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**Risk Assessment**

This document should be used in conjunction with the organisations Operating Procedures

Definitions of terminology used in risk assessment process.

**Hazardous activity –** something that could cause harm

**Persons at risk –** Who will be affected by this particular hazard

**Significant risks to health & safety –** What can be put in place to reduce the likelihood or risk of that hazard occurring

**Risk rating –** what is considered the level of risk **before** controls and other factors are applied to that particular hazard

**Controls & precautions –** What more can be done to remove as much risk as is reasonable

**Residual risk -** what is considered the level of risk **after** controls and other factors are applied to that particular hazard

**Risk assessment carried out by Simonside Outdoor Adventure staff team. M Simpson, Revised 1st August 2023, review July 2024.**

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**Buildings & Venues**

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| **Assessment Reference**Simonside Climbing Wall | **Site/Location**Simonside Climbing Wall | **Work Activity**Building |
| **Assessor(s)**SOA StaffM. Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Gas Leak | All | Death, Carbon Monoxide Poisoning | High | Gas safe checks annually Manual Gas stop lever located under kitchen bench left of sink | **Low** |
| Electrocution | All | Death, Electric Shock | High | 5 yearly building electrical checks carried out by Asset ManagementAll work carried out by qualified electriciansDistribution boards and fuse boxes boxed in and behind locked door. | **Low** |
| Fire | All | Death, Serious burns, smoke inhalation | High | See specific fire RA | **Low** |
| Lifting/Carrying | All | Musculoskeletal, Back injury | Med | Appropriate lifting techniquesGroup briefingStaff training, manual handling, back awareness course | **Low** |
| Use of power tools/hand tools | Staff | Cuts, blisters, amputations | Med | Care to be takenUse of PPE including protective gloves | **Low** |
| Cooking | Staff | Burns/scalds | Med | Care to be taken in kitchenKeep clean work areaMop up any spillages, use signageFood Hygiene cert staff only | **Low** |
| Lone working | Staff | Accident, Incident | Low | Have late back designated person contactComplete signing out board before going out on sessions away from CentreUse of automatic doors on one way | **Low** |
| Cleaning  | Staff | PoisoningSkin irritationInhalation of fumes | Low | Stored in locked cleaning cupboard, staff only entryUse of glovesRefill in open air | **Low** |
| Slips and Trip | All | Musculoskeletal | Med | Keep areas dry and clean, use of signageNo running policy inside | **Low** |
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| **Assessment Reference**WAC | **Site/Location**Water Activities Centre, NE33 1LH | **Work Activity**Building |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Gas Leak | All | Death, Carbon Monoxide Poisoning | High | Gas safe checks annually Manual Gas stop lever located in wet store area left of garage door | **Low** |
| Electrocution | All | Death, Electric Shock | High | 5 yearly building electrical checks carried out by Asset ManagementAll work carried out by qualified electriciansDistribution boards and fuse boxes boxed in. | **Low** |
| Slips in wet areas | All | Musculoskeletal | Low  | Group awarenessWear shoesNo runningKeep area’s as dry as possible | **Low**  |
| Fire | All | Death, Serious burns, smoke inhalation | High | See specific fire RA | **Low** |
| Lifting/Carrying | All | Musculoskeletal, Back injury | Med | Appropriate lifting techniquesGroup briefingStaff training, manual handling, back awareness course | **Low** |
| Infection  | All | Weils disease (leptospirosis) | Low | Group briefing. Wash hands after being on water of handling water based equipment | **Low** |
| Refuelling RIBs, PWC & Tractor | Staff | Fuel spillage Inhalation of fuel fumes | High | Refuelling to be done only outside of building,Only use suitable fuel containers & funnelGloves to be wornFuel stored in locked fuel store that can’t be accessed from inside the building | **Med** |
| Use of power tools/hand tools | Staff | Cuts, blisters, amputations | Med | Care to be takenUse of PPE including protective gloves | **Low** |
| Filling flasks, cooking | Staff | Burns/scalds | Med | Care to be taken filling boilers | **Low** |
| Lone working | Staff | AccidentWater Incident | Low | Have late/off water designated person contactComplete signing out board before going out on water | **Low** |
| Cleaning  | Staff | PoisoningSkin irritationInhalation of fumes | Low | Stored in locked roomUse of glovesRefill in open air | **Low** |
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| **Assessment Reference**Akenshawburn | **Site/Location**Akenshawburn Cottages, NE48 1HUGrid: NY 609897Lat/Long 550 12’00.02”N/0020 36’56.97”W | **Work Activity**Building & grounds |
| **Assessor(s)**SOA StaffM Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Gate opening | Staff | Muscular-skeletal injuries | Low | Care when opening gate, ensure gate is lifted onto posts to secure in place | **Low** |
| Walking through grounds | All | Muscular-skeletal injuries | Low | Group briefings, wear appropriate footwearSet clear boundaries | **Low** |
| Walking alongside burn | All | DrowningCold water shockBeing swept away in spateSoft tissue/broken bone | Med | Group BriefingBoundaries setStaff supervision | **Low** |
| Cooking | All | Food PoisoningBurns/Scalds | Med | Site is overseen by a level 3 food management certificate holderAll staff hold food hygiene cert level 2, food stored in accordance with recommendations.Used of appropriate chopping boards and knivesAwareness of allergies of group membersStaff only to cook and prepare foodFollow FSA ‘Safer Food, better business’ guidance. | **Low** |
| Access to knives/sharps | Participants | Incised & puncture wounds | Med | Staff only in kitchenNo group members allowed in kitchen area | **Low** |
| Health & Hygiene | All | Bacterial infection, cross contamination | Med | Group briefings, staff to ensure showers daily, wash hands after toilets, correct signageUse of designated mops and buckets for different areas of cottages | **Low** |
| Gas Leak | All | Death, Carbon Monoxide Poisoning | High | Gas safe checks annually Manual Gas stop lever located in West Cottage entranceCarbon Monoxide detectors in bedrooms | **Low** |
| Electrocution | All | Death, Electric Shock | High | 5 yearly building electrical checks carried out by Asset ManagementAll work carried out by qualified electriciansDistribution boards and fuse boxes boxed in. | **Low** |
| Water hygiene | All | Poisoning, Legionella | High | Water tank chlorinated, use of UV filters, empty cold water storage when cottages are not in useMonthly Legionella checks carried out | **Low** |
| Manual jobs on site | Staff | Muscular-skeletal Cuts Crush injuries | Med | Use of PPEWorking together | **Low** |
| Fuelling the generator | Staff | Diesel SpillageRisk of fireSkin irritation | High | Use of pump to fuel. Staff only to fuel.Generator room door to remain open when generator is in use, clear signage1 x 2kg dry powder fire extinguishers, 1 fire blanket in generator room.rubber work gloves to be worn when refuelling generator, use of safety glasses.Fuel is stored in antebuilding on side of generator | **Low** |
| Cleaning  | Staff | PoisoningSkin irritationInhalation of fumes | Low | Stored in locked roomUse of glovesRefill in open air | **Low** |
| Use of hand saws | Staff | Cut, blood loss, amputation | Med | Care to be takenUse of PPE including protective gloves | **Low** |
| Use of electric chainsaws | Staff | Cut, blood loss, amputation | Med | Use PPE, gloves, hard hat and face guard, safe area to be used only  | **Low** |
| Insect bites | All | Irritation, hives, breathing difficulties | Low | Cover up, early morning/eveningUse of midge netsUse of insect repellentEnsure consent for anti-histamine use | **Low** |
| Snake Bites | All | Death, sickness, nausea | Low | Care not to sit on dry stone wallsDo not chase Adders | **Low** |
| Activities | All | Injury | Med | SOA staff to take lead in event of any incidentFollow LA emergency plan as in SOPS.SOA Staff First Aid qualifiedSOA staff to carry first aid kit at all times on activity | **Low** |
| Activities School/group visit | All | Minor Illness | Med | Doctors in Bellinghm (12 miles)Hospital in Hexham (33miles) Doctors in Bellinghm (12 miles)Hospital in Hexham (33miles)SOA staff to take lead in event of any incidentFollow LA emergency plan as in SOPS. | **Low** |
| ActivitiesSchool/group visit | All | Major illness/Injury | High | First Responder Paramedic Kielder Village (3miles)Ambulance Station Bellingham (12miles)Hexham hospital (33miles)SOA staff to take lead in event of any incidentFollow LA emergency plan as in SOPS.Incident bag located East cottage storeroom | **Med** |
| Communications | All | Inability to get outside assistance | Med | Akenshawburn Cottages have Satellite Internet with staff phones have wifi callingStaff maps (explorer 42) have all mobile phone signal points located onUse of designated person back in South TynesideInformation given to accompanying staff | **Low** |
| Multiple Casualties | All | Serious Injury | Low | SOA staff to take lead in event of any incidentFollow LA emergency plan as in SOPS.SOA staff First Aid trainedSOA staff complete emergency planning and scenario’s as part of CPD | **Low** |
| Location | Participants | Getting lost | Low | SOA staff very familiar with venues used for activities inc. escape routes.Map of area carried Explorer 42Access to vehicle to transport staff/students in event of incident | **Low** |
| Fire Circle | All | Open land fireBurnsDeath | High | Staff to suprviseFire to remain within confines of circleUse of windfell, natural wood onlyFire Extinguisher in generator room 10 metres awayWater hose reel on side of west cottage reaches fire circleStaff hold hold fire aid certificate | **Low** |
| Wood Burning stoves East & West Cottage (dining room & living room) | All | Burns to hand’s, face. | High | Staff only to useUse of heat resistant glovesNo matches or firelighting materials to be left outUse of fire guards | **Low** |
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| **Assessment Reference**Transport | **Site/Location**Various locations in UK & overseas | **Work Activity** Minibuses |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Driving | DriverGroup members | RTCDeath Serious injury | High | D1 licence holders over age 21Completed LA driving inductionDrive within law | **Low** |
| Large groups | DriverGroup members | Breakdown | Med | Travel in convoy with other minibusesPre arranged route and stopping point between staff | **Low**  |
| Vehicle condition | DriverGroup members | Vehicle breakdownSeatbelts  | Med | Service, MOT, safety checks, driver walk around check complete | **Low** |
| Rest stops | DriverGroup members | Lost studentsAbduction | Med | Active supervisionHead counts on and off, check registerGroup briefing, safety in car park area | **Low** |
| Driving hours | DriverGroup members | Accident/RTC | Med | Adhere to European driving hours limitsAppropriate rest away from vehicleHydration  | **Low** |
| Towing a trailer | DriverGroup members | OverloadingRTCHitch failureLosing equipment from trailer | High | Correct licence to tow D1+EWork within GTW & MAM.Driver to check hitch, brake, lighting, registration plateTrailer servicing & checks recorded on PapertrailDriver to ensure trailer doors locked, load is secure (canoe/kayak/bikes) | **Med** |
| Sickness  | DriverGroup members | DiscomfortCross infection | Low | Good ventilationTravel sickness tablets where appropriateSick bucket in each minibus | **Low** |
| First Aid | DriverGroup members | Various  | Med | Driver first aid trainedFirst aid kit on each minibus checked on Papertrail monthly | **Low** |
| Breakdown & accident | DriverGroup membersOther vehicles | RTCDeathSerious injury inc neck and head. | High | Appropriate insurance & breakdown coverVehicles to have high vis jacketsContact breakdown information in each vehicle | **Low** |
| Luggage | PassengersDrivers | RTCSerious injuryBlocked exits | High | Only hand luggage to be carried on by passengers. Rucksacks other large bags in trailerKeep exits clear | **Low** |

**Water Activities**

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| **Assessment Reference****Water Act.**  | **Site/Location - All Water locations used** | **Work Activity - General considerations**  |
| **Assessor(s)**SOA StaffM. Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Water | Group MembersStaff  | DeathDrowning | High | All to wear bouyancy aid or life-jacketStudent/clients only on water with a member of staff presentNGB qualified staff for relevant activity & First Aid qualified staffRegular head countsSuitable working area, taking into account abilty/experience of group, weather forecast, sea state, equipment available. | **Low** |
| Water | Group MembersStaff | Hypothermia | High | All persons going on the water must wear; a wetsuit/dry suitHelmets must always be available and worn by students when canoeing /SUP/ kayaking. | **Low** |
| Water | Group MembersStaff | Cold Water Shock | High | All persons going on the water must wear; a wetsuit/dry suitStaff to be aware of effects of CWS Consider entring water more slowely if possible | **Low** |
| Weather | Group MembersStaff | WindLow/high temperaturesSunburnDehydrationHeatstroke | Med | Weather forecast gainedKeep weather eye on conditions Ability to change sessions/location due to changes in conditionsUse of hatsCheck forecast. Long sleeved tops, sun cream  | **Low** |
| Weather | Group MembersStaff | Poor Visibility | Med | Be aware of changes in wind direction and strength.Check forecast, be aware of east coast sea fret, moves quickly esp. with easterly winds during the summerStaff to carry compass in buoyancy aid | **Low** |
| Weather | Group MembersStaff | Exposure | Med | Windproof jacket or cag and appropriate footwear if required. | **Low** |
| Weather | Group MembersStaff | Thunderstorms/lightening | High | If already on the water head to nearest option to egress.Inform Centre of later ETA**NO water based activities to take place during a thunderstorm** | **Low** |
| Tides | Group MembersStaff | Fatigue/exhaustionSwept awayEntrapment/pinnedCapsize  | High | Consult tide tables before going on the water.Instructors must assess the ability of their group before venturing from the wave trap to the lower south harbour.Remain in the wave trap.Carry canoes across to the beach.Consider alterative eg. paddle up river on the south side.During the ebb there is a strong set towards the river mouth in the direction of the main channel particularly during spring tides and during periods of heavy rain in the Tyne Valley.Strong set across the end of the Groyne towards the centre of the river during the flood, (particularly strong HW -4 / -2 during spring tides Winds from the NE may create a swell which during the ebb may cause breaking waves in the channel | **Low** |
| River Traffic – other water users | Groups MembersInstructors | WakeLimited small craft visibility from larger vessels | Med | Do not canoe/kayak in the shipping channel unnecessarily.When using the channel, paddlesport groups must remain near the sides unless they are intending to cross the river . Be aware of deflected wash/wake against Groyne WallPower boats must observe the IRPCS. and the Port of Tyne bylaws. If intending to cross the channel do so at right angles in a group, only after checking there is no shippingIf intending to paddle upstream of Loyds Jetty inform Tyne Harbour by VHF/telephone before setting out.Inform Tyne VTS ch. 12 if you have a problem. | **Low** |
| Launch and recovery | Groups MembersInstructors | collision with persons and equipment Entrapment  | Med | Students must be shown how to move boats and carry them appropriatelyIf in doubt do not launch or recover boatsConsider alternate landing sitesStudents must not be allowed to stand between boats and beach when waves are running onto shore.Staff only to launch powerboats/PWCStand only to side of vessels and not between craft and shore Watch lee shore winds for boats drifting into shipping channelLook for oncoming waves into wave trapUse secondary attachment strop on RIBS to support winch | **Low** |
| Manual Handling | Groups MembersInstructors | Back injury/lifting injury | Med | Back awareness trainingInstructor briefingUse of jockey wheelUse of tractor to move heavy objects/equipment | **Low** |
| Use of winch | Instructors | Finger entrapment | Med | Staff to operate winchesAwareness of types of winch and how they operate | **Low** |
| Suction effect of passing ships particularly at low tide (draught) in wave trap | Groups MembersInstructors | CapsizeCrush InjuryFacial/head Injury | Med | Move paddlers/craft away from shore Visually check and monitor channel 12Wait until larger shipping has passed | **Low** |
| Sea Conditions | Groups MembersInstructors | Sea Sickness | Low | Potential to raft up, support individual, make attempts to head into shore Work in area of calmest conditions. | **Low** |
| Sea Conditions | Groups MembersInstructors | Man Overboard | High | Group briefing, appropriate speed in craft, regular head countsStaff training to practise recovery from water. Engine switched off with contact. | **Low** |
| Entrapment | Groups MembersInstructors | Crush Injuries between boats, pontoons & Jetties Transferring crew/passengers between boats, risk of falling through | High | Staff to ensure students are not in between objects in water Support when moving, manual guidance given.Support when transferring from boat to land Transfer board for SEN students | **Low** |
| Entrapment | Groups MembersInstructors | Fishing Lines | Med | Give sufficient space to avoid entanglement.Awareness of lines and their limited visibility, casting fishermen from Groyne/piers and Jetty. | **Low** |
| Water Conditions | Groups MembersInstructors | Surf | High | Unless kayak/paddle boarding/body boarding, stay off surf line,Be aware of sea conditionsWatch for breaking swell and dumping wavesLittlehaven beach has dumping waves particularly at high tide.Use zoned areas if using Sandhaven beach | **Low** |
| Water Conditions | Groups MembersInstructors | Rip Currents | High | Group briefing, staff to be aware rips and their movements esp on Sandhaven Beach. Instruct groups on avoidance and how to escape them. Use a spotter if necessary for activity | **Med** |
| Water Conditions | Groups MembersInstructors | EddiesStoppersWeirsStrainers Standing WavesLarge rocks | High | Group briefingGroup ability at appropriate level/trainingAppropriate qualified staff to lead within remit of NGB awardAppropriate conditions and river levels**No swimming near weirs/tunnels or stopper waves** | **Med** |
| Collision | Groups MembersInstructors | Underwater obstructions | Med | Awareness of new pipes next to outlet 100m from South Pier on Littlehaven beach, awareness of Groynes and rocksWatch at High tide, awareness of dumping waves next to areaCaution on North Side opposite wave trap and Black Middens Rocks, Prior Stone. | **Low** |
| Water Quality | Groups MembersInstructors | Weils Disease (leptospirosis)SicknessBacterial infection | Med | If suspected consult medical adviceEnsure that open cuts, grazes or wounds are suitably covered. Raft boats if appropriateNo deliberate splashingWater R.A carried outWash hands / shower after session.Inform group about swallowing water**DO NOT SWIM in Harbour after heavy rains** | **Low** |
| Jelly Fish Stings | Groups MembersInstructors | SicknessDiscomfortAnaphylaxis  | Low | Use of wetsuit and long sleeved top, shoes.Instruct group not to touch jellyfish.Staff first aid trained |  **Low** |

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| **Assessment Reference****Water Act.** | **Site/Location - Various** | **Work Activity – Kayak & Canoe**  |
| **Assessor(s)**SOA StaffM. Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Group Control | Group members | Lost Group membersInjuries | High | Choose working area based on group abilityGroup briefing, set expectations1:10 ratio kayak1:14 ratio canoe marine park1:6 ratio moving water | **Low** |
| Capsize  | Group Members | EntrapmentDeath | High | Demonstrate techniqueStudents briefed on action to take in event of capsizeInform rest of group of what you want them to do.Brief on use of spraydecksConsider no spraydecks | **Low** |
| Multiple Capsizes  | Group Members | EntrapmentDeath | High | Staff to prioritise order of recovery, head countsStaff trainingChoose appropriate location for session to reduce capsize risk | **Med** |
| Shallow Water | Groups MembersInstructors | Head, limb injury | High | Use of helmets for risk of capsize onto underwater objects.Group briefing | **Low** |
| Concrete bank/side (marine pk.) | Groups Members | Head, limb injury | Med | Use of helmetsAssistance with entry and exit from canoe to lake side**Do not** allow the student to stand in their canoes near the edge of the lake. | **Low** |
| Surf | Groups MembersInstructors | DeathHead/limb/facial injury | High | Use of buddy systemReduce number of boats on water All to wear helmetsMonitor surf conditions appropriate to skill level of groupBC level 3 sea/surf coach to lead session. Spotter on shoreGroup briefingsHave defined working area with clear visual boundaries. | **Med** |
| Capsize whilst being towed | Groups MembersInstructors | Death Entrapment | Med | Staff to use releasable tow line Carry out a rafted tow | **Low** |
| Over Exertion | Groups Members | Fatigue Inability to complete activity  | Low | Choose activity levels to suit ability of group Staff to carry a towline | **Low** |
| Activity | Groups MembersInstructors | Injury | Low | Buddy up and rafted tow to shoreCarry out first aid Land as soon as safe and appropriate | **Low**  |
| ActivityLack of supervision | Groups Members | Damaged equipmentLost equipment | Low | Carry spare paddlesRecord on papertrailEquipment identifier as belonging to SOA | **Low** |
| Poor conditionsNo spraydeck used or incorrectly fitted | Groups Members | Swamped kayakscapsize | Med | Use of spray decks, staff to check fitting.Check conditions, use of bailer/pump Staff to carry a VHF radio. | **Low** |
| Using jetties, staithes | Groups MembersInstructors | EntrapmentCapsizeSwamped kayaks | Med | Only to be used during slack water to go through gapsSet clear boundaries and hazards | **Low** |

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| **Assessment Reference**Water Activities | **Site/Location**Water Activities Centre, NE33 1LHTyne HarbourRiver Tyne upstreamNorth & South of Tyne Harbour | **Work Activity**Powerboating and Personal Water Craft |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| General | Groups MembersInstructors | DeathInjuryFailure of craft | Med | At all times there **must** be a person with a minimum of RYA Powerboat level 2 on board boat.Full boat check scanned onto papertrail **Kill cords must be used at all times by helm.** | **Low** |
| Fire Risk | Groups MembersInstructors | DeathInjuryFailure of craft | Med | All vessels have fire extinguisher on board Fire extinguishers checked as per fire safety contract All fuel spillages are cleared up | **Low** |
| Collisions (Coming along side other boats / jetty, windsurfers) | Groups MembersInstructors | DeathCrush InjuryEntrapment | Med | Through tuition, adequate trainingStaff to cover throttle If training- demonstrate, control speed.Keep at an active lookout | **Low** |
| Equipment Failure | Groups MembersInstructors | Late returnExposure to weatherDrifting onto piers/rocks/beach/shipping channel | Med | Small repair kit on boardfull check prior to going afloatVHF RadioActivity board in WAC completedLate back proceduresAnchor with spare warp | **Low** |
| Poor sea conditionsInappropriate control of craft | Groups MembersInstructors | Man Overboard (MOB)Head InjuryDeathExposure/cold water shock | High | The boat engine **must** be switched off when contact is made with a person in the water. Consider wind/tide strength and directionConsider a throw line rescue or reach rescueGroup briefing on suitable seating positionHolding on at all timesResponsible and safe driving by helm appropraite to group and conditions presentKeep lookout for passengers and crew. | **Med** |
| Propeller injury | Groups MembersInstructors | DeathCatastrophic Bleed | Med | Engine off & kill cord removed when people in water near boat. If swimming is taking place engine trimmed up if suitable **Never reverse towards a person in the water.**  | **Low** |
| Swamping | Groups MembersInstructors | ExposureCold Water ShockDamage to craft and equipment | Med | Helm the boat with due care considering conditions and sea state.Trim and balance boatDo not overload boat above CE plate.Attempt to lighten load of boatMaintain forward motion to avoid transom from having free flowing water.Use of VHFUse of elephant trunk.If swamped significantly ensure all maintain contact with boat. | **Low** |
| Pacing  | Groups MembersInstructors | CollisionRisk of ExplosionInjury | Low | **No pacing to take place between powerboats or PWC** | **Low** |
| High side high speed turns  | Groups MembersInstructors | MOBSerious Injury | Med | All persons to be shown how to sit in / on the boat during high speed manoeuvres.Group briefingAppropriate speed for sea state | **Low** |
| Injury. Falling from PWC | Groups MembersInstructors | Head/neck/back/facial injuries | High | RYA PWC instructor to be in control of PWC sessions.Weather forecast and sea conditions to be consideredPowerboat to be on the water when PWC is in useUse of throttle restrictor remote control by staff if necessaryChoose appropriate working areaGroup briefing in event of coming off PWC RIB to be used as a floating platform, moored off course on quick release anchor Staff vigilance | **Med** |
| Collision | Groups Members | DeathCrush InjuriesDamage to equipment | Med | Qualified staff must decide on the operating area for the PWC and change if necessary.PWC students should be made aware of lack of ‘off throttle’ control.Use of mirrors and looking aroundEnsure that starboard rule is understood and followed PWC must never approach the rib at speed. Consider wind & tide direction, anchor point.**Staff to come alongside RIB with beginners** | **Low** |
| Refuelling | Instructors | Fire risk Explosion  |  | **No smoking** when refueling is taking place.Use a suitable funnel. Use only approved fuel containers.Refueling must only be undertaken by an adult & then only with the approval of a member of the centre staff. When not in use the fuel store must be kept locked.**Refueling only to take place in outside with Fire Extinguisher in building or RIB to hand** |  |
| Refuelling cross contamination. Using wrong type of fuel |  | Equipment falure and damage | Low | Fuel cans are colour coded to type of fuel with stickersRinse out funnel before use | **Low** |
| Refuelling | Person refuelling | Spray from fuel can in faceDamage to eyesInhalation, danger to airwaySpillages | High | Briefing for staffWear glovesNot overfilling cans Use of safety glassesUse spill kit to remove excess fuel | **Low** |
| Tractor Driving | Groups MembersInstructorsMembers of the public | CollisionCrush Injury  | High | Do not allow people to stand next to the driver when the engine is running in line with the rear wheels Hold full Cat B licence and have had induction by HOC & or Fleet ControllerKeep a look outRoll cage must be in positionBystanders to keep clear when tractor is approaching trailer hitch or when using loader bucket | **Low** |

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| **Assessment Reference**Water Activities | **Site/Location**Water Activities Centre, NE33 1LHTyne Harbour | **Work Activity**Stand Up Paddle Boarding (SUP) |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Manual HandlingLifting | Groups MembersInstructors | Injuries, wind blowing board whilst being carried | Low | Group briefing, demonstration of correct lifting technique, consider 2 people per board. | **Low** |
| Colliding with other users | Groups MembersInstructors | Facial/head injuries | Med | Group control, briefing, zoned areas. Highlight that board and SUP boarder will go in opposite directions when coming off board. Establish clear working area prior to sessionUse of ankle leashesUse of helmets | **Low** |
| Shallow Water | Group members | Ankle/Wrist injury | Med | Group briefing, demonstration on getting on and off boardsBalance exercises. | **Low** |
| Paddle strikeHand grip | Group members | Facial/head injuryBlisters | Med | Correct paddling technique demonstratedControl speed of session, paddling distances Sufficient space between boarders. | **Low** |
| Fins | Group members | Injuries to face/head/hands/feet | Med | Highlight the hazard to group members.Full wetsuit and long sleevesBoards must only be surfed correct side up.Check condition of fins | **Low** |
| Surf | Groups MembersInstructors | Collisions | High | Small surf, consider dumping wavesStand to seaward side of board and not in between beach and surf Sessions to take place on Littlehaven beach. | **Low** |

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| **Assessment Reference**Water Activities | **Site/Location**Water Activities Centre, NE33 1LHTyne HarbourSandhaven Beach | **Work Activity** Body Boarding |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Water Conditions | Groups MembersInstructors | Dumping surf on Littlehaven BeachRip currents on Sandhaven Beach | Med | Awareness of dumping surf Use zoned area for surfing only. Stay clear of swimming areas.Use of spotters and buddy system | **Low** |
| Collision | Groups MembersInstructors | Head/Body InjuryRisk of Drowning | Med | Define clear working area, limit number of people in water.Working ratio 6 participants in water.Wear buoyancy aids & helmetsChoose quieter area, be prepared to move session.Use of wrist leashesDemonstration of technique used, line choice.Keep board shore side whilst going out. | **Low** |
| Falling off board | Groups MembersInstructors | Foot/ankle injury | Med | Ensure appropriate footwearUse area without rocksInform group of foreign objects in water | **Low** |

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| **Assessment Reference**Water Activities | **Site/Location**Water Activities Centre, NE33 1LHTyne HarbourNorth & South of Tyne Harbour | **Work Activity** Keelboat sailing |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Sailing | Groups MembersInstructors | Drowning | Med | Participants are briefed on capsize / swamping procedures. Keel boats are subject to an annual maintenance schedule, and are visually checked prior to each use. All to wear buoyancy aids or life jackets | **Low** |
| Poor conditions | Groups MembersInstructors | ExposureHypothermia | Med  | Instructor to helm, appropriate clothingGroup members to use cabin, has spare clothes and sleeping bags available | **Low** |
| Boom strike | Groups MembersInstructors | Head injury | High | Group briefingClear loud instructions | **Low** |
| Sea state | Groups MembersInstructors | Man overboard (MOB) | High | All to wear lanyards when moving around decks clipped into handrails Staff to be always on deck | **Low** |

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| **Assessment Reference**Water Activities | **Site/Location**Water Activities Centre, NE33 1LHTyne HarbourSecret Pool Kielder | **Work Activity** Open Water Swimming |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Water | Groups MembersInstructors | Drowning | High | Participants must wear appropriate buoyancy aidsthroughout the activity.Limited numbers to be in the water at any one time.Constant head counts**Safety Boat on water if in sea****RLSS Qualified staff, beach lifeguard/WSMP level 2-3****First aid qual****BC FSRT/White Water Safety Rescue test** Buoyancy aids checked by staff prior tothe session beginning. Staff vigilancethroughout the session to ensurebuoyancy aids are worn correctly.Supervising staff to be on the bank in aposition to supervise the activity. | **Low** |
| Other water users | Members of public | Difficult to maintain head countCollision of vessels |  | Be aware of other water usersBrief groupAvoid areas of surf, sail or powered craft, fishing taking place | Med |
| Lack of fitness for task | Group members | Fatigue | Med | Session to be appropriate to ability of groupTime managedTry for slack tides/area of slow moving waterAwareness of cold increasing onset of fatigue | **Low** |
| Water movement | Groups MembersInstructors | Tide & currentsTide races and ripsBeing swept awayRiver flow - spate | High | The activity not to take place when the rivers are flowing fast.Supervising staff to examine the area to be used both above and below to examine for possible obstructions or hazards. Local knowledge to be sought to clarify problems.Beaches with significant hazards must not be used for swimming activity.Supervising staff to have relevant safety equipmentreadily at hand including throw-lines.Tides to be checked prior to the activity and localknowledge to be sought prior to any activity taking place.Use only areas designated for swimming when theactivity is to take place in the sea. | **Low** |
| Water conditions | Groups MembersInstructors | Swell | Med | Only swim in small, moderate swell where head counts and group control is still manageable | **Low** |
| Entry & egress | Groups MembersInstructors | Head/body injury | Med | Watch for slippy sides, ensure easy exit from water is possible for all If entering/leaving water from a boat, ensure engine is off and kill cord removedUse of helmet | **Low** |
| Wind |  | Fatigue | Med | Awareness of wind on surface water state and effects on swimmers energy levelsProblems with communication due to wind. Develop simple hand signals | **Low** |

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| **Assessment Reference**Water Activities | **Site/Location**Lewisburn, KielderNY 61959 87284 | **Work Activity** Secret Pool |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Walk in/out | Groups Members | getting lostLow branchesTerrain | Low | Staff to run session have been inducted, carry a map, min. BEL qualifiedBrief group on low branches and watch for eyeMake sure appropriate footwear Walk in/out at appropriate speed | **Low** |
| Jumping into water | Group MembersInstructors | Hitting rocks Slipping on take offLanding badlyLanding on other person in water | High | Only designated jumps are allowed with member of staff at each take off point At lowest water level min depth is 5m Jumps only from designated pointsAppropriate to ability of individualStart with low jumps first Buoyancy aid & helmet worn by allStaff to control jump order and timings | **Med** |
| Crossing Lewis burn | Group MembersInstructors | Slips & trips | Med | In low water cross well above waterfall In high water cross at split in stream below pool | **Low** |
| Water levels | Group MembersInstructors | Speed of water, river in spate, water carrying debris | Med | Abandon session if unsafeConsider using it as a swimming session only Pool splits into two and shallows significantly even at high water | **Low** |
| Non water confident or group member getting into difficulty | Group Members | DrowningPanicExposure | Med | Reach rescue with walking poleTwo throw lines2 staff on session | **Low** |

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| **Assessment Reference**Bellboating | **Site/Location**Kielder Water | **Work Activity**Bell boating from Hawkhirst Scout Activity Centre |
| **Assessor(s)**SOA staffM. Simpson |  | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Swamped craft | All | Cold Water ShockHypothermia | Med | Wear wetsuits, windproof jacket, buoyancy aid, helmets. Staff to carry spare clothing, stove, emergency staff grab bag | **Low** |
| Capsize | All | Cold Water ShockEntrapmentDrowningHypothermia | High | Wear wetsuits, windproof jacket, buoyancy aid, helmets. Staff to carry spare clothing, stove, emergency staff grab bag, VHF radio.Staff qualifications, first aid, carry knife in buoyancy aid. Carry Flare pack  | **Low** |
| Submerged Craft | All | Cold Water ShockHypothermia | Med | Each craft to have a bailer in either side. 2 per bell boat requiredWear wetsuits, windproof jacket, buoyancy aid, helmets. Staff to carry spare clothing, stove, emergency staff grab bag, VHF radio.Staff qualifications, first aid, carry knife in buoyancy aid. Carry Flare pack  | **Low** |
| Blown off course | All | Increased duration outdoors in windy conditions | Med | Up to date weather forecast, left route plan on board in store, East Cottage inc ETA. Work within group ability | **Low** |
| Injured person | Individual | Dependant on injury | Med | All Staff hold relevant first aid qualificationCarry Waterproof first aid kit, emergency grab bag. | **Low** |
| Hit in face or head by paddle | Individual | Facial/head injury | Med | Group briefing on how to hold and carry a paddle, all to wear helmets | **Low** |
| Falling whilst getting in/out of Bellboat | Individual | Head injury, arm/wrist/ankle injury | Med | Staff to control entry and exit from bell boats, taking particular care when stepping off jetty | **Low** |
| Person in water | Individual | Cold Water ShockEntrapmentDrowningHypothermiaLose contact with Bellboat | Med | Staff to have access to throw line, wear wetsuits, windproof jacket, buoyancy aid, helmets.  | **Low** |
| Persons in water (all in) | All | Cold Water ShockEntrapmentDrowningHypothermiaLose contact with Bellboat | High | Staff to lead rescue,Appropriate clothing and equipmentStaff to carry VHF radio, Radio Hawkhirst Scout Activity Centre for RIB assistanceUse of Flares to attract attention | **Low** |
| Blisters | All | Sore hands | Low | Limit duration paddlingSwop sides paddling | **Low**  |
| Getting lost | All | Exposure | Med | Carry Explorer 42 map, staff to have knowledge of area, compass in buoyancy aid. | **Low** |

**Land Activities**

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| **Assessment Reference**Land Activities | **Site/Location**Various  | **Work Activity** General considerations |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Weather | Group members | Cold InjuriesHypothermiaHyperthermiaHeat Stroke | High | Suitable clothing , staff to carry spares weather forecast obtainedUse of layering systemHydration | **Low** |
| Weather | Group membersInstructors | High Winds | Med | Care on summits and ridges in particular. Careful route choice Consider short roping on exposed sections | **Low** |
| Weather | Group membersInstructors | Sunburn | Med | Encourage use of sun cream with high SPFWear long sleeved topFind shade where possible/lunch/rest stops | **Low** |
| Weather | Group membersInstructors | Dehydration | Med | Ensure group has sufficient fluids to last the dayStaff to monitor, use of rehydrates solution | **Low** |
| Food | Group membersInstructors | Insufficient energy to complete tasksAllergen/intoleranceAnaphylaxis | High | Staff to ensure individuals are fed, high carb foods Use of consent forms to check for diabetic, celiac, food/nut allergies | **Med** |
| Medical | Group membersInstructors | Diabetes, asthma, epilepsy other diseases/conditions | High | Consent forms, group list carried by staff, all staff made awareGroup information shared with designated person if on residentialFirst aid trained staffFirst aid kits carriedIncludes inhalers and auto injectors in centres | **Low** |
| Over exertion | Group membersInstructors | Sports injuryCrampMuscle strainSprain  | Med  | Appropriate clothingRehydration solutionAppropriate pace setGroup briefing based on terrain, conditions etc. dynamic RA carried out.Work within safe limits/warm up | **Low** |
| Insect bites | Group membersInstructors | Midge bitesHorse FlyBees & WaspsMosquitoAnts | Med | Cover up as much as possibleUse of insect repellentAnti-histamine if required and consent is givenProvide first aid treatment as necessaryUse of head net | **Low** |
| Insect bites | Group membersInstructors | Tick bites Lyme’s disease | High | When in an area with ticks advise all participants to wear long trousers and or put on an insect repellentRemind everyone to check for ticks that eveningProvide guidance re how to remove themInform of the signs and symptoms of Lyme’s disease and classic bullseye target | **Med** |
| Animals | Group members | Dogs, Horse, Cow bites and crush injury | Med | Plan routes accordinglyGroup briefingGive way to horses Group not to interfere with livestock | **Low** |
| Flora & Fauna | Group membersInstructors | Other animalsAddersPoisonous plants stinging plants  | Med | Explain to group to not pick plants or flowersDo not eat mushrooms or fungiAvoid sitting on dry stone walls or putting hands into rock crevices | **Low** |
| Getting Lost/Route Finding | Group members | Benightment Group splitting up | Med | All staff to carry map, group walks together. Staff have knowledge of route NGB qualified staffMin group numbers if unaccompanied (4)Set limits in terms of group sizes. Consider using group control techniques such as ‘honey pot’. Maintain small group spread esp. in poor visibilityActive supervision when remotely supervising groups | **Low** |
| Terrain | Group membersInstructors | Could include;Steep slopes, mud, grass, woodland, uneven surfaces, steps, fences, walls, car parks, roads, craglets, rock bands, cliffs, treesSlips, falls, soft tissue injuries | High | Care to be taken on these features, group briefing on route choice.Not to climb trees.Active supervision Informed to stay away from cliff edges, do not cross any barriers/fences in placeVery close supervision | **Low** |
| Water hazards; river, sea, canal, ponds | Group membersInstructors | DrowningCold water shockExposure | High | Very Close Supervision, staff to cover danger areas, obey all warning signs. Group briefing stressing the dangers present.Staff to have spare clothing | **Low** |
| Traffic; cars/forestry/farm vehicles | Group membersInstructors | RTCStone thrown up | High | Staff to control group on junctions and farm entrancesTurn back on logging vehicles as they pass on forest tracksClear briefings | **Med** |
| Forest machineryTimber stacks | Group members | Crush injuriesDeath | High | Close supervisionGroup briefingappropriate route choice Obey all warning signs**DO NOT CLIMB ON TIMBER STACKS** | **Low** |
| Cyclists & Horses | Group membersInstructors | CollisionsCrush injuriesBeing kicked  | Med | Inform group to be aware of cyclists and the speeds that they can travel at Encourage group to give way to cyclists and all to move to the same sideGive way to horses, be considerate | **Low** |

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| **Assessment Reference**Land Activities | **Site/Location**Various trail centres and natural trails in UKSections of road cycling | **Work Activity** Mountain Biking / Off road cycling |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Punctures | Group membersInstructors | FallLose control of bike | Med | Group briefing on riding position and looking ahead Action on what to do if riders get a puncture. Staff to carry spare tubes, change tube **not** repair | **Low** |
| Forest road sections | Group membersInstructors | Falls, fish tail skidsFront wheel slippageGravel rashHead injuriesEye injury | High | Inform group of loose surface, gloves, long sleeved top, helmet, glasses.Staff to control speed, riding at Front | **Med** |
| Descents | Group membersInstructors | Falls at speedOver handle barsMusculoskeletal injuries | High | Staff to brief group, ride at front and control speed Staff to inform group of drifting with speed on descents esp. With cambered slopes. | **Med** |
| Riding as a group | Group membersInstructors | FallsMusculoskeletal injuriesHead injuries | Med | Group to ride with sufficient space between Spread out with speed and on varied terrainUse helmet | **Low** |
| Visibility | Group membersInstructors | RTCLost cyclists | High | Riders to wear high vis jackets, esp. On night ridesUse of lightsMade sure hand signals are clear and obvious | **Low** |
| Road sections/junctions | Group membersInstructors | RTC | High | Small group workConsider walking across road at crossing pointsHigh visibiltyRiders informed of riding positionMade aware of drift | **Med** |
| Bike defects/equipment failure | Group membersInstructors | FallsMusculoskeletal injuries | Med | Bikes have check prior to each days riding by group members & instructor Trailside repairs to be carried outServicing carried out by qualified bike mechanic | **Low**  |
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| **Assessment Reference**Land Activities | **Site/Location**Various locations in UK | **Work Activity** Hill Walking |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Descents, steep slopes | Group membersInstructors | FallsMusculoskeletal injuryHead injury | Med | Staff to brief group, care to be taken on steep sectionsStaff positioningCorrect footwear | **Low** |
| Terrain; footpath, bridleway, byway | Group membersInstructors | Slips/Trips/Falls | Med | Suitable route choice, Correctly fitted boots. Staff positioningGroup briefing | **Low** |
| Terrain Loose surface, uneven slopes, heather | Group membersInstructors | Slips/Trips/Falls | Med | Close supervision, appropriate route choice, correct footwear | **Low** |
| Road CrossingsRoad sections | Group members  | RTC | High | Group to walk across junctions togetherStaff to lead road crossing pointsUse footpath where possibleSingle file onto oncoming trafficEnsure visibility | **Med** |
| Terrain ridges/summits | Group membersInstructors | FallsBeing blown over | Med | Watch for exposed sections Consider short roping | **Low** |
| River crossings | Group membersInstructors | DrowningFall from stepping stones/bridges | High | preferred river crossings over bridge/shallow ford/stepping stones.If crossing needs to take place, rucksacks waist belts and chest straps undone, loosen one shoulder.If remote supervision then staff need to be at crossing point | **Med** |

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| **Assessment Reference**Land Activities | **Site/Location**Various locations in UK | **Work Activity** Camping/backpacking/Duke of Edinburgh’s Award walking expeditions |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Lost group members | Group members | Exposure | Med | Regular check pointsGood prior trainingActive remote supervisionUse of route cards inc timings Use of mobile phones/radio Realistic routes with good planning | **Low** |
| Load carried | Group members | MusculoskeletalSlips/trips/fallsBlistersFatigueBack pain | High | Distribution of weight within rucksack & groupDistribution of kit amongst team Realistic timings and distancesPre trainingCorrectly fitting rucksack & adjusted | **Low** |
| Poor Water supply | Group membersInstructors | water borne disease | High | Ensure group has access to clean running water daily Use of sterilisation tabs or filters | **Low** |
| Toilets | Group membersInstructors | Bacterial infections Sickness  | Med | Ensure group has access to toilets and washing facilities Either bury or carry out waste productsAntibacterial hand wash | **Low** |
| Unaccompanied camping | Group members | Poor behaviourSicknessStranger dangerFire risk | Med | Use of campsitesCheck on evening and in morning. Litter checkUse quiet section of siteCamp group togetherCamp on same site away from group as optionRemoval of fuel if necessary  | **Low** |
| Wild camping | Group members | Water supplySanitationSicknessFire risk | Med | Ensure clean water supplyCheck ownership of landFind sheltered area where possible Remove rubbishNo open firesBury human waste or carry out | **Low** |
| Unaccompanied walking | Group members | Getting lostInjury/illness | High | Active remote supervisionClearly defined routesObvious navigational featuresLow risk terrainPosition staff appropriately | **Med** |
| Interaction between group members and public | Group membersGeneral public | Public perceptionInappropriate behaviourAbduction | Med | Group briefings Group to stay together and not to enter individuals dwellings | **Low** |
| Incorrect footwear | Group members | BlistersSoft tissue injuries | High | Correctly fitted boots and laced correctlyNot football, sports/ankle socksDressing foot if appropriate | **Med** |
| Camping underneath trees | Group membersInstructors | Damage to equipmentTree branch falling onto tent | Med | Caution during high winds Risk of falling branches, do not camp underneath trees where possible | **Low** |
| Camping near water | Group members | Water level increaseDrowningCold water shock | High | Staff to brief group, supervise closely when near water, monitor weather forecasts and local conditions.Set clear boundaries | **Low** |
| Open fires | Group membersInstructorsLivestockbuildings | DeathSmoke inhalationDamage to equipmentCarbon Monoxide poisoning | High | NO OPEN FIRES in wild camp site areas. Open fires only on designated campsites where provision is made for fire fightingInstructor to supervise if groups need supervision or have under 18’s present | **Low** |
| Group behaviour | Group membersindividuals | Poor behaviourBullyingDamage to equipment | Med | Staff to manage group, active supervisionWork to shared values and rules.Set appropriate boundaries | **Low** |

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| **Assessment Reference**Land Activities | **Site/Location**Various locations in UK/overseas | **Work Activity** Stoves and cooking |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Fuel | Group membersinstructors | Vapour, GasCarbon Monoxide | High | Demonstration, use self sealing canisters, store in well ventilated areas Unscrew gas from stove when not in use, esp. In tent porchesNo use in tents | **Med** |
| Wet Fuel | Group membersinstructors | SpillagesFire risk | High | Use only appropriate containers Close supervision of novices Wash hands after handling, allow to evaporate before lightingHave fire-fighting equipment to hand if possibleUse clear area.Remove other flammable sources from area.Store fuel away from cooking area Position stoves against fixed object to stop them being knocked overAllow to burn out or dampen flames | **Med** |
| Food/fuel mix | Group membersinstructors | contamination/poisoning | High | Ensure pans are clean before use, if using wet fuel (trangia’s in particular) Ensure that burner is stored in plastic bag when in pans. Check to see what colour starchy foods cook (look out for a bluish hue to water) | **Low** |
| Cooking | Group membersinstructors | Burns & Scalds | High | Ensure sleeves are rolled up, no gloves when using stoves**Active supervision** Carry burns kitPosition stoves against fixed object to stop them being knocked over Use pans handlesUse on level groundDo not overfill pansPan handles become hot when left in stove, remove after handling pans. Always use pans handles when moving pans around | **Med** |
| Cooking | All | Tents ,clothing fire | High | **NO COOKING IN TENTS**Keep safe distance from tentsStore fuel away from tents in suitable sealed containers Make sure outdoor jackets, Fleeces any clothing that will melt is away from flame Roll sleeves up | **Med** |
| Cooking | All | Pressurised containers. Risk of explosion | High | Avoid using puncture type fuel cans. Store carefully so they won’t become damaged when in rucksack Don’t store next to sources of ignition | **Low** |
| Storage of and carrying fuel | Group members | Fuel leakageCross contaminationFire risk | Med | Ensure use of correct container for type of fuel, make sure seals are working and no leakages  | **Low** |
| Matches/Lighters |  | FireRisk of explosion when holding lighter upside down | High | With some groups remove source of ignition when not cooking or using stoves.**Use matches only when lighting a Trangia** |  |

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| **Assessment Reference**Land Activities | **Site/Location**Various locations in South Tyneside/North East | **Work Activity** Orienteering |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Unaccompanied activity | Group members | Getting Lost/Route Finding | Med | Teach progressively, position staff accordingly, set time limits, careful group size and choice Limit area of work and set boundaries**Head counts & active supervision** | **Low** |
| Unaccompanied activity | Group members | Group splitting upabduction | Med | Staff to set limits in terms of group sizes. Use of registerHighlight dangers of strangersFixed meeting pointTimely actions | **Low** |
| Slips/Trips/Falls | Group members | MusculoskeletalHead injuriesExposure  | High | Suitable route choice, Correctly fitted footwear, boots.Staff grab bag carried | **Med** |
| Animals/Dogs/Horses | Group members | Biteskicks | Med | Group told not to approach animals Give way to horses, group told not to wave arms or be loud when passing horses | **Low** |
| Running with pencils/pens | Group members | Puncture woundsEye injuries | High | Use only shortened pencils, carry appropriately | **Low**  |

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| **Assessment Reference**Land Activities | **Site/Location**Akenshawburn Cottages | **Work Activity** Bushcraft |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Use of tools, equipment | All | Cuts, grazes, incised wound  | High | Tools kept locked away when not in useUse of knives/axes to be supervised by staffHave a designated area for use of toolsGroup briefingUse or work gloves | **Low** |
| Cooking | All | Burns | High | Use of small fire circles onlyStaff supervisionUse of work glovesUse of pan handlesFire Blanket and Fire extinguisher to hand | **Low** |
| Cooking | All | Food poisoning | Med | Staff to ensure thorough cooking time.Cook using pre-cooked foods where possibleAvoid raw pork and poultry Use of anti-bacterial hand gel. | **Low** |

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| **Assessment Reference**Land Activities | **Site/Location**Various single pitch crags in North East, Yorkshire & Lake District | **Work Activity** Outdoor Rock Climbing inc. bouldering |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Poor Supervision | Group members | Fall from height | High | High staff ratio 1:4Suitable group controlGroup briefing Use of safe zones for group to wait | **Med** |
| Approach to crag | Group membersInstructors | Slips, trips, falls | Med  | Select suitable footwear Follow the appropriate route / line on the dayparticular hazards to be pointed out | **Low** |
| Falling rock/equipment | Group membersInstructorsMembers of public | Head Injury | High | Careful movement and rope gear management at the top of the cragHelmets to be worn by all (not bouldering)Minimize the number of people standing directly below activity3rd parties to be informed of the hazard from above  | **Med** |
| Fall from crag | Group membersInstructors | MusculoskeletalHead injuryDeath  | High | Staff to safeguard their movements on top of cragClimbers to be tied on & belayedNo Soloing unless bouldering session | **Low** |
| Belayer failure | ClimberBelayer | Being dropped by belayerFriction burn Entanglement of clothes/hairFall from height | High | Belayers trained and supervised Belayers made aware of dynamic rope Staff to ensure that clothing, hair and jewellery is kept away from belay/abseil devices Participants instructed to select appropriate speed of lowering/abseilingInstructor controls the speed of the rope where appropriateNovice belayers to work in group of 2 with one person tailing the rope | **Low** |
| Equipment failure  | Group membersInstructors | Fall from height | High | All equipment to be used in accordance with manufacturers guidelinesAll equipment to be inspected monthly checks recorded on papertrail | **Low** |
| Ill-fitting equipment | Group members | Fall from heightWaist belt friction burnStomach strangulation | High | All participants to have their personal protection equipment checked by instructorInstructor vigilance to ensure that equipment remains correctly fitted. | **Low** |
| Accidentally coming out of the safety system |  | Fall from height | High | Knots, karabiners and harnesses to be checked prior to climbing or abseiling by instructor | **Low** |
| Loss of control during abseil | Group membersInstructors | Fall from height | High | When abseiling an independently controlled safety rope must be used.Abseiling on a recognised abseil device Instructor to abseil with prussic back upPossible extension of abseil device away harness with short sling/extension | **Low** |
| Cragfast participant | ClimberAbseiler | Stuck climber Anxiety and stressClothing/hair trapped |  | Instructors should make themselves aware of a participant’s state of mind, their fears and anxieties.Instructors are to ensure that they have the means to perform a mid crag rescue at all times.Instructors are to offer appropriate support to enable participants to regain control and retain dignity for themselves. Instructors should use a releasable abseil rope as required.Instructors could ensure that loose clothing, toggles, laces, etc. are appropriately tucked away. |  |
| Climber/abseiler pendulum | ClimberAbseiler | Injuries caused by impact with rock, another object or another person during a swing or fall |  | Instructors must ensure that the abseiler/climber remains directly below their point of attachment as much as possible.Instructors to maintain appropriately tight belays in a situation where a fall or swing would cause significant impact with another object, especially trees, rock ledges.Suitable Route Choice Ensure that climber/abseiler do not move into a position from which a swing or fall will cause an impact with another person. |  |
| Bouldering | ClimberSpotter | Fall from heightMusculoskeletal esp ankle | High | Use of bouldering matNo highball routesUse of spotterGood route choiceBrief on safe bouldering techniquesSupport on descent from route | **Low** |
| Bouldering | Climber | Soft tissue injuriesFinger injuriesSports injuries | High  | Warm upSuitable route choice | **Low** |
| Rock Fall | Group membersInstructors  | DeathHead InjuriesCrush injuriesDamage to rope | High | Use of safe zone away from base of cragAll to wear helmetsInstructor route choice, dynamic RA | **Low** |

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| **Assessment Reference**Land Activities | **Site/Location**Simonside Climbing Wall NE34 9SDOther man made structures/climbing walls | **Work Activity** Indoor Rock Climbing |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Climbing | Climber | Death Fall from height | High  | Appropriate equipment, belayed climberHarness checked by instructor prior to leaving groundInstructor supervision at all timesTied on with fig 8 with stopperMay use DMM Belay Master Karabiners for top rope attachment to rope | **Low** |
| Spinning Holds | Climber | Slip or fall | Low  | Wall checks, staff to route set and hand tighten each hold Regular inspection on Papertrailall climbers attached to ropereporting of spinning holdsignage on wall | **Low**  |
| Hold breaking | Climber, belayer | Head injury | Low | Report problematic holds, Visual inspection Do not over tighten holds, fit to flush surface | **Low** |
| Fingers through anchor bolts/lower offsFinger & hand jam cracks | Climber | Finger injury – de-gloveHanging by finger/wrist | Med | Group briefingStaff vigilanceAttentive belayingCorrect use of techniqueRemoval of rings on fingers | **Low** |
| Anchors, mats, loose rope | BelayerClimberInstructor | Tripping over, wrist, head injury | Med | Make sure area is free from clutter and only climbers and belayers are using the area Staff to raise awareness and keep area clear | **Low** |
| Poor belaying technique | BelayerClimber | Fall from heightFriction burnEntrapment Lowered too fastClimber too fast for belayerHair/clothing caught up in deviceCaught up on hold (loose leg loop)Inverted climber | High | Staff supervision, induction, clear instruction If appropriate back up, close supervision, alternate belay device, further instructionNovice belayers to work in groups of 3 with dead rope tailedCommunication Staff check equipmentHair tied backSuitable clothingCorrectly fitted harness | **Low** |
| Games/low level traverse | Climber | Fall Musculoskeletal injuriesHead injury | Med | Feet to be no higher than 60cm off ground.Potential use of bouldering mat and spotters | **Low** |
| Climbing – fall immediately after leaving ground | Climber | Spinal injuryHead injurySoft tissue injury | Med  | Climbers to be made aware of dynamic rope, close belaying Consider use of spotter also | **Low** |
| Climbing above lower off | Climber | Long fall onto top rope | Med | Is then in lead climb position, staff supervisionGroup control, clear instruction | **Low** |
| Direct belaying | ClimberBelayer  | Equipment failureLoss of controlFall from heightFinger entrapment | High | Ground Belay - two anchors joined together to create two point belay Do not 3 way load karabiner, use a delta maillon use a DMM Belay Master.Top Belay – direct using steel karabiner through anchor eyeboltAppropriate belay device | **Low** |
| Fall from overhang whilst being top belayed | Climber Belayer | Spinning climberSwinging climberHead injuryInverted climber | High | Belay off to one side, raise awareness of belayers Use of ground anchorMaintain control of dead rope | **Low** |
| Equipment defects | ClimberBelayers | Death Serious injury | High | All walls/equipment has monthly recorded checks on PapertrailAll equipment visually checked when handed out to users Staff checks to ensure equipment is being used correctly to manufacturers guidelines | **Low** |
| Climber belayer weight difference | ClimberBelayer | Fall from height | High | Could stand close to wall Under 18’s must use ground anchor, over 18’s/novices should | **Low** |
| Fall from slab wall 36 & platform | ClimberInstructor | Fall onto slabHead injury | High | All to be belayedSupport given to those with additional needsInstructor to safeguard by self-belay or rope-man on safety lineAlways attached when on platform | **Low** |
| Lowering/abseiling | Climber | Head injurySoft tissue injury | Med  | Close belaying, tight ropeEnsure climber doesn’t jump down wall whilst being loweredClear instructions | **Low**  |
| Cragfast climber/abseiler | ClimberAbseiler | DistressEntrapment in abseil device | Med | Ensure climber is able to descend properly before climbing too high Give clear instructionStaff to climb route alongside and give manual assistance, self-belayUse of releasable abseil onlyQualified staff to lead session (CWAA or site specific, SPA or above) | **Low** |
| Wheelchair/additional needs  | ClimberInstructor  | Fall from heightEntrapment in equipmentMedical needsLevels of understandingManual handling | High | Staff to give closer supportMore belay support given (bell ringing)Follow Wall 38/Slab ops procedures Use of hoist to transfer climber from wheelchair to harness Trained staff onlyServiced hoist and slingsHigh staff ratio | **Low** |
| Abseiling | AbseilerInstructor | Fall from heightStuck abseilerentrapment | High | Releasable abseil with safety back up onlySPA or CWAA, site specific induction Use appropriate deviceExtend abseil device above on short sling.Abseiler & Staff to wear a helmet | **Low** |
| Dynamic climbing moves; rope not taken in | Climber | Acute sports injuryFall from heightGround fall potential if dyno is low level |  | Competent belayer requiredThorough warm up No dynos low to ground if on rope, use of boulder mats and spotters | **Low** |
| LeadingMissing clips Z clippingUnzipping/back clippingFoot behind ropeOverhanging falls | Climber | Ground fall potentialHead injuryInverted fallsFriction burns | High | Consider helmet when training Staff must have CWDI/MCI or above High Staff ratioA learn to lead course or similar to be completed by climbers wishing to lead unless experienced and can demonstrate competenceBack up belayers if necessaryEnsure climbing area is free from obstruction inc. spectatorsConsider using helmet for beginnersPractice top rope supported leading | **Med** |

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| **Assessment Reference**Land Activities | **Site/Location**Simonside Climbing Wall | **Work Activity** 8 x Clip & Climb lines inc. Jungle Gym**Hazards that have been identified previously relating to general climbing will not be repeated in this section.** |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) | **High** | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Fall by an unclipped climber | Climber,Spectators belowStaff | DeathHead & SpinalBone & Soft Tissue | Med | All participants receive an introduction and safety brief before entering activity arenaAll participants are fitted with climbing harnesses before being allowed to commence activities.Only when trained inducted staff haveattached TRUBLUE™ Auto Belay to the participant and lowered the matting will any climbing begin. (Padded matting protects start of each activity and cannot be lowered until ‘clipper’ attaches safety line to participant).Signs displayed warning not to climb unclipped or before checked | **Low** |
| Impact injuries fromparticipant being hit byparticipant beinglowered. | Spectators belowStaff | Head & SpinalBone & Soft Tissue | Med | All participants receive an introduction and safety brief before entering activity arenaAll participants made aware of the need to look up when entering the ‘lowering area’ and recognising that if paddedmat is lowered then a climber is above them.All ‘clippers’ made aware of the need to be vigilant for enthusiastic participants stood waiting in the lowering area. | **Low** |
| Fall from faultyequipment failure orincorrect clipping. | ClimberSpectators below | DeathHead & SpinalBone & Soft Tissue | Med | All participants receive an introduction and safety brief before entering activity arenaAll equipment (harness / karabiners / TRUBLUE™Auto Belay / climbing elements) checked and serviced as required (as per manufacturers recommendations) by qualified staff prior to the day’s activity commencing.Logbooks maintained and reviewed. All staff remain in date for staff training.All parent/guardian/assistant clippers given a through brief and demonstration of the correct way of clipping a harness to the TRUBLUE™ Auto Belay prior to the activity commencing. | **Low** |
| Injury throughentrapment of hand orfoot in net or ladder(dependant on elementset-up and design). | Climber | Bone & Soft Tissue | Med | Staff remain vigilant at all times.Staff are trained to deal with an entrapment in a calm and efficient manner. | **Low** |
| Failure of TRUBLUE™Auto Belay loweringdevice to lowerparticipant renderingthem stuck at the top ofthe element or partiallylowered. | Climber  | Distress | Med | All equipment regularly inspected by qualifiedstaff.Staff are trained to deal with an entrapment in a calm and efficient manner. | **Low** |
| 1. Head or back injuryfrom being forcedupside down if legs arecaught in netting orladder while beinglowered2. Upside downentrapment.3. Rope burns from notletting go of rope ifdescending | Climber | Head, Neck Spine injuryFriction BurnsBlistering | High | All participants shown how to push away from the netting with their hands as they are lowered.Staff remains vigilant at all times.Staff trained in best practise rescue drill for anentrapped upside down climber.All participants reminded to let go of rope if unable to continue upwards. | **Low** |
| Impact injuries due to dropped ‘ice picks’ (wooden poles)  | ClimberPersons below | Head Injury | Low | All participants shown correct manner to hold picks.procedure for correct use of ‘climbing picks’. All participants asked to shout ‘below’ if they drop one .All staff made aware of potential fall zone when watching element.  | **Low** |
| Muscle damage due to dislocation when being lowered if ‘ice picks’ are not removed from final holes.  | Climber | Soft Tissue | Med | All participants shown correct attachment procedure for use of ‘climbing picks’. All participants told to fully remove ‘ice picks’ from final holds in a concerted jumping method before commencing the lower. Use of final handholdAll staff trained in best practise rescue drill.  | **Low** |

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| **Assessment Reference**Land Activities | **Site/Location**Akenshawburn Cottages | **Work Activity** Mobile Climbing Wall |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| High winds | ClimberBelayerSpectators  | Tower falling over | High | Wall has a maximum wind speed of 20 mph, use of wind gaugeUse outrigging legs to level before lifting wallTower must be on level surface | **Low**  |
| Raising/lowering wall | Instructor | Finger entrapmentCrush injury | High | Follow erection procedures Trained staff only Ensure area is cordoned off first and supervised | **Low** |
| Participants tampering with controls | ClimberBelayerSpectators | Tower falling, loweringCrush injury | Med | Control box lockedArea fenced offStaff to hold on to keysLocking pins in place | **Low** |
| Spectators within climbing area | ClimberBelayerSpectators | Being kicked by climberInterrupting belayer | Med | No spectators within climbing areaClear signageSufficient space to work in | **Low** |
| Trailer condition |  | Wall failure | Med | Wall, trailer, hydraulics servicedVisual inspection before each use | **Low** |
| Unsupervised climbing | Climber | Fall from heightSpinal, head injury | High | Wall not left unattended once erectedNGB qualified staff onlyStaff induction | **Low** |

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| **Assessment Reference**Land Activities | **Site/Location**Simonside Climbing WallAkenshawburn Cottages | **Work Activity** Archery |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Shooting Arrow | Group Members InstructorsSpectators | Being hit by ArrowPuncture woundDeath | High | All participant stay behind shooting line, waiting line or Spectators to be behind spectator lineArrows can only be placed on bow when pointing down rangeSignage leading to Archery RangeUse of back stop and side nettingClear briefing & demonstrationUse of whistle/safety calls | **Low** |
| Collecting arrows | Group Members | Falling onto arrow knockEye injury | High | No running towards targetsApproach to one sideEnsure no one is standing behindCarry back to shooting line properly walkingDemonstration and group briefingBoss tied to standStand anchored appropriately | **Low** |
| Arm hit by bowstring | Group members | BlisterWheltDiscomfort | High | Use of arm bracer No dry LoosingUse correct sized bow & poundageWear long sleeved clothing | **low** |
| Limbs twisting when stringing bow | Instructors | Jammed fingersLimb recoil | Med | Use of bow stringers only Only by appropriately trained person | **Low** |
| Equipment failure | Group membersInstructors | Puncture woundFibre glass splinter | Med | All equipment checked by staff prior to useMonthly visual and manual checks | **Low** |
| Entanglement | Group membersInstructors | Hair pulled outArrow flying up rangeCaught up in clothing | High | Remove loose clothingTie hair back | **Low**  |
| Arrow rebound | Group membersInstructors | Puncture woundEye injury | High | Appropriate distance from targetsUse of backstop netting | **Low** |
| Slips, Trips | Group membersInstructors | Puncture woundEye injuryFalling onto unused arrows in quiver  | High | Clear area around shooting lineKit stored safely Clear fire exits and entrances | **Low** |
| Poor range control | Group membersInstructors | Puncture woundDeath | High | Only to be supervised by those with Archery Leaders course and aboveStaff present at all times | **Low** |
| Wind on range Kielder | Group membersInstructors | Arrow drift | Med | Group briefing Consider cross range shooting to compensate for windChange body position on shooting line | **Low** |

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| **Assessment Reference**Land Activities | **Site/Location**Simonside Climbing WallOther centres & schools in North East | **Work Activity** First aid training |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| CPR | Group members Instructors  | Infection through unclean faces on resuscitation manikins Dizziness caused by CPR, leaning over | Med | Ensure dummies are cleaned before and after each use Use of face shields | **Low** |
| Kneeling down on hard surface | Group members Instructors | Back, knee pain | Low | Place mats under manikins Limit amount of time for practice Watch individuals, ensure that they are working within their fitness level | **Low** |
| Reaction to cleaning wipes used to clean equipment/latex gloves | Group members Instructors | Allergic reactionAnaphylaxis | Med | Ask group if anyone is allergic to wipes Have an alternative, hot soapy waterUse of face shieldsNon latex gloves used | **Low** |

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| **Assessment Reference**Land Activities | **Site/Location** | **Work Activity** Problem solving |
| **Assessor(s)**SOA staff M Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Slips, Trips, fall | Group members | MusculoskeletalHead injury | Med | Group briefing on group workKeep area free from obstructions as is reasonable to activity | **Low**  |
| Use of equipment | Group members Instructors | Splinters | Low | Gloves if necessary when moving wooden Wooden equipment is smooth planed timber  | **Low** |
| Use of equipment | Group members | Eye injury | Low | Group briefing and clear instructions when completing tent problem | **Low** |

**First Aid**

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| **Assessment Reference**FIRST AID | **Site/Location**ALL SITES | **Work Activity**ALL AREAS COVERED |
| **Assessor(s)**SOA staffM. Simpson | **Level of Risk Before Controls**(See matrix) |  | **Level of risk After Controls**(See risk matrix) |
| Hazardous Activity | Persons at Risk | Significant Risks to Health and Safety | **Risk Rating** | Controls and Precautions | **Residual Risk** |
| Location | All | * Environmental Factors
* Terrain
* Distance from base
* Distance from help
* Staff experience and familiarity with area
* Remoteness from help
 | Med | * Staff training & qualifications
* Appropriate equipment

Signing out boardMore robust first aid kitStaff mobile phonesUse of VHF radio’sPre event briefingETA | **Low** |
| Staffing Lone Working  | Staff | * Injury/illness to member of staff
 | Med | * Staff training & qualifications
* Crib card carried in staff rucksack
* ETA & designated contact
* Multiple methods of communication
 | **Low** |
| Water Based | All | * Drowning
* Cold Water Exposure
* Hypothermia
 | High | * Use of Water Based First Aid kits
* Staff hold RLSS/BC water based rescue tests and aquatic first aid modules.
 | **Low**  |
| Size of organisation |  | * Split site, Simonside Climbing Wall, Water Activities Centre & Akenshawburn Cottages + peripatetic working
* Small staff working team, some freelance staff
 | Med  | * Good clear set parameters
* Same staff team
* Working practices the same for all sites
* Use of expedition first aid bags for residential away from one of three centres (red & blue)
 | **Low** |
| History of incidents & Types of Injuries |  | * Missed information
* Claim against LA
* Unable to correctly identify reasons behind injuries/illness
 | Med | * Recording of accidents/illnesses/near misses (AR forms)
* Scanned and electronically stored
* Forwarded to H&S team
* Discussed as standing agenda item during staff meetings
 | **Low** |
| AED’s |  | * Death through cardiac arrest
 | High | * Correct number for site 1 at Climbing Wall, 1 at WAC/Akenshawburn cottages
* Appropriate training & familiarity
* Stored appropriately
* Ensure batteries are charged
* Razor/tough cut shears/small towel inc.
* Appropriate size pads for child and baby
 | **Low** |
| Prescribed medication | All | * Incorrectly stored
* Not labelled properly
* Insufficient sent
* Access/taken by wrong person
 | High | * Use of Care plans
* Use of consent form
* Parent meetings
* Stored at correct temperature
* Kept in box with pharmacy label
* Staff to manage medicines where appropriate
* Group briefings
 | **Low** |
| Injectable medicines | All | * Incorrect dose
* Disposal of sharps
* Cross contamination
* Blood borne infection
 | High | * Use of care plan
* Further staff training
* Use of sharps bin
* Use of sterile gloves
 | **Low** |
| Asthma | All | * Respiratory distress
* Asphyxia
 | High | * Care plans
* Staff qualifications
* Further staff training
* All 3 centres first aid kits to have salbutamol reliever inhaler as per DfH guidance
* All staff to carry one salbutamol inhaler in land staff bag and buoyancy aid when on water
* Can be used by non-asthmatics during respiratory distress
 | **Low** |
| Consent | Under 18’s | * Incorrect treatment without permission
 | Med | * Parents to give consent for activity and specific consent for medication if required
 | **Low** |
| Allowed medicines under ‘duty of care’ | Under 18’sUnder 25 for those with additional needs | * Incorrect dose
* Not recorded correctly
* Allergic reaction
 | Med | * Only to be given when on residential when acting as any reasonably prudent parent would
* Used only after specific medication consent is gained by parent/legal guardian
* Witnessed by and recorded by two staff
* Includes Paracetamol (Calpol), Anti Histamine, travel sickness and Ibruprofen for **16 years and over ONLY**
 | **Low**  |
| Management of anaphylaxis | All | * Incorrect dose
* Disposal of sharps
* Cross contamination
* Blood borne infection
 | High | * Use of care plan
* Further staff training
* Use of sharps bin
* Ensure sufficient Auto injectors are carried
* All three centres to hold auto injectors
* Staff to carry a spare auto injector
 | **Med** |
| First aid kits & supplies |  | * Out of date supplies
* Not resupplied
* Not correct contents
 | High | * Checks carried out and recorded on papertrail monthly
* Signing back in form/re-supply completed
* Contents based on needs risk assessment
 | **Low** |
| Cross Contamination/Infection |  | * SARS
* TB
* MRSA
* Hep A,B & C
* Norovirus
* HIV

**Body fluids which should be handled with the same precautions as blood*** Cerebrospinal fluid
* Peritoneal fluid
* Pleural fluid
* Pericardial fluid
* Synovial fluid
* Amniotic fluid
* Semen
* Vaginal secretions
* Breast milk
* Saliva
* Faecal matter
* Urine
* Vomit
 | High | * Consider Primary survey DRABC, Danger to consider SHAPE
* Use of sterile gloves
* Limit contact with wound
* Dress with sterile covering where appropriate
* Dispose of soiled dressings & gloves appropriately in yellow clinical waste bag
* Not to be put in normal rubbish bin
 | **Low** |
| **Specific Injuries & Illnesses that need clarification of treatment** |
| Bleeds  |  | * Blood loss
* Shock
* infection
 | High | * Apply Direct Pressure only
* Treat for shock
* Have a range of appropriate dressings and tapes in first aid kit
* Use of Vet Wrap as an option
 | **Low** |
| Catastrophic Bleeds |  | * Death
* Shock
* Loss of limb
* Infection
 | High | * Further cat bleed training
* Use of haemostatic dressings
* Use of tourniquet
* Access to FA equipment
 | **Med** |
| Soft Tissue injuriesMinor head injuries |  | * Swelling
* Pain
* Risk further damage
 | Med | * Use of cold compress to reduce swelling 10 minutes on and off
 | **Low** |
| Head injuries |  | * Concussion
* Skull fracture
* Cerebral compression
 | High | * All head injuries advised to go to hospital
* Inform parents/guardians, use a head injuries ‘what to look out for’ card
* Dress appropriately for SF and must go to hospital
* CC is a medical emergency, phone ambulance immediately, lie down with head and shoulders raised
 | **Low****Med****High** |
| Closed fractures |  | * Shock
* Exposure
* Mild hypothermia
 | High | * Do not move lower limb fractures, immobilise and support in the position found
* Walking wounded, move if able to
* Need tough cut shears/scissors to remove any clothing to examine
* Phone for ambulance immediately
* Treat for shock if injuries allow
 | **Low** |
| Open fractures |  | * Blood loss
* Infection
* Shock
* Exposure
* Mild hypothermia
 | High | * Do not move lower limb open fractures, immobilise and support in the position found
* Walking wounded, move if able to
* Need tough cut shears/scissors to remove any clothing to examine
* Prevent further blood loss
* Cover to mitigate risk of infection
* Phone for ambulance immediately
* Treat for shock if injuries allow
 | **Med** |
| Splinters |  | * Infection
* Discomfort
* Blood loss
 | Low | * Clean
* Remove splinter if it is accessible without the need to dig as per HSE guidance
* Cover with sterile dressing/plaster
 | **Low** |
| Plasters |  | * Risk of infection
* Allergic Reaction
* Anaphylaxis
 | Low | * Have consent if required either implied consent or informed consent
* If reaction occurs the remove and clean area/apply different dressing
* Manage reaction & treat appropriately
 | **Low** |
| Eye irritation |  | * Dust/Grit/Sand
* Chemical in eye
 | Med | * Rinse/irrigate with cold running water or eye wash solution for appropriate period of time
* 10 minutes for chemical followed by a further 10 minutes if required
* Consider further professional medical help
 | **Low** |
| Low blood sugar |  | * Hypoglycaemia
* Impaired judgement
 | Med | * Use of energy gel/glucose gel or sugary drink in first instance to reduce the risk of a choking hazard
 | **Low** |
| Dehydration  |  | * Hypovolaemic Shock
* Cramps
* Impaired judgement
 | High | * Rehydrate with water/sports drinks non fizzy/non alcoholic/non caffeine based
* **And use rehydration solution/electrolyte drink in correct dosage. (this is not a medicine)**
 | **Low** |
| Asthma | All | * Respiratory distress
* Asphyxia
 | High | * Care plans
* Staff qualifications
* Further staff training
* Access to Salbutamol reliever inhalers as per DfH guidance for educational establishments appropriate to the size of organisation taking into account any off site visits
* Can be used by non-asthmatics during respiratory distress
 | **Low** |