group members	Instructor avoids areas with exposed ridges or edges during night walk. Instructor gives individuals extra support and encouragement. A more suitable route can be chosen.

Night Walk – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Unstable ground /landslides /unstable drystone walls	Whole group	Route changed if necessary. Instructor monitors group and supports as necessary over slippery ground. Instructor assesses stability of styles/crossing places in drystone walls and changes route or supports group through this section.
Access sensitive: *Shooting season	Whole group	Access checked prior to walk, with plan to avoid sensitive areas.
Becoming lost.	Group members	Ensure you have a visiting leader as a BACK MARKER and nobody falls behind this person. Count all group members and record before leaving the Priory and count them all back through the gate/front door when you return. All instructors suitably qualified to navigate. Map and compass carried where necessary Information regarding walk, e.t.a., route, etc. posted on board at Priory. After period of time, rescue procedure triggered.
Individuals unsuited to hill conditions.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social or age grounds.
Incapacitated instructor.	Group members, Instructor	Visiting staff familiar with action plan.
Unpredicted incident.	Group members, Instructor	Instructor to draw up and implement action plan.
Hit by road user.	Group members Instructor	Vigilance on roads and where necessary, single file. Adults interspaced throughout line, and a back marker placed to ensure sensible behavior. Radios, whistles or shouts used to warn of on-coming traffic. Roads avoided if possible.
Fall from path on steep/exposed ground.	Group members Instructor	Instructor suitably qualified and experienced. Route choice made with consideration of type and ability of group. Difficult sections spotted or confidence roped. Suitable footwear should be worn by all.
E-coli and other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor to be vigilant to deter people from putting hands near face. Hand-wipes issued prior to eating. Group reminded to wash hands at end of session.

Nightline – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members	All participants to be suitably attired. Group constantly monitored. Weather constantly monitored. Session shortened where necessary. Instructor(s) hold First Aid certificates. Safety sack containing spare clothes taken on session.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines and inhalers taken
Weather: - Precipitation - Sun and heat - Wind - Ice and snow - Thunder & lightning	Group members Instructor	Weather forecast always taken in advance, together with local knowledge of conditions, in order to ascertain whether or not to conduct trip. Group briefed and well prepared for forecast conditions. Instructor(s) trained to respond quickly to changing conditions and sufficiently experienced to adapt or abandon session.
Bangs, scrapes, and breakages.	Group members	Helmets to be worn Instructor to remain vigilant during exercise and assist group to maintain contact with the nightline Suitable clothing to be worn Instructor(s) hold First Aid certificates. First aid kit taken on trip.
Exhaustion/ dehydration/ exposure.	Group members	Instructor(s) hold First Aid certificates. Instructor(s) to constantly monitor group. Each group member issued with own drink/has access to drink. Emergency rations taken on trip.
Incident occurs. Instructor's inability to execute plan.	Whole group Instructor	Action plan drawn up. All instructors familiar. Staff training. Visiting staff accompany groups.

Nightline – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Individuals unsuited to activity.	Group members	Expectations made clear to group in advance. Instructor(s) can refuse member of group on medical, social and age grounds.
Incapacitation of instructor.	Group members Instructor	Visiting staff familiar with action plan. Radios to be carried by leaders.
Unpredicted incident.	Whole group Instructor	Instructor to draw up and implement action plan.
E-coli or other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor vigilant to deter people from putting hands near face. Group reminded to wash hands at the end of each session.
Slips, trips or sliding on steeper ground	Group members Instructor	Instructor to monitor weather conditions and select appropriate route and location Instructor monitors and assist group members if necessary with more difficult section

Canoeing – Flat Water/Grade 1 River Trip – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members Instructor	Ensure all canoeists are suitably attired. Group and weather constantly monitored. Session shortened where necessary. Flexible plans drawn up that can be readily changed/adjusted. Instructor(s) hold First Aid certificates. Safety barrel containing change of clothes on hand. Canoes are rafted to avoid capsizing in very cold weather.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines and inhalers taken to venue.
Weather: - Flash flooding - Wind - Sun - Ice and snow	Group members Instructor	Weather forecast always taken in advance. Water levels checked. Weather station details checked. Instructors trained to respond quickly to changing conditions. Instructors trained as to how to avoid being pressurized to continue once group have arrived at the site and how to assess conditions. Canoes rafted to combat strong wind. Safety barrel containing spare clothes, flask and spare food taken on trip.
Group dispersed and an incident occurs. Inability to keep group together.	Group members.	If winds/current unsuitable, session should not be attempted. Raft together. Time taken to instruct in directional skills – advice on trimming and wind direction. Constant vigilance is required, particularly to wind direction and strength.
Capsize – buoyancy aid slipping off.	Group members	Buoyancy aids must be fitted according to size of individuals. Each person to be checked to ensure belt/buckle securely fastened.
Capsize – becoming stuck underneath upturned canoe.	Group members Possibly instructor	Canoes always close together to enable instructor to free victim quickly. Each individual personally assigned to another member of canoe team. Suitable footwear must be worn. Capsize drill should incorporate shouts of “capsize” from rest of group and stopping/rafting up of rest of group. Instructor can come alongside and haul trapped individual to surface, and/or aid in righting canoe and re-entry. Instructor carried knife to free trapped canoeist from ropes.

Canoeing – Flat Water/Grade 1 River Trip – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Bangs, scrapes, breakages, sprains and strains.	Whole group Instructor	Instructor(s) hold First Aid certificates. Safety barrel containing emergency medical supplies on hand for immediate use. Helmets worn if raft games etc. are likely.
Incapacitation of instructor.	Group members Instructor	Visiting staff are familiar with action plan.
Other boat users.	Whole group Instructor.	Clear instructions from instructor prior to getting on water. Constant vigilance by instructor, whilst on water.
Locks open and close whilst group are close.	Whole group Instructor	Clear instructions from instructor prior to getting on water, which side to get off and on the canal indicated in advance.
Fishermen.	Group members Instructor	Clear instructions from instructor prior to getting on water. Constant vigilance by instructor whilst on water.
E-coli and Weils disease.	Group members Instructor	Inform canoeist of potential danger and symptoms and advise to cover any cuts or abrasions. Advise to shower on return to Priory. Advise to wash hands before lunch break.
Individuals unsuited to canoeing.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds.
Unpredicted incident.	Whole group Instructor	Instructor to draw up and implement action plan.
Injury due to lifting/carrying canoes.	Group members, especially instructor	Instructors give advice on (and practice) good lifting technique at beginning of session. Canoes lifted in teams of four, or more. Swapping boats emptied by swimmers on bank if possible. All rescues performed by instructor with 'spine in line'.
Exhaustion.	Group members	Group monitored. Route shortened if necessary. Canoeing teams swapped around to allow exhausted person to rest.
Dehydration/exposure.	Group members and instructor	Length of trip appropriate to weather conditions. Correct clothing and fluid checked at start of session. Spare food carried on trip.

Open Canoeing – Moving Water up to Grade 2 – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members	All canoeists are suitably attired. Weather conditions suitable to experience/age of group. Group constantly monitored. Flexible plans that can readily be changed/adjusted. Hot drinks and spare clothes to hand. Instructor(s) hold First Aid certificates.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines and inhalers taken on trip.
Weather: - Coldness - Wind - Sun	Group members Instructor	Weather forecast always taken in advance. Sun cream worn when necessary. Instructor(s) trained to respond quickly to changing conditions and to resist pressure to continue with session.
Capsize – buoyancy aid slipping off.	Group members	Buoyancy aids fitted according to size of individuals. Each person checked to ensure belt/buckle securely fastened.
Capsize – becoming stuck under up-turned canoe.	Group members	Helmets to be correctly fitted and worn. Capsize drill to incorporate shouts of “capsize”, from rest of group, and stopping/rafting up of rest of group. Instructor can position alongside and haul trapped individual to surface, and/or aid in righting canoe and re-entry.
Bangs, scrapes, and breakages.	Group members Possibly instructor	Instructor(s) hold First Aid certificates. Safety barrel containing emergency medical supplies to hand for immediate usage. Helmets to be worn.
Unpredicted incident.	Whole group Instructor	Instructor to draw up and implement action plan.
Individual(s) unsuited to canoeing.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social or age grounds.

Open Canoeing – Moving Water up to Grade 2 – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Incapacitation of instructor.	Whole group Instructor	Competent second on river, who is also familiar with action plan.
Sudden rise in water levels occurs due to flash flooding.	Whole group Instructor	Weather forecast to be always taken in advance of session. Weather gauge checked. If in any doubt due to recent rainfall, River Call telephoned on 0906 6197722 for update on river state. River level gauge inspected. Instructors trained to respond quickly to changing conditions. Session abandoned at first indication of worrying change in conditions.
Canoe pinned/broached.	Whole group	Instructor familiar with river and danger spots. Group members should be sufficiently competent canoeists for the grade of water. Group members to be made aware of potential pinning/broaching spots prior to exercise. Instructor should be close to hazard to enable quick rescue. Canoes should all be modern, plastic, white-water specification. Instructor carried rescue kit and saw to free boat.
Swimmer pinned/broached.	Group members	Instructor familiar with river and danger spots. All group members competent swimmers and instructed beforehand in capsize procedure. Instructors vigilant so that swimmers are rescued promptly. Group members instructed at start of trip in rescue procedure, throw lines etc. Group members sufficiently competent canoeists for the grade of water. Group members are made aware of potential pinning/broaching spots beforehand. Instructor to be positioned close to hazard to enable quick rescue. Instructor to carry rescue kit and saw. All group members to wear correctly fitting buoyancy aids.
Foot entrapment on river bed.	Group members	All group members competent swimmers and instructed beforehand in capsize procedure. Instructors vigilant so that swimmers rescued promptly. Group members instructed at start of trip in rescue procedure, throw lines etc. Group members sufficiently competent canoeists for the grade of water.

Open Canoeing – Moving Water up to Grade 2 – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
		Instructor to be positioned close to hazard to enable quick rescue. All group members to wear correctly fitted buoyancy aids. All group members to wear suitable footwear.
Entrapment on/in strainer.	Group members	Instructor familiar with river and danger spots. Instructor to scout river whilst on the move for any new obstacles. All group members to be competent swimmers and instructed beforehand in capsize procedure. Instructors vigilant so that swimmers can be rescued promptly. Group members instructed at start of trip in rescue procedure, throw lines etc. Group members to be sufficiently competent canoeists for the grade of water. Group members to be made aware of potential strainers beforehand. Instructor to be positioned close to hazard to enable quick rescue. Instructor to carry rescue kit and saw. All group members to wear correctly fitting buoyancy aids.
Canoeists swept into features of greater difficulty or danger such as a weir or rapid/drop of a higher grade than II.	Group members	Well before hazard, instructor to give clear instructions of where and when to get off the river, in order to avoid the obstacle. Instructor present to aid canoeists into the bank. Instructor to be last canoeist off the water, to ensure the safety of whole group. Instructor familiar with river and danger spots. All group members to be competent swimmers and instructed beforehand in capsize procedure. Instructors to be vigilant so that swimmers are rescued promptly. Group members instructed at start of trip in rescue procedure, throw lines etc. Group members to be sufficiently competent canoeists for the grade of water. Group members to be made aware of potential obstacles, dangers etc. at start of trip. Instructor to be positioned close to hazard to enable quick rescue. Instructor to carry rescue kit and saw. All group members to wear correctly fitted buoyancy aids and helmets.

Open Canoeing – Moving Water up to Grade 2 – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Canoeist capsized by overhanging tree/branches.	Group members	Instructor to be familiar with river and danger spots. Canoeists briefed at start of trip on techniques for avoiding outside of bend. Canoeists informed when potentially hazardous corners are approaching. All group members to be competent swimmers and fully instructed beforehand in capsize procedure. Instructors to be vigilant so that swimmers are rescued promptly. Group members are instructed at start of trip in rescue procedure, throw lines etc. Group members to be sufficiently competent canoeists for the grade of water. Instructor to be positioned close to hazard to enable quick rescue. Instructor to carry rescue kit and saw. Group members to wear correctly fitting buoyancy aids and helmets.
Muscle/tendon injury.	Group members, and, especially instructor	Boats always to be lifted in teams. Correct posture to be considered during all rescues.
E-coli or other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor vigilant to deter people putting hands near face. Group reminded to wash hands for lunch break and at end of session.

Orienteering – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members	Ensure all participants are suitably attired. Group to be constantly monitored. Weather to be monitored constantly. Session to be shortened when necessary. Instructor(s) hold First Aid certificates. Safety sack containing change of clothes to be taken on session.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines and inhalers taken to venue.
Weather: - Precipitation - Sun and heat - Wind - Ice and snow conditions - Thunder and lightning	Group members Instructor	Weather forecast always to be taken in advance, together with local knowledge of conditions, in order to ascertain whether to conduct trip. Group briefed in order to be well prepared for forecast conditions. Instructor trained to respond quickly to changing conditions, and be sufficiently experienced to adapt or abandon session.
Bangs, scrapes, breakages, strains and sprains.	Group members	Instructor(s) hold First Aid certificates. Instructors/leaders to carry radios. First aid kit to be taken on trip. Session run according to 'Orienteering Activity Guidelines'. Group informed not to run down hill. Warm up if appropriate.
Exhaustion/ dehydration/ exposure.	Group members	Instructor(s) hold First Aid certificates. Instructor(s) to constantly monitor group.
Hit by other road user.	Group members Instructor	Single file on roads. Use radios or shout to warn of oncoming traffic. Warn of hazard if unaccompanied.

Orienteering – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Individuals unsuited to activity.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds.
Becoming lost.	Group members	Session planned on Marrick Priory orienteering courses. Progression through session so that group is competent for each course. Boundaries of course explained to group. Information regarding session left on 'Activity Location' board. Rescue procedure triggered after a period of time.
Incapacitation of instructor.	Group members Instructor	Visiting staff familiar with action plan.
Unpredicted incident.	Group members Instructor	Instructor to draw up and implement action plan.
E-coli or other illnesses.	Group	Risk identified at 'Welcome' talk. Instructor vigilant in deterring people from putting hands near face. Group reminded to wash hands at end of session.

Orienteering – Alternative Course – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members	Ensure all participants are suitably attired. Group to be constantly monitored. Weather to be constantly monitored. Session to be shortened where necessary. Instructor(s) hold First Aid certificates. Safety sack containing change of clothes to be taken on session.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines and inhalers taken to venue.
Weather: - Precipitation - Sun and heat - Wind - Ice and snow - Thunder & lightning	Group members Instructor	Weather forecast always taken in advance, together with local knowledge of conditions, in order to ascertain whether to conduct trip. Group to be briefed and well prepared for forecast conditions. Instructor trained to respond quickly to changing conditions, and be sufficiently experienced to adapt or abandon session.
Bangs, scrapes, breakages, strains and sprains.	Group members	Instructor(s) hold First Aid certificates. Instructors/leaders to carry radios. First aid kit to be taken on trip. Session run according to 'Orienteering Activity Guidelines'. Group informed not to run down hill. Warm up if appropriate.
Exhaustion/ dehydration/ exposure.	Group members	Instructor(s) hold First Aid certificates. Instructor(s) to constantly monitor group.
Hit by other road user.	Group members Instructor	Single file on roads. Use radios or shout to warn of oncoming traffic. Warn of hazard if unaccompanied.
Individuals unsuited to activity.	Group members	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds.

Orienteering – Alternative Course – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Becoming lost.	Group members	Session planned on Marrick Priory orienteering courses. Progression through session so that group is competent for each course. Boundaries of course explained to group. Information regarding session left on 'Activity Location' board. Rescue procedure triggered after a period of time.
Incapacitation of instructor.	Group members Instructor	Visiting staff familiar with action plan.
Unpredicted incident.	Group members Instructor	Instructor to draw up and implement action plan.
Falling into river.	Group members	Group instructed to stay away from the river at the outset. Staff member to be positioned near river side to enforce this instruction. Instructor(s) hold First Aid certificates. Safety sack taken on session.
Injury from misuse of ropes course obstacles.	Group members	Group briefed from outset not to go on obstacles and to take care when in ropes course field. Low wires to be taped in order to increase visibility. Leader to observe ropes course to enforce this. Instructor(s) hold First Aid certificates. Safety sack to be taken on session.
E-coli or other illnesses.	Group	Risk identified at 'Welcome' talk. Instructor to be vigilant to deter people from putting hands near face. Group reminded to wash hands at end of session.

Rafting – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members Instructor	All rafters to be suitably attired. Weather conditions suitable to experience and age of group. Flexible plans drawn up that can be readily changed/adjusted. First aid sack or safety barrel and change of clothes to be to hand. Instructor(s) hold First Aid certificates. When away from Centre, minibus to be close to hand with towel and complete change of clothes for each group member. Hot drinks should be available in the minibus.
Asthma attack/other medical conditions.	Group members	All medical information declared in advance – advised as to suitability. Necessary medicines and inhalers taken to venue.
Weather: - Flash flooding - Wind - Sun - Icy roads/snow	Group members Instructor	Weather forecast always to be taken in advance. Water levels should be checked. Weather station details to be checked. Instructor should be trained to respond quickly to changing conditions. Instructor trained how to avoid being pressurized to continue with session. Spare clothes, safety sack, hot drinks and emergency rations to be available in the minibus. On open river, session abandoned if strong off-shore winds occur. Trip should be postponed/cancelled if traveling conditions become or are expected to become serious.
Group dispersed across the water and an incident occurs. Inability to keep group together.	Group members.	On open water, canoe to be used as safety boat. If winds unsuitable, session should never be attempted. On open water with strong off-shore winds, session to be abandoned. Time must be taken to instruct in reasonable direction skills – advice on wind direction. Constant vigilance to be taken, particularly to wind direction and strength.

Rafting – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Bangs, scrapes, and breakages from contact with:- River/lake bed Raft/paddles	Group members Instructor	Buoyancy aids to be fitted according to size of individuals. Each person must be checked to ensure belt/buckle securely fastened. Helmets and suitable footwear to be worn. First aid sack or safety barrel to be on hand for immediate usage. Clear instructions to be given regarding use of equipment.
Individuals unsuited to rafting.	Group members	Expectations made clear to group in advance, (refer to 'Rafting Code of Practice'). Instructor can refuse member of group on medical, social and age grounds.
Drowning.	Whole group Instructor	Buoyancy aids checked. Swimming ability checked. Instructor with throw line on river banks, also with the ability to wade into river if necessary. Instructor in safety boat if on open water. Instructor qualified in first aid (resuscitation). Session to be cancelled if water conditions are unsuitable.
Rope entanglement.	Group members	All rafts to be checked before they go afloat. Instructor to carry knife.
Incapacitation of instructor.	Whole group Instructor	Visiting staff familiar with action plan.
Unpredicted incident.	Whole group Instructor	Instructor to draw up and implement action plan.
Muscle strain tendon injury.	Whole group	Group members to be given suitable weight of kit to carry. Completed raft carried by team at all times.
E-coli, Weils disease or other illnesses.	Group members	Risk identified at 'Welcome' talk. Instructor vigilant in deterring people from putting hands near face. Group reminded to wash hands at end of session.

Shelter Building and Environmental Workshop – Risk Assessment
 (to be read in conjunction with the Site risk assessment and Hill Walking risk assessment)

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Burns: <ul style="list-style-type: none"> • Dry • Scalds 	All – Burns and scalds Heat from stoves Boiling water	Instruction on safety with stoves, boiling liquids. Double cups Adult controls/monitors pouring of hot liquids Cold water/first aid available Use of gloves whilst handling hot equipment Instructor controls fuel/ignition Instructor with current first aid certificate Dynamic assessment/control by instructor and group staff
Fire	All – Fire in shelter	Instruction on safety with stoves. Suitable safety distance from shelter Instruction on actions on fire. Instructor controls fuel/ignition Instructor with current first aid certificate Dynamic assessment/control by instructor and group staff
Environmental: <ul style="list-style-type: none"> • Germs/bio 	All – Eating and drinking	Hand wash available Ensure water boiled Dynamic assessment/control by instructor and group staff
Environmental <ul style="list-style-type: none"> • Handling rocks, lead ore • Handling mini beasts • Handling flora 	All group members and Instructor	Ensure suitable hand washing occurs after session Gloves worn if necessary Suitable containers for holding minibeasts Allergies notified on medical form
Toxic/flammable substances (COSSH)	All – COSSH, fire	PREVIOUS FIRE/BURNS ASSESSMENT APPLIES Appropriate safety data given Instructor with current first aid certificate Dynamic assessment/control by instructor and group staff
Shelter Construction <ul style="list-style-type: none"> • Trips onto poles • Entangled in cordage 	All – Puncture trauma	Hazard awareness briefing Instructor with current first aid certificate First aid available. Knife available to instructor Dynamic assessment/control by instructor and group staff
Use of mallet	All – blunt trauma	Used by staff only Dynamic assessment/control by staff

Zip Wire – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Coldness leading to hypothermia.	Group members	All participants to be suitably attired. Group to be constantly monitored. Weather conditions suitable to experience/age of group. Flexible plans that can readily be changed/adjusted to be in place. Instructor(s) hold First Aid certificate. Safety sack to be located by tree.
Asthma attacks/other medical conditions.	Group members	Medical information declared in advance – suitability advised/assessed. Necessary medicines/inhalers taken on session.
Bangs, scrapes and breakages	Group members	Instructor(s) to hold First Aid certificates. Safety sack containing emergency medical supplies to be taken to site. All group members to be issued with safety helmets and climbing harnesses. Session to be run according to 'Zip Wire Activity' guidelines.
Dehydration/exposure.	Group members	Instructor(s) to hold First Aid certificates. Instructor(s) to constantly monitor group.
Vertigo leading to possible fall	Group members	Instructors or other group members to give confidence if required. Always rope protected.
Part of equipment failing in use. Harness/rope/sling/hardware failure.	Group members Instructor	Equipment to be inspected three times a year by Priory staff. Visual inspection to be carried out by instructor when running session. Equipment to be used in accordance with manufacturer's guidelines.
Part of zip wire failing in use.	Whole group Instructor	Annual inspection and certificates by Challenge Course consultancy. Inspection to be carried out three times a year by Priory staff. Visual inspection to be carried out when running the session.
Individuals unsuited to climbing tree.	Whole group	Expectations made clear to group in advance. Instructor can refuse member of group on medical, social and age grounds.
Entrapment of finger jewelry.	Group members	Jewellery to be removed before climbing.
Starting to climb tree when not belayed.	Group members	Clear instructions made to group concerning procedure for climb. Climbing calls to be used when necessary and instruction given as to their importance. Vigilance of instructor.
Harness incorrectly used, and/or changed during session.	Whole group	All harnesses to be individually checked at the start of the session. Group instructed not to make any alterations without checking with instructor.
Interference from farm animals.	Group members, Instructor	Ask at farm before using zip wire.
Releasing gri-gri too fast.	Group members	Adult holding end of rope to control descent.

Transport – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Road traffic – transit from centre to parking area	All – collision with vehicles	Awareness brief Dynamic assessment/control by instructor and group staff
Injury due to failure to wear seat-belts	All – various trauma	Driver ensures all belts are correctly worn Close monitoring of above Adhere to post Sept 06 seatbelt laws
Travel sickness	All – nausea	Journey brief Monitoring by driver and leader Suitable equipment available
Vehicle operation	All – various	All drivers – full licence with D1 entitlement, in house familiarisation Section 19 permit
Vehicle serviceability	All – unknown	Driver to check before departure Annual class 5 MOT Annual servicing Weekly vehicle checks
Objects/structures <ul style="list-style-type: none"> • Doors • Roofs • trailers 	All – entrapment, bangs and scrapes	Driver briefing Driver/leader controls door closing Appropriate door for entry/exit Dynamic assessment/control by instructor and group staff
Environmental: <ul style="list-style-type: none"> • Germs/bio • Cleanliness 	All – germs	Welcome talk Duty instructor briefing Ensure hand washing after session Vehicles cleaned after session and end of visit
Emergency escape	All – trapped in vehicle	Rear door unlocked during journey Passage ways remain clear Drivers briefing Dynamic assessment/control by instructor and group staff
Child protection issues	All	Policy in place Driver accompanied with another adult when transporting children

Transport – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Injuries requiring first aid <ul style="list-style-type: none"> • Pre-existing conditions • On site injury 	All – various	First aid trained driver First aid equipment available Medical policy in place Visiting staff provide medical information Visiting staff suitably trained/authorised to deal with condition
Non authorised access	All – theft	Vehicle appropriately secured when unoccupied Authorised parking areas
Fire	All	No smoking on vehicles policy Fire extinguisher (incl system of inspection) Combustible material cleared away
Unforeseen incident: <ul style="list-style-type: none"> • Breakdown • Delay in journey • Illness 	All – various	Location and time of return posted at centre Group leader in vehicle to make contact with Marrick Priory

Site – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Road traffic on farm road – fast moving/blind spots	All – collision with vehicles	Welcome talk Ensure gate is kept closed Dynamic assessment/control by instructor and group staff
Delivery vehicles and Minibuses to Centre – slow moving but reversing, lack of vision	All – collision with vehicles	Ensure gate is closed – gives some warning time Dynamic assessment/control by instructor and group staff Positive control during delivery
Dry stone walls	All – partial collapse	Welcome talk forbidden to climb Monitor during activity
Slips/trips/falls: <ul style="list-style-type: none"> • Inclined drive way • Inclined grassed areas • Pathways – mud/wet/ice • Smooth horizontal gravel stones 	All – trauma by slip/trip/fall	Welcome talk Dynamic assessment/control by instructor and group staff
Tree/bush branches at eye level	All – eye/head injury	Welcome talk Dynamic assessment/control by instructor and group staff
Prevailing weather: <ul style="list-style-type: none"> • Cold • Heat/sun • Snow/ice • Rain 	All – Hypo/hyperthermia, sun burn	Duty instructor briefing – clothing etc Dynamic assessment/control by instructor and group staff
Environmental: <ul style="list-style-type: none"> • Germs/bio 	All – germs spread by animals from farm environment	Welcome talk Duty instructor briefing Ensure hand washing after session
Objects/structures: <ul style="list-style-type: none"> • Gravestones • Canoe trailer • Private play area • Vehicles 	All – collision trauma	Welcome talk Dynamic assessment/control by instructor and group staff

Site – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
Toxic substances Flammable substances (COSHH): <ul style="list-style-type: none"> • Hearse house 	All – COSHH	Welcome talk Areas kept locked/supervised during sessions Dynamic assessment/control by instructor and group staff
Dangerous tools/machinery: <ul style="list-style-type: none"> • Hearse house • Mowers/ trimmers 	All – various trauma	Mowers/trimmers not used near other staff or visitors Briefing Areas kept locked/supervised during sessions Power tools/equipment attended at all times
Ruins area: <ul style="list-style-type: none"> • Low wall • Ground structure • Ruins wall 	All – trips/falls	Welcome talk Walking and awareness of surroundings Dynamic assessment/control by instructor and group staff
Domestic areas: <ul style="list-style-type: none"> • Bins • Rear of bungalow • Caravan area • Rear fire exit • Laundry rooms 	All – trips/falls, COSHH	Welcome talk All door kept closed Domestic staff briefed Dynamic assessment/control by instructor and group staff
Store rooms: <ul style="list-style-type: none"> • Bike shed • Garage • Kit store 	All – lower back/strains/head injury	Welcome talk Supervised access only Dynamic assessment/control by instructor and group staff
Animals en-route to lower site	All – defensive/inquisitive animals may approach	Welcome talk Brief accordingly Dynamic assessment/control by instructor and group staff
Finger entrapment: <ul style="list-style-type: none"> • All doors/gates 	All – hand trauma	Brief accordingly Dynamic assessment/control by instructor and group staff Fingerguards fitted to hinges of self closing fire doors
Fire	All	Welcome talk – fire alarm, means of escape, house keeping, muster points No smoking building Bins emptied by duty group

Site – Risk Assessment

Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed?
		Duty instructor close of day check Group staff briefed
Injuries requiring first aid <ul style="list-style-type: none"> • Pre-existing conditions • On site injury 	All – various	HS@W first aid trained centre staff First aid equipment available Medical policy in place Visiting staff provide medical information Visiting staff suitably trained/authorised to deal with condition
Non authorised access	All	Doors secured at close of day/when centre unoccupied Access controlled by staff Limited visits during residential stays
Slips/Trips/Falls <ul style="list-style-type: none"> • Smooth floors • Uneven surfaces • Staircases • Inclined surfaces 	All – various impact trauma	Welcome talk Continued monitoring by all responsible persons Continued encouragement to walk
Domestic cleaning <ul style="list-style-type: none"> • Wet floors • Cabling • COSHH 	All – various impact trauma	Welcome talk Cleaning process not whilst YPs present Cleaning cupboards kept locked Use of correct warning signage Continued monitoring by all responsible persons
Finger/toe entrapment: <ul style="list-style-type: none"> • All doors 	All – Toe/hand trauma	Welcome talk – footwear to be worn at all times Brief accordingly Continued monitoring by all responsible persons Use of door finger guards
Water Boiler in drinks area	All – burns	Welcome talk Appropriate warning signage Centre policy - Area out of bounds to YPs Control and monitored by group staff
Child protection issues	All	Policy in place

Workplace Fire Safety – Main Building – Risk Assessment

Hazard	Is the risk adequately controlled, or is more needed?	Review and revision
<p><u>Accumulation of Combustible Material:</u> Rubbish bins Paper storage in office Under stairs storage space Storage of linen between dormitories</p>	Initial brief by duty instructor Daily empty by duty group Good housekeeping Good housekeeping/keep area clear Appropriate extinguishers available Removed during group stay	Checked by duty staff
<p><u>Sources of Ignition:</u> Electrical</p> <ul style="list-style-type: none"> - battery chargers - computers - portable heaters - toasters 	PAT tested Long use equipment on timer Monitor of use during silent hours Appropriate extinguishers available Used by competent person	
Gas cooker	Staff training Pilot lights checked by duty instructor Fire blanket Gas cut of valve identified	
Deep fat fryer	Staff training Limited use Fire blanket Kitchen door closed during operation	
Gas water boiler	Staff training Turned off/checked by duty instructor at night Gas cut off valve identified	
Candles in chapel	Only lit during use User briefed to extinguish when finished Area checked by duty instructor	
Propane gas bottles	No smoking policy Checked and changed by competent person	
Storage heaters	Regular cleaning	

Workplace Fire Safety – Main Building – Risk Assessment

Hazard	Is the risk adequately controlled, or is more needed?	Review and revision
	Combustible materials not up close	
Smoking	No smoking policy in all buildings	Group leaders to take responsibility
People at Risk: First floor sleeping areas	Appropriate fire extinguishers Duty instructor initial brief Good housekeeping – bags/clothes/towels etc Monitoring by group leader/staff Weekly fire alarm/extinguisher check Nominal rolls posted at each exit	Weekly check of Fire Alarm Fire List for each group at fire exits Servicing of fire alarm
Staff single accommodation: Flat above office Flat above back office Isabella –	Self closing fire doors Good housekeeping Knowledge of staff in residence	
Young persons accommodation: Margarita Juliana Alina	Self closing fire doors Alarm releases doors to prevent fire spreading	
Visiting leaders accommodation: Cecelia Christabella Isabella	Self closing fire doors	
People at risk – ground floor Disabled access accommodation: Agnes	Self closing fire doors Identified on arrival Action plan discussed with visiting leaders	
Inner rooms: Chapel Office		
Long travel/through routes: Alina Isabella	Group familiar with building.	

Workplace Fire Safety – Main Building – Risk Assessment

Hazard	Is the risk adequately controlled, or is more needed?	Review and revision
Juliana Chapel Office Staff flat above office	Emergency exits signed Building control regulations met during construction.	
Visitors	Accompanied by group or staff	
Fire Detection Systems: Audibility Emergency lighting	Conforms to British Standard Inspection by authorised representative Weekly check Duty instructor initial brief Fire diary maintained	
Fire extinguishers	Quantity according to independent inspection Inspection by authorised representative Staff training Weekly inspection programme	
Signs	Conform to British Standard Appropriate amount Duty instructor initial brief	
Staff training	Annual staff training	
Means of escape	Duty instructor initial brief Weekly inspection programme Duty instructor on site	

Workplace Fire Safety – Hearse House and Grounds – Risk Assessment

Hazard	Is the risk adequately controlled, or is more needed?	Review and revision
<u>COSHH:</u> Toxic/harmful fumes	Products stored in a well ventilated area in Laundry. Doors kept open Products stored in metal locker Staff training/awareness of products	On going

Workplace Fire Safety – Kit Store, Bike Shed, Garage – Risk Assessment

Hazard	Is the risk adequately controlled, or is more needed?	Review and revision
<p><u>Accumulation of Combustible Material:</u> Wood materials Bins Clothing/equipment Stove fuels Unknown personal items Petrol/lawn mower</p>	<p>No smoking permitted No naked flames Heater is guarded and rated to withstand outdoor use (water dripping onto it) Stored in Hearse house Staff awareness</p>	<p>Monitor as priority Regular staff meetings</p>
<p><u>Sources of Ignition:</u> Electrical- charger Naked flames Smoking</p>	<p>PAT tested Occasional use of match flame for rope sealing by members of staff only. No smoking area –</p>	<p>On going</p>
<p><u>People at Risk:</u> Persons at work</p>	<p>Review at staff meeting</p>	<p>On going</p>
<p><u>Fire Detection Systems:</u> Fire extinguishers Signs Staff Training Means of escape</p>	<p>Next possible staff meeting Must be kept clear</p>	<p>On going</p>
<p><u>COSHH:</u> Toxic/harmful fumes</p>	<p>Doors kept open Products stored in metal locker Staff training/awareness of products</p>	<p>On going</p>

Workplace Fire Safety – Boiler Room, Small Store, Laundry – Risk Assessment

Hazard	Is the risk adequately controlled, or is more needed?	Review and revision
<p><u>Accumulation of Combustible Material:</u></p> <p>Boiler room:</p> <p>Small store: -Kindling -Spare clothing -Paper</p> <p>Laundry: -Clothes -Cleaning products</p>	<p>No storage area Clear out required Good housekeeping controls</p> <p>Good housekeeping controls Staff awareness</p>	<p>To be checked frequently</p> <p>Regular staff meetings</p>
<p><u>Sources of Ignition:</u></p> <p>Electrical -boiler machinery -computer network -laundry machines</p> <p>Gas -laundry machines</p> <p>Naked flames</p> <p>Smoking</p>	<p>Service by authorised dealer Serviced by authorised dealer Service by authorised dealer Staff awareness and training No smoking area</p>	<p>On going</p>
<p><u>People at Risk:</u></p> <p>Persons at work</p>	<p>Reviewed at staff meeting</p>	<p>On going</p>
<p><u>Fire Detection Systems:</u></p> <p>Fire extinguishers</p> <p>Signs</p> <p>Staff Training</p> <p>Means of escape</p>	<p>Reviewed at staff meeting Must be kept clear</p>	<p>On going</p>
<p><u>COSHH:</u></p> <p>Toxic/harmful fumes</p>	<p>Out of bounds to groups/restricted use Doors kept open Good storage control Staff training/awareness of products</p>	

Workplace Fire Safety – Bungalow, Outside Flat, Caravan – Risk Assessment

Hazard	Is the risk adequately controlled, or is more needed	Review and revision
<p><u>Accumulation of Combustible Material:</u> Rubbish bins Personal effects</p>	Good housekeeping/keep area clear Appropriate extinguishers available Awareness training	
<p><u>Sources of Ignition:</u> Electrical - computers - portable heaters - toasters - personal appliances Bungalow - wood burning stove Flat + Bungalow - cooking process Caravan - gas supply</p>	PAT tested Appropriate extinguishers available Awareness training Disconnected	
Smoking	No smoking policy	
<p><u>People at Risk:</u> First floor sleeping areas Multiple occupancy</p>	Appropriate fire extinguishers Good housekeeping – bags/clothes/towels etc Weekly fire alarm/extinguisher check Knowledge of staff in residence	
Long travel/through routes: Multiple occupancy		
Visitors	Accompanied by resident staff	
<p><u>Fire Detection Systems:</u> Audibility Emergency lighting</p>	Conforms to British Standard Inspection by authorised representative Verbal alarm passed to accommodation Weekly check Fire diary maintained	
Fire extinguishers	Quantity according to independent inspection Inspection by authorised representative Staff training Weekly inspection programme	

Workplace Fire Safety – Bungalow, Outside Flat, Caravan – Risk Assessment

Hazard	Is the risk adequately controlled, or is more needed	Review and revision
Signs	Conform to British Standard Appropriate amount Duty instructor initial brief	
Staff training	Annual staff training	
Means of escape	Good housekeeping Weekly inspection programme Duty instructor on site	