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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 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 under kitchen bench left of sink | **Low** |
| Electrocution | All | Death, Electric Shock | High | 5 yearly building electrical checks carried out by Asset Management  All work carried out by qualified electricians  Distribution 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 techniques  Group briefing  Staff training, manual handling, back awareness course | **Low** |
| Use of power tools/hand tools | Staff | Cuts, blisters, amputations | Med | Care to be taken  Use of PPE including protective gloves | **Low** |
| Cooking | Staff | Burns/scalds | Med | Care to be taken in kitchen  Keep clean work area  Mop up any spillages, use signage  Food Hygiene cert staff only | **Low** |
| Lone working | Staff | Accident, Incident | Low | Have late back designated person contact  Complete signing out board before going out on sessions away from Centre  Use of automatic doors on one way | **Low** |
| Cleaning | Staff | Poisoning  Skin irritation  Inhalation of fumes | Low | Stored in locked cleaning cupboard, staff only entry  Use of gloves  Refill in open air | **Low** |
| Slips and Trip | All | Musculoskeletal | Med | Keep areas dry and clean, use of signage  No 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 Management  All work carried out by qualified electricians  Distribution boards and fuse boxes boxed in. | **Low** |
| Slips in wet areas | All | Musculoskeletal | Low | Group awareness  Wear shoes  No running  Keep 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 techniques  Group briefing  Staff 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 & funnel  Gloves to be worn  Fuel 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 taken  Use of PPE including protective gloves | **Low** |
| Filling flasks, cooking | Staff | Burns/scalds | Med | Care to be taken filling boilers | **Low** |
| Lone working | Staff | Accident  Water Incident | Low | Have late/off water designated person contact  Complete signing out board before going out on water | **Low** |
| Cleaning | Staff | Poisoning  Skin irritation  Inhalation of fumes | Low | Stored in locked room  Use of gloves  Refill in open air | **Low** |
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| **Assessment Reference**  Akenshawburn | **Site/Location**  Akenshawburn Cottages, NE48 1HU  Grid: NY 609897  Lat/Long 550 12’00.02”N/0020 36’56.97”W | | **Work Activity**  Building & grounds | | |
| **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** |
| 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 footwear  Set clear boundaries | **Low** |
| Walking alongside burn | All | Drowning  Cold water shock  Being swept away in spate  Soft tissue/broken bone | Med | Group Briefing  Boundaries set  Staff supervision | **Low** |
| Cooking | All | Food Poisoning  Burns/Scalds | Med | Site is overseen by a level 3 food management certificate holder  All staff hold food hygiene cert level 2, food stored in accordance with recommendations.  Used of appropriate chopping boards and knives  Awareness of allergies of group members  Staff only to cook and prepare food  Follow FSA ‘Safer Food, better business’ guidance. | **Low** |
| Access to knives/sharps | Participants | Incised & puncture wounds | Med | Staff only in kitchen  No 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 signage  Use 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 entrance  Carbon Monoxide detectors in bedrooms | **Low** |
| Electrocution | All | Death, Electric Shock | High | 5 yearly building electrical checks carried out by Asset Management  All work carried out by qualified electricians  Distribution 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 use  Monthly Legionella checks carried out | **Low** |
| Manual jobs on site | Staff | Muscular-skeletal  Cuts  Crush injuries | Med | Use of PPE  Working together | **Low** |
| Fuelling the generator | Staff | Diesel Spillage  Risk of fire  Skin irritation | High | Use of pump to fuel. Staff only to fuel.  Generator room door to remain open when generator is in use, clear signage  1 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 | Poisoning  Skin irritation  Inhalation of fumes | Low | Stored in locked room  Use of gloves  Refill in open air | **Low** |
| Use of hand saws | Staff | Cut, blood loss, amputation | Med | Care to be taken  Use 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/evening  Use of midge nets  Use of insect repellent  Ensure consent for anti-histamine use | **Low** |
| Snake Bites | All | Death, sickness, nausea | Low | Care not to sit on dry stone walls  Do not chase Adders | **Low** |
| Activities | All | Injury | Med | SOA staff to take lead in event of any incident  Follow LA emergency plan as in SOPS.  SOA Staff First Aid qualified  SOA 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 incident  Follow LA emergency plan as in SOPS. | **Low** |
| Activities  School/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 incident  Follow 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 calling  Staff maps (explorer 42) have all mobile phone signal points located on  Use of designated person back in South Tyneside  Information given to accompanying staff | **Low** |
| Multiple Casualties | All | Serious Injury | Low | SOA staff to take lead in event of any incident  Follow LA emergency plan as in SOPS.  SOA staff First Aid trained  SOA 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 42  Access to vehicle to transport staff/students in event of incident | **Low** |
| Fire Circle | All | Open land fire  Burns  Death | High | Staff to suprvise  Fire to remain within confines of circle  Use of windfell, natural wood only  Fire Extinguisher in generator room 10 metres away  Water hose reel on side of west cottage reaches fire circle  Staff 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 use  Use of heat resistant gloves  No matches or firelighting materials to be left out  Use 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 | Driver  Group members | RTC  Death Serious injury | High | D1 licence holders over age 21  Completed LA driving induction  Drive within law | **Low** |
| Large groups | Driver  Group members | Breakdown | Med | Travel in convoy with other minibuses  Pre arranged route and stopping point between staff | **Low** |
| Vehicle condition | Driver  Group members | Vehicle breakdown  Seatbelts | Med | Service, MOT, safety checks, driver walk around check complete | **Low** |
| Rest stops | Driver  Group members | Lost students  Abduction | Med | Active supervision  Head counts on and off, check register  Group briefing, safety in car park area | **Low** |
| Driving hours | Driver  Group members | Accident/RTC | Med | Adhere to European driving hours limits  Appropriate rest away from vehicle  Hydration | **Low** |
| Towing a trailer | Driver  Group members | Overloading  RTC  Hitch failure  Losing equipment from trailer | High | Correct licence to tow D1+E  Work within GTW & MAM.  Driver to check hitch, brake, lighting, registration plate  Trailer servicing & checks recorded on Papertrail  Driver to ensure trailer doors locked, load is secure (canoe/kayak/bikes) | **Med** |
| Sickness | Driver  Group members | Discomfort  Cross infection | Low | Good ventilation  Travel sickness tablets where appropriate  Sick bucket in each minibus | **Low** |
| First Aid | Driver  Group members | Various | Med | Driver first aid trained  First aid kit on each minibus checked on Papertrail monthly | **Low** |
| Breakdown & accident | Driver  Group members  Other vehicles | RTC  Death  Serious injury inc neck and head. | High | Appropriate insurance & breakdown cover  Vehicles to have high vis jackets  Contact breakdown information in each vehicle | **Low** |
| Luggage | Passengers  Drivers | RTC  Serious injury  Blocked exits | High | Only hand luggage to be carried on by passengers. Rucksacks other large bags in trailer  Keep 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 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 | Group Members  Staff | | Death  Drowning | High | All to wear bouyancy aid or life-jacket  Student/clients only on water with a member of staff present  NGB qualified staff for relevant activity & First Aid qualified staff  Regular head counts  Suitable working area, taking into account abilty/experience of group, weather forecast, sea state, equipment available. | **Low** |
| Water | Group Members  Staff | | Hypothermia | High | All persons going on the water must wear; a wetsuit/dry suit  Helmets must always be available and worn by students when canoeing /SUP/ kayaking. | **Low** |
| Water | Group Members  Staff | | Cold Water Shock | High | All persons going on the water must wear; a wetsuit/dry suit  Staff to be aware of effects of CWS  Consider entring water more slowely if possible | **Low** |
| Weather | Group Members  Staff | | Wind  Low/high temperatures  Sunburn  Dehydration  Heatstroke | Med | Weather forecast gained  Keep weather eye on conditions  Ability to change sessions/location due to changes in conditions  Use of hats  Check forecast. Long sleeved tops, sun cream | **Low** |
| Weather | Group Members  Staff | | 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 summer  Staff to carry compass in buoyancy aid | **Low** |
| Weather | Group Members  Staff | | Exposure | Med | Windproof jacket or cag and appropriate footwear if required. | **Low** |
| Weather | Group Members  Staff | | 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 Members  Staff | | Fatigue/exhaustion  Swept away  Entrapment/pinned  Capsize | 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 Members  Instructors | | Wake  Limited 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 Wall  Power 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 shipping  If 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 Members  Instructors | | collision with persons and equipment  Entrapment | Med | Students must be shown how to move boats and carry them appropriately  If in doubt do not launch or recover boats  Consider alternate landing sites  Students must not be allowed to stand between boats and beach when waves are running onto shore.  Staff only to launch powerboats/PWC  Stand only to side of vessels and not between craft and shore  Watch lee shore winds for boats drifting into shipping channel  Look for oncoming waves into wave trap  Use secondary attachment strop on RIBS to support winch | **Low** |
| Manual Handling | Groups Members  Instructors | | Back injury/lifting injury | Med | Back awareness training  Instructor briefing  Use of jockey wheel  Use of tractor to move heavy objects/equipment | **Low** |
| Use of winch | Instructors | | Finger entrapment | Med | Staff to operate winches  Awareness of types of winch and how they operate | **Low** |
| Suction effect of passing ships particularly at low tide (draught) in wave trap | Groups Members  Instructors | | Capsize  Crush Injury  Facial/head Injury | Med | Move paddlers/craft away from shore  Visually check and monitor channel 12  Wait until larger shipping has passed | **Low** |
| Sea Conditions | Groups Members  Instructors | | 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 Members  Instructors | | Man Overboard | High | Group briefing, appropriate speed in craft, regular head counts  Staff training to practise recovery from water. Engine switched off with contact. | **Low** |
| Entrapment | Groups Members  Instructors | | 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 Members  Instructors | | 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 Members  Instructors | | Surf | High | Unless kayak/paddle boarding/body boarding, stay off surf line,  Be aware of sea conditions  Watch for breaking swell and dumping waves  Littlehaven beach has dumping waves particularly at high tide.  Use zoned areas if using Sandhaven beach | **Low** |
| Water Conditions | Groups Members  Instructors | | 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 Members  Instructors | | Eddies  Stoppers  Weirs  Strainers  Standing Waves  Large rocks | High | Group briefing  Group ability at appropriate level/training  Appropriate qualified staff to lead within remit of NGB award  Appropriate conditions and river levels  **No swimming near weirs/tunnels or stopper waves** | **Med** |
| Collision | Groups Members  Instructors | | Underwater obstructions | Med | Awareness of new pipes next to outlet 100m from South Pier on Littlehaven beach, awareness of Groynes and rocks  Watch at High tide, awareness of dumping waves next to area  Caution on North Side opposite wave trap and Black Middens Rocks, Prior Stone. | **Low** |
| Water Quality | Groups Members  Instructors | | Weils Disease (leptospirosis)  Sickness  Bacterial infection | Med | If suspected consult medical advice  Ensure that open cuts, grazes or wounds are suitably covered.  Raft boats if appropriate  No deliberate splashing  Water R.A carried out  Wash hands / shower after session.  Inform group about swallowing water  **DO NOT SWIM in Harbour after heavy rains** | **Low** |
| Jelly Fish Stings | Groups Members  Instructors | | Sickness  Discomfort  Anaphylaxis | 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 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** |
| Group Control | Group members | Lost Group members  Injuries | High | Choose working area based on group ability  Group briefing, set expectations  1:10 ratio kayak  1:14 ratio canoe marine park  1:6 ratio moving water | **Low** |
| Capsize | Group Members | Entrapment  Death | High | Demonstrate technique  Students briefed on action to take in event of capsize  Inform rest of group of what you want them to do.  Brief on use of spraydecks  Consider no spraydecks | **Low** |
| Multiple Capsizes | Group Members | Entrapment  Death | High | Staff to prioritise order of recovery, head counts  Staff training  Choose appropriate location for session to reduce capsize risk | **Med** |
| Shallow Water | Groups Members  Instructors | 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 helmets  Assistance 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 Members  Instructors | Death  Head/limb/facial injury | High | Use of buddy system  Reduce number of boats on water All to wear helmets  Monitor surf conditions appropriate to skill level of group  BC level 3 sea/surf coach to lead session. Spotter on shore  Group briefings  Have defined working area with clear visual boundaries. | **Med** |
| Capsize whilst being towed | Groups Members  Instructors | 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 Members  Instructors | Injury | Low | Buddy up and rafted tow to shore  Carry out first aid  Land as soon as safe and appropriate | **Low** |
| Activity  Lack of supervision | Groups Members | Damaged equipment  Lost equipment | Low | Carry spare paddles  Record on papertrail  Equipment identifier as belonging to SOA | **Low** |
| Poor conditions  No spraydeck used or incorrectly fitted | Groups Members | Swamped kayaks  capsize | 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 Members  Instructors | Entrapment  Capsize  Swamped kayaks | Med | Only to be used during slack water to go through gaps  Set clear boundaries and hazards | **Low** |

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| **Assessment Reference**  Water Activities | **Site/Location**  Water Activities Centre, NE33 1LH  Tyne Harbour  River Tyne upstream  North & 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 Members  Instructors | Death  Injury  Failure 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 Members  Instructors | Death  Injury  Failure 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 Members  Instructors | Death  Crush Injury  Entrapment | Med | Through tuition, adequate training  Staff to cover throttle  If training- demonstrate, control speed.  Keep at an active lookout | **Low** |
| Equipment Failure | Groups Members  Instructors | Late return  Exposure to weather  Drifting onto piers/rocks/beach/shipping channel | Med | Small repair kit on board  full check prior to going afloat  VHF Radio  Activity board in WAC completed  Late back procedures  Anchor with spare warp | **Low** |
| Poor sea conditions  Inappropriate control of craft | Groups Members  Instructors | Man Overboard (MOB)  Head Injury  Death  Exposure/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 direction  Consider a throw line rescue or reach rescue  Group briefing on suitable seating position  Holding on at all times  Responsible and safe driving by helm appropraite to group and conditions present  Keep lookout for passengers and crew. | **Med** |
| Propeller injury | Groups Members  Instructors | Death  Catastrophic 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 Members  Instructors | Exposure  Cold Water Shock  Damage to craft and equipment | Med | Helm the boat with due care considering conditions and sea state.  Trim and balance boat  Do not overload boat above CE plate.  Attempt to lighten load of boat  Maintain forward motion to avoid transom from having free flowing water.  Use of VHF  Use of elephant trunk.  If swamped significantly ensure all maintain contact with boat. | **Low** |
| Pacing | Groups Members  Instructors | Collision  Risk of Explosion  Injury | Low | **No pacing to take place between powerboats or PWC** | **Low** |
| High side high speed turns | Groups Members  Instructors | MOB  Serious Injury | Med | All persons to be shown how to sit in / on the boat during high speed manoeuvres.  Group briefing  Appropriate speed for sea state | **Low** |
| Injury. Falling from PWC | Groups Members  Instructors | Head/neck/back/facial injuries | High | RYA PWC instructor to be in control of PWC sessions.  Weather forecast and sea conditions to be considered  Powerboat to be on the water when PWC is in use  Use of throttle restrictor remote control by staff if necessary  Choose appropriate working area  Group 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 | Death  Crush Injuries  Damage 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 around  Ensure 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 stickers  Rinse out funnel before use | **Low** |
| Refuelling | Person refuelling | Spray from fuel can in face  Damage to eyes  Inhalation, danger to airway  Spillages | High | Briefing for staff  Wear gloves  Not overfilling cans  Use of safety glasses  Use spill kit to remove excess fuel | **Low** |
| Tractor Driving | Groups Members  Instructors  Members of the public | Collision  Crush 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 Controller  Keep a look out  Roll cage must be in position  Bystanders 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 1LH  Tyne 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 Members  Instructors | 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 Members  Instructors | 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 session  Use of ankle leashes  Use of helmets | **Low** |
| Shallow Water | Group members | Ankle/Wrist injury | Med | Group briefing, demonstration on getting on and off boards  Balance exercises. | **Low** |
| Paddle strike  Hand grip | Group members | Facial/head injury  Blisters | Med | Correct paddling technique demonstrated  Control 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 sleeves  Boards must only be surfed correct side up.  Check condition of fins | **Low** |
| Surf | Groups Members  Instructors | Collisions | High | Small surf, consider dumping waves  Stand 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 1LH  Tyne Harbour  Sandhaven 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 Members  Instructors | Dumping surf on Littlehaven Beach  Rip 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 Members  Instructors | Head/Body Injury  Risk of Drowning | Med | Define clear working area, limit number of people in water.  Working ratio 6 participants in water.  Wear buoyancy aids & helmets  Choose quieter area, be prepared to move session.  Use of wrist leashes  Demonstration of technique used, line choice.  Keep board shore side whilst going out. | **Low** |
| Falling off board | Groups Members  Instructors | Foot/ankle injury | Med | Ensure appropriate footwear  Use area without rocks  Inform group of foreign objects in water | **Low** |

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| **Assessment Reference**  Water Activities | **Site/Location**  Water Activities Centre, NE33 1LH  Tyne Harbour  North & 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 Members  Instructors | 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 Members  Instructors | Exposure  Hypothermia | Med | Instructor to helm, appropriate clothing  Group members to use cabin, has spare clothes and sleeping bags available | **Low** |
| Boom strike | Groups Members  Instructors | Head injury | High | Group briefing  Clear loud instructions | **Low** |
| Sea state | Groups Members  Instructors | 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 1LH  Tyne Harbour  Secret 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 Members  Instructors | Drowning | High | Participants must wear appropriate buoyancy aids  throughout 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 to  the session beginning. Staff vigilance  throughout the session to ensure  buoyancy aids are worn correctly.  Supervising staff to be on the bank in a  position to supervise the activity. | **Low** |
| Other water users | Members of public | Difficult to maintain head count  Collision of vessels |  | Be aware of other water users  Brief group  Avoid 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 group  Time managed  Try for slack tides/area of slow moving water  Awareness of cold increasing onset of fatigue | **Low** |
| Water movement | Groups Members  Instructors | Tide & currents  Tide races and rips  Being swept away  River 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 equipment  readily at hand including throw-lines.  Tides to be checked prior to the activity and local  knowledge to be sought prior to any activity taking place.  Use only areas designated for swimming when the  activity is to take place in the sea. | **Low** |
| Water conditions | Groups Members  Instructors | Swell | Med | Only swim in small, moderate swell where head counts and group control is still manageable | **Low** |
| Entry & egress | Groups Members  Instructors | 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 removed  Use of helmet | **Low** |
| Wind |  | Fatigue | Med | Awareness of wind on surface water state and effects on swimmers energy levels  Problems with communication due to wind. Develop simple hand signals | **Low** |

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| **Assessment Reference**  Water Activities | **Site/Location**  Lewisburn, Kielder  NY 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 lost  Low branches  Terrain | Low | Staff to run session have been inducted, carry a map, min. BEL qualified  Brief group on low branches and watch for eye  Make sure appropriate footwear  Walk in/out at appropriate speed | **Low** |
| Jumping into water | Group Members  Instructors | Hitting rocks  Slipping on take off  Landing badly  Landing 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 points  Appropriate to ability of individual  Start with low jumps first  Buoyancy aid & helmet worn by all  Staff to control jump order and timings | **Med** |
| Crossing Lewis burn | Group Members  Instructors | Slips & trips | Med | In low water cross well above waterfall  In high water cross at split in stream below pool | **Low** |
| Water levels | Group Members  Instructors | Speed of water, river in spate, water carrying debris | Med | Abandon session if unsafe  Consider 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 | Drowning  Panic  Exposure | Med | Reach rescue with walking pole  Two throw lines  2 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 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** |
| Swamped craft | All | Cold Water Shock  Hypothermia | Med | Wear wetsuits, windproof jacket, buoyancy aid, helmets. Staff to carry spare clothing, stove, emergency staff grab bag | **Low** |
| Capsize | All | Cold Water Shock  Entrapment  Drowning  Hypothermia | 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 Shock  Hypothermia | Med | Each craft to have a bailer in either side. 2 per bell boat required  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** |
| 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 qualification  Carry 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 Shock  Entrapment  Drowning  Hypothermia  Lose 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 Shock  Entrapment  Drowning  Hypothermia  Lose contact with Bellboat | High | Staff to lead rescue,  Appropriate clothing and equipment  Staff to carry VHF radio, Radio Hawkhirst Scout Activity Centre for RIB assistance  Use of Flares to attract attention | **Low** |
| Blisters | All | Sore hands | Low | Limit duration paddling  Swop 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 Injuries  Hypothermia  Hyperthermia  Heat Stroke | High | Suitable clothing , staff to carry spares weather forecast obtained  Use of layering system  Hydration | **Low** |
| Weather | Group members  Instructors | High Winds | Med | Care on summits and ridges in particular. Careful route choice  Consider short roping on exposed sections | **Low** |
| Weather | Group members  Instructors | Sunburn | Med | Encourage use of sun cream with high SPF  Wear long sleeved top  Find shade where possible/lunch/rest stops | **Low** |
| Weather | Group members  Instructors | Dehydration | Med | Ensure group has sufficient fluids to last the day  Staff to monitor, use of rehydrates solution | **Low** |
| Food | Group members  Instructors | Insufficient energy to complete tasks  Allergen/intolerance  Anaphylaxis | 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 members  Instructors | Diabetes, asthma, epilepsy other diseases/conditions | High | Consent forms, group list carried by staff, all staff made aware  Group information shared with designated person if on residential  First aid trained staff  First aid kits carried  Includes inhalers and auto injectors in centres | **Low** |
| Over exertion | Group members  Instructors | Sports injury  Cramp  Muscle strain  Sprain | Med | Appropriate clothing  Rehydration solution  Appropriate pace set  Group briefing based on terrain, conditions etc. dynamic RA carried out.  Work within safe limits/warm up | **Low** |
| Insect bites | Group members  Instructors | Midge bites  Horse Fly  Bees & Wasps  Mosquito  Ants | Med | Cover up as much as possible  Use of insect repellent  Anti-histamine if required and consent is given  Provide first aid treatment as necessary  Use of head net | **Low** |
| Insect bites | Group members  Instructors | 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 repellent  Remind everyone to check for ticks that evening  Provide guidance re how to remove them  Inform 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 accordingly  Group briefing  Give way to horses  Group not to interfere with livestock | **Low** |
| Flora & Fauna | Group members  Instructors | Other animals  Adders  Poisonous plants  stinging plants | Med | Explain to group to not pick plants or flowers  Do not eat mushrooms or fungi  Avoid 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 staff  Min 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 visibility  Active supervision when remotely supervising groups | **Low** |
| Terrain | Group members  Instructors | Could include;  Steep slopes, mud, grass, woodland, uneven surfaces, steps, fences, walls, car parks, roads, craglets, rock bands, cliffs, trees  Slips, 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 place  Very close supervision | **Low** |
| Water hazards; river, sea, canal, ponds | Group members  Instructors | Drowning  Cold water shock  Exposure | 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 members  Instructors | RTC  Stone thrown up | High | Staff to control group on junctions and farm entrances  Turn back on logging vehicles as they pass on forest tracks  Clear briefings | **Med** |
| Forest machinery  Timber stacks | Group members | Crush injuries  Death | High | Close supervision  Group briefing  appropriate route choice  Obey all warning signs  **DO NOT CLIMB ON TIMBER STACKS** | **Low** |
| Cyclists & Horses | Group members  Instructors | Collisions  Crush injuries  Being 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 side  Give way to horses, be considerate | **Low** |

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| **Assessment Reference**  Land Activities | **Site/Location**  Various trail centres and natural trails in UK  Sections 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 members  Instructors | Fall  Lose 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 members  Instructors | Falls, fish tail skids  Front wheel slippage  Gravel rash  Head injuries  Eye injury | High | Inform group of loose surface, gloves, long sleeved top, helmet, glasses.  Staff to control speed, riding at Front | **Med** |
| Descents | Group members  Instructors | Falls at speed  Over handle bars  Musculoskeletal 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 members  Instructors | Falls  Musculoskeletal injuries  Head injuries | Med | Group to ride with sufficient space between Spread out with speed and on varied terrain  Use helmet | **Low** |
| Visibility | Group members  Instructors | RTC  Lost cyclists | High | Riders to wear high vis jackets, esp. On night rides  Use of lights  Made sure hand signals are clear and obvious | **Low** |
| Road sections/junctions | Group members  Instructors | RTC | High | Small group work  Consider walking across road at crossing points  High visibilty  Riders informed of riding position  Made aware of drift | **Med** |
| Bike defects/equipment  failure | Group members  Instructors | Falls  Musculoskeletal injuries | Med | Bikes have check prior to each days riding by group members & instructor  Trailside repairs to be carried out  Servicing 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 members  Instructors | Falls  Musculoskeletal injury  Head injury | Med | Staff to brief group, care to be taken on steep sections  Staff positioning  Correct footwear | **Low** |
| Terrain; footpath, bridleway, byway | Group members  Instructors | Slips/Trips/Falls | Med | Suitable route choice,  Correctly fitted boots.  Staff positioning  Group briefing | **Low** |
| Terrain  Loose surface, uneven slopes, heather | Group members  Instructors | Slips/Trips/Falls | Med | Close supervision, appropriate route choice, correct footwear | **Low** |
| Road Crossings  Road sections | Group members | RTC | High | Group to walk across junctions together  Staff to lead road crossing points  Use footpath where possible  Single file onto oncoming traffic  Ensure visibility | **Med** |
| Terrain ridges/summits | Group members  Instructors | Falls  Being blown over | Med | Watch for exposed sections  Consider short roping | **Low** |
| River crossings | Group members  Instructors | Drowning  Fall 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 points  Good prior training  Active remote supervision  Use of route cards inc timings  Use of mobile phones/radio  Realistic routes with good planning | **Low** |
| Load carried | Group members | Musculoskeletal  Slips/trips/falls  Blisters  Fatigue  Back pain | High | Distribution of weight within rucksack & group  Distribution of kit amongst team  Realistic timings and distances  Pre training  Correctly fitting rucksack & adjusted | **Low** |
| Poor Water supply | Group members  Instructors | water borne disease | High | Ensure group has access to clean running water daily  Use of sterilisation tabs or filters | **Low** |
| Toilets | Group members  Instructors | Bacterial infections  Sickness | Med | Ensure group has access to toilets and washing facilities  Either bury or carry out waste products  Antibacterial hand wash | **Low** |
| Unaccompanied camping | Group members | Poor behaviour  Sickness  Stranger danger  Fire risk | Med | Use of campsites  Check on evening and in morning. Litter check  Use quiet section of site  Camp group together  Camp on same site away from group as option  Removal of fuel if necessary | **Low** |
| Wild camping | Group members | Water supply  Sanitation  Sickness  Fire risk | Med | Ensure clean water supply  Check ownership of land  Find sheltered area where possible  Remove rubbish  No open fires  Bury human waste or carry out | **Low** |
| Unaccompanied walking | Group members | Getting lost  Injury/illness | High | Active remote supervision  Clearly defined routes  Obvious navigational features  Low risk terrain  Position staff appropriately | **Med** |
| Interaction between group members and public | Group members  General public | Public perception  Inappropriate behaviour  Abduction | Med | Group briefings  Group to stay together and not to enter individuals dwellings | **Low** |
| Incorrect footwear | Group members | Blisters  Soft tissue injuries | High | Correctly fitted boots and laced correctly  Not football, sports/ankle socks  Dressing foot if appropriate | **Med** |
| Camping underneath trees | Group members  Instructors | Damage to equipment  Tree 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 increase  Drowning  Cold 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 members  Instructors  Livestock  buildings | Death  Smoke inhalation  Damage to equipment  Carbon Monoxide poisoning | High | NO OPEN FIRES in wild camp site areas. Open fires only on designated campsites where provision is made for fire fighting  Instructor to supervise if groups need supervision or have under 18’s present | **Low** |
| Group behaviour | Group members  individuals | Poor behaviour  Bullying  Damage to equipment | Med | Staff to manage group, active supervision  Work 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 members  instructors | Vapour, Gas  Carbon Monoxide | High | Demonstration, use self sealing canisters, store in well ventilated areas  Unscrew gas from stove when not in use, esp. In tent porches  No use in tents | **Med** |
| Wet Fuel | Group members  instructors | Spillages  Fire risk | High | Use only appropriate containers  Close supervision of novices  Wash hands after handling, allow to evaporate before lighting  Have fire-fighting equipment to hand if possible  Use clear area.  Remove other flammable sources from area.  Store fuel away from cooking area Position stoves against fixed object to stop them being knocked over  Allow to burn out or dampen flames | **Med** |
| Food/fuel mix | Group members  instructors | 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 members  instructors | Burns & Scalds | High | Ensure sleeves are rolled up, no gloves when using stoves  **Active supervision**  Carry burns kit  Position stoves against fixed object to stop them being knocked over  Use pans handles  Use on level ground  Do not overfill pans  Pan 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 tents  Store 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 leakage  Cross contamination  Fire risk | Med | Ensure use of correct container for type of fuel, make sure seals are working and no leakages | **Low** |
| Matches/Lighters |  | Fire  Risk 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 up  abduction | Med | Staff to set limits in terms of group sizes.  Use of register  Highlight dangers of strangers  Fixed meeting point  Timely actions | **Low** |
| Slips/Trips/Falls | Group members | Musculoskeletal  Head injuries  Exposure | High | Suitable route choice,  Correctly fitted footwear, boots.  Staff grab bag carried | **Med** |
| Animals/Dogs/Horses | Group members | Bites  kicks | 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 wounds  Eye 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 use  Use of knives/axes to be supervised by staff  Have a designated area for use of tools  Group briefing  Use or work gloves | **Low** |
| Cooking | All | Burns | High | Use of small fire circles only  Staff supervision  Use of work gloves  Use of pan handles  Fire Blanket and Fire extinguisher to hand | **Low** |
| Cooking | All | Food poisoning | Med | Staff to ensure thorough cooking time.  Cook using pre-cooked foods where possible  Avoid 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 1:4  Suitable group control  Group briefing  Use of safe zones for group to wait | **Med** |
| Approach to crag | Group members  Instructors | Slips, trips, falls | Med | Select suitable footwear  Follow the appropriate route / line on the day  particular hazards to be pointed out | **Low** |
| Falling rock/equipment | Group members  Instructors  Members of public | Head Injury | High | Careful movement and rope gear management at the top of the crag  Helmets to be worn by all (not bouldering)  Minimize the number of people standing directly below activity  3rd parties to be informed of the hazard from above | **Med** |
| Fall from crag | Group members  Instructors | Musculoskeletal  Head injury  Death | High | Staff to safeguard their movements on top of crag  Climbers to be tied on & belayed  No Soloing unless bouldering session | **Low** |
| Belayer failure | Climber  Belayer | Being dropped by belayer  Friction burn  Entanglement of clothes/hair  Fall 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/abseiling  Instructor controls the speed of the rope where appropriate  Novice belayers to work in group of 2 with one person tailing the rope | **Low** |
| Equipment failure | Group members  Instructors | Fall from height | High | All equipment to be used in accordance with manufacturers guidelines  All equipment to be inspected monthly checks recorded on papertrail | **Low** |
| Ill-fitting equipment | Group members | Fall from height  Waist belt friction burn  Stomach strangulation | High | All participants to have their personal protection equipment checked by instructor  Instructor 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 members  Instructors | 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 up  Possible extension of abseil device away harness with short sling/extension | **Low** |
| Cragfast participant | Climber  Abseiler | Stuck climber  Anxiety and stress  Clothing/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 | Climber  Abseiler | 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 | Climber  Spotter | Fall from height  Musculoskeletal esp ankle | High | Use of bouldering mat  No highball routes  Use of spotter  Good route choice  Brief on safe bouldering techniques  Support on descent from route | **Low** |
| Bouldering | Climber | Soft tissue injuries  Finger injuries  Sports injuries | High | Warm up  Suitable route choice | **Low** |
| Rock Fall | Group members  Instructors | Death  Head Injuries  Crush injuries  Damage to rope | High | Use of safe zone away from base of crag  All to wear helmets  Instructor route choice, dynamic RA | **Low** |

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| **Assessment Reference**  Land Activities | **Site/Location**  Simonside Climbing Wall NE34 9SD  Other 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 climber  Harness checked by instructor prior to leaving ground  Instructor supervision at all times  Tied on with fig 8 with stopper  May 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 Papertrail  all climbers attached to rope  reporting of spinning hold  signage 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 offs  Finger & hand jam cracks | Climber | Finger injury – de-glove  Hanging by finger/wrist | Med | Group briefing  Staff vigilance  Attentive belaying  Correct use of technique  Removal of rings on fingers | **Low** |
| Anchors, mats, loose rope | Belayer  Climber  Instructor | 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 | Belayer  Climber | Fall from height  Friction burn  Entrapment  Lowered too fast  Climber too fast for belayer  Hair/clothing caught up in device  Caught up on hold (loose leg loop)  Inverted climber | High | Staff supervision, induction, clear instruction If appropriate back up, close supervision, alternate belay device, further instruction  Novice belayers to work in groups of 3 with dead rope tailed  Communication  Staff check equipment  Hair tied back  Suitable clothing  Correctly fitted harness | **Low** |
| Games/low level traverse | Climber | Fall  Musculoskeletal injuries  Head 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 injury  Head injury  Soft 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 supervision  Group control, clear instruction | **Low** |
| Direct belaying | Climber  Belayer | Equipment failure  Loss of control  Fall from height  Finger 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 eyebolt  Appropriate belay device | **Low** |
| Fall from overhang whilst being top belayed | Climber  Belayer | Spinning climber  Swinging climber  Head injury  Inverted climber | High | Belay off to one side, raise awareness of belayers  Use of ground anchor  Maintain control of dead rope | **Low** |
| Equipment defects | Climber  Belayers | Death  Serious injury | High | All walls/equipment has monthly recorded checks on Papertrail  All 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 | Climber  Belayer | 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 | Climber  Instructor | Fall onto slab  Head injury | High | All to be belayed  Support given to those with additional needs  Instructor to safeguard by self-belay or rope-man on safety line  Always attached when on platform | **Low** |
| Lowering/abseiling | Climber | Head injury  Soft tissue injury | Med | Close belaying, tight rope  Ensure climber doesn’t jump down wall whilst being lowered  Clear instructions | **Low** |
| Cragfast climber/abseiler | Climber  Abseiler | Distress  Entrapment in abseil device | Med | Ensure climber is able to descend properly before climbing too high  Give clear instruction  Staff to climb route alongside and give manual assistance, self-belay  Use of releasable abseil only  Qualified staff to lead session (CWAA or site specific, SPA or above) | **Low** |
| Wheelchair/additional needs | Climber  Instructor | Fall from height  Entrapment in equipment  Medical needs  Levels of understanding  Manual handling | High | Staff to give closer support  More belay support given (bell ringing)  Follow Wall 38/Slab ops procedures  Use of hoist to transfer climber from wheelchair to harness  Trained staff only  Serviced hoist and slings  High staff ratio | **Low** |
| Abseiling | Abseiler  Instructor | Fall from height  Stuck abseiler  entrapment | High | Releasable abseil with safety back up only  SPA or CWAA, site specific induction  Use appropriate device  Extend abseil device above on short sling.  Abseiler & Staff to wear a helmet | **Low** |
| Dynamic climbing moves; rope not taken in | Climber | Acute sports injury  Fall from height  Ground fall potential if dyno is low level |  | Competent belayer required  Thorough warm up  No dynos low to ground if on rope, use of boulder mats and spotters | **Low** |
| Leading  Missing clips  Z clipping  Unzipping/back clipping  Foot behind rope  Overhanging falls | Climber | Ground fall potential  Head injury  Inverted falls  Friction burns | High | Consider helmet when training  Staff must have CWDI/MCI or above  High Staff ratio  A learn to lead course or similar to be completed by climbers wishing to lead unless experienced and can demonstrate competence  Back up belayers if necessary  Ensure climbing area is free from obstruction inc. spectators  Consider using helmet for beginners  Practice 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 below  Staff | Death  Head & Spinal  Bone & Soft Tissue | Med | All participants receive an introduction and safety brief before entering activity arena  All participants are fitted with climbing harnesses before being allowed to commence activities.  Only when trained inducted staff have  attached 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 from  participant being hit by  participant being  lowered. | Spectators below  Staff | Head & Spinal  Bone & Soft Tissue | Med | All participants receive an introduction and safety brief before entering activity arena  All participants made aware of the need to look up when entering the ‘lowering area’ and recognising that if padded  mat 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 faulty  equipment failure or  incorrect clipping. | Climber  Spectators below | Death  Head & Spinal  Bone & Soft Tissue | Med | All participants receive an introduction and safety brief before entering activity arena  All 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 through  entrapment of hand or  foot in net or ladder  (dependant on element  set-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 lowering  device to lower  participant rendering  them stuck at the top of  the element or partially  lowered. | Climber | Distress | Med | All equipment regularly inspected by qualified  staff.  Staff are trained to deal with an entrapment in a calm and efficient manner. | **Low** |
| 1. Head or back injury  from being forced  upside down if legs are  caught in netting or  ladder while being  lowered  2. Upside down  entrapment.  3. Rope burns from not  letting go of rope if  descending | Climber | Head, Neck Spine injury  Friction Burns  Blistering | 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 an  entrapped 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) | Climber  Persons 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 handhold  All 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 | Climber  Belayer  Spectators | Tower falling over | High | Wall has a maximum wind speed of 20 mph, use of wind gauge  Use outrigging legs to level before lifting wall  Tower must be on level surface | **Low** |
| Raising/lowering wall | Instructor | Finger entrapment  Crush injury | High | Follow erection procedures  Trained staff only  Ensure area is cordoned off first and supervised | **Low** |
| Participants tampering with controls | Climber  Belayer  Spectators | Tower falling, lowering  Crush injury | Med | Control box locked  Area fenced off  Staff to hold on to keys  Locking pins in place | **Low** |
| Spectators within climbing area | Climber  Belayer  Spectators | Being kicked by climber  Interrupting belayer | Med | No spectators within climbing area  Clear signage  Sufficient space to work in | **Low** |
| Trailer condition |  | Wall failure | Med | Wall, trailer, hydraulics serviced  Visual inspection before each use | **Low** |
| Unsupervised climbing | Climber | Fall from height  Spinal, head injury | High | Wall not left unattended once erected  NGB qualified staff only  Staff induction | **Low** |

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| **Assessment Reference**  Land Activities | **Site/Location**  Simonside Climbing Wall  Akenshawburn 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 Instructors  Spectators | Being hit by Arrow  Puncture wound  Death | High | All participant stay behind shooting line, waiting line or Spectators to be behind spectator line  Arrows can only be placed on bow when pointing down range  Signage leading to Archery Range  Use of back stop and side netting  Clear briefing & demonstration  Use of whistle/safety calls | **Low** |
| Collecting arrows | Group Members | Falling onto arrow knock  Eye injury | High | No running towards targets  Approach to one side  Ensure no one is standing behind  Carry back to shooting line properly walking  Demonstration and group briefing  Boss tied to stand  Stand anchored appropriately | **Low** |
| Arm hit by bowstring | Group members | Blister  Whelt  Discomfort | High | Use of arm bracer  No dry Loosing  Use correct sized bow & poundage  Wear long sleeved clothing | **low** |
| Limbs twisting when stringing bow | Instructors | Jammed fingers  Limb recoil | Med | Use of bow stringers only  Only by appropriately trained person | **Low** |
| Equipment failure | Group members  Instructors | Puncture wound  Fibre glass splinter | Med | All equipment checked by staff prior to use  Monthly visual and manual checks | **Low** |
| Entanglement | Group members  Instructors | Hair pulled out  Arrow flying up range  Caught up in clothing | High | Remove loose clothing  Tie hair back | **Low** |
| Arrow rebound | Group members  Instructors | Puncture wound  Eye injury | High | Appropriate distance from targets  Use of backstop netting | **Low** |
| Slips, Trips | Group members  Instructors | Puncture wound  Eye injury  Falling onto unused arrows in quiver | High | Clear area around shooting line  Kit stored safely  Clear fire exits and entrances | **Low** |
| Poor range control | Group members  Instructors | Puncture wound  Death | High | Only to be supervised by those with Archery Leaders course and above  Staff present at all times | **Low** |
| Wind on range Kielder | Group members  Instructors | Arrow drift | Med | Group briefing  Consider cross range shooting to compensate for wind  Change body position on shooting line | **Low** |

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| **Assessment Reference**  Land Activities | **Site/Location**  Simonside Climbing Wall  Other 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 reaction  Anaphylaxis | Med | Ask group if anyone is allergic to wipes  Have an alternative, hot soapy water  Use of face shields  Non 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 | Musculoskeletal  Head injury | Med | Group briefing on group work  Keep 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 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** |
| 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 board  More robust first aid kit  Staff mobile phones  Use of VHF radio’s  Pre event briefing  ETA | | **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’s  Under 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 injuries  Minor 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** | |