



QE2 Activity Centre  
River Hamble Country Park  
Pylands Lane, Hedge End

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Registered Charity No: 1165893

## RISK ASSESSMENTS

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## Activity: Archery (Indoor and Outdoor)

Assessment Completed by: Kerry Lees

Competency: Archery GB Instructor

Date Completed: 29/01/18

Reviewed: 01/22, 09/23 10/25

Next review due: 10/26

### Hazards Identified:

- Slips and falls
- Arrows
- Bows
- Boss / Target
- Overshooting
- Seating / waiting area
- Barriers
- Net

### Who may be affected?

- ☐ Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Falling over	<ul style="list-style-type: none"><li>• Ensure area is suitable for the activity to take place.</li><li>• Safety briefing</li><li>• Care is taken when moving around the range.</li></ul>
Removing arrows from the quiver	<input type="checkbox"/> Care to be taken not to get impaled by either the knock or pile.
Loosing arrow	<ul style="list-style-type: none"><li>• Care to be taken not to over draw, Instructor supervision.</li><li>• Ensure other participants are behind the waiting line whilst shooting is taking place.</li><li>• Nobody to be forward of the shooting line.</li></ul>
Arrow retrieval	<ul style="list-style-type: none"><li>• Care is taken when moving around the range.</li><li>• Participants instructed to approach the target and remove arrows from the side.</li><li>• Appropriate method of arrow retrieval is used.</li><li>• Participants are instructed to carry arrows appropriately.</li><li>• When shooting outside arrows may be sticking out of the ground, care to be taken when collecting arrows.</li></ul>

Returning arrows to the quiver	<input type="checkbox"/> Care to be taken when placing arrows into the quiver. Instructor to supervise.
Unattended equipment.	<input type="checkbox"/> Equipment to be stored appropriately when not in use.
Equipment failure	<input type="checkbox"/> Logged monthly equipment inspection. <input type="checkbox"/> Equipment and range checked prior to use by the instructor. <input type="checkbox"/> Defective equipment removed from service and reported to Activity Manager at the end of the session.
Injury from bow string	<input type="checkbox"/> Arm bracers to be worn by all participants (due to the nature of our clients, this may be at the discretion of the instructor, risk to be explained to accompanying carer/parent) <input type="checkbox"/> Proper technique taught.
Boss toppling	<input type="checkbox"/> Correct arrow removal technique to be used. <input type="checkbox"/> Instructor to check the range at the beginning of the session. <input type="checkbox"/> Instructor supervision.
Arrow rebounds	<input type="checkbox"/> Instructor to be aware that this can happen. <input type="checkbox"/> Minimum shooting distance to be observed. <input type="checkbox"/> Instructor supervision <input type="checkbox"/> Ensure net hangs loose not taught.
Injuries or fatalities due to overshooting	<input type="checkbox"/> Ensure nets are fully extended. <input type="checkbox"/> Instructor to be extra vigilant with regards to people on the outside perimeter of the range.
Chairs falling over	<input type="checkbox"/> Chairs not to be stacked more than 6 high.
Chair collapsing	<input type="checkbox"/> Chairs to be in a suitable condition.
Entrapment in the net	<input type="checkbox"/> Care to be taken when moving around the range.
Tripping over the rope barrier.	<input type="checkbox"/> Care to be taken when moving around the range. Group to be made aware not to play with them. <input type="checkbox"/>

## Activity: Rifle Shooting

Assessment Completed by: Kerry Lees  
Competency: NSRA YPS Tutor Diploma  
Date Completed: 29/01/18  
Reviewed: 01/22, 09/23 10/25  
Next review due: 10/26

### Hazards Identified:

- Unauthorised access
- Slips and trips
- Equipment
- Lead
- Ricochet
- Noise

### Who may be affected?

- Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Slipping or tripping on spent pellets	<ul style="list-style-type: none"><li>• Safety briefing</li><li>• Floor swept following the session to collect any spent pellets.</li></ul>
Unauthorised access	<ul style="list-style-type: none"><li>• Rifles not left unattended.</li><li>• Rifles locked in a secure gun cabinet when not in use.</li></ul>
Being shot	<ul style="list-style-type: none"><li>• Instructor to manage group</li><li>• Maximum 2 shooting at a time from designated shooting line.</li><li>• NSRA Qualified instructors.</li><li>• Rifle not left unattended.</li><li>• Pellets / magazine removed from the rifle when changing targets.</li><li>• Side curtain to be in position</li></ul>
Injury to eyes from laser sight	<input type="checkbox"/> Rifle to be pointing down the range at all times, Laser to be turned off when moving the rifle.
Noise from the rifle	<input type="checkbox"/> <ul style="list-style-type: none"><li>• Demo shot fired where appropriate.</li><li>• Ear defenders available for participants susceptible to noise.</li><li>• Rifles are fitted with a silencer to reduce noise.</li></ul>

Injury from pellet ricochet	<input type="checkbox"/> Minimum 6 metre shooting distance. Solid <input type="checkbox"/> carpeted backstop <input type="checkbox"/> No obstructions on the range.
Lead poisoning	<input type="checkbox"/> Instructor to inform participants about the importance of washing hands after the session.
Eye injuries	<input type="checkbox"/> Eye protection is to be worn by everyone forward of the safety barrier. <input type="checkbox"/> Spare goggles to be available should people want to wear them in the safety area <input type="checkbox"/> <i>Under normal circumstances all participants must wear eye protection, where there is a compelling reason for a participant to shoot without eye protection the instructor may use discretion and allow shooting to take place. The permission of the participant and or responsible person is to be obtained. It should be stressed that only in exceptional circumstances will this be allowed.</i>
Medical issues	<input type="checkbox"/> Carers present at all times. <input type="checkbox"/> Instructor close by and in control of the session.
Equipment Failure	<input type="checkbox"/> Logged safety checks performed monthly. <input type="checkbox"/> Instructor visually checks equipment during the session. <input type="checkbox"/> Spare rifle available to limit disruption to session.
Shooting passer by	<input type="checkbox"/> Instructor vigilance <input type="checkbox"/> Shooting to stop immediately if anybody enters the roped off area. <input type="checkbox"/> Side curtain to be in position
Injury from filling rifle	<input type="checkbox"/> Instructions displayed adjacent to Gun Cabinet. Instructor <input type="checkbox"/> trained by Activity Manager. <input type="checkbox"/> Instructor to take care. <input type="checkbox"/> Only qualified persons to fill rifles.

## Activity: Climbing and Abseiling

Assessment Completed by: Kerry Lees

Competency: MT Single Pitch Award

Date Completed: 29/01/18

Reviewed: 01/22, 09/23 10/25

Next review due: 10/26

### Hazards Identified:

- Slips, Trips & Falls
- Seating area
- Unauthorised use
- Vandalism
- Equipment
- Human error
- Items falling from height
- Rope burns
- Manual handling

### Who may be affected?

- ☐ Staff
- Participants
- Other Centre users
- Visitors

What are the risks?	Safety Measures / Controls
Slipping or tipping on floor.	<ul style="list-style-type: none"><li>• Area to be checked during set up for any tip or slip hazards</li><li>• Climbing associated equipment to be kept tidy before, during and after the session.</li></ul>
Chairs falling over	<input type="checkbox"/> Chairs not to be stacked more than 6 high.
Chair collapsing	<input type="checkbox"/> Chairs to be in a suitable condition.
Injury resulting from unauthorised use.	<ul style="list-style-type: none"><li>• 'No Climbing' signs hung on walls when not in use.</li><li>• Outside groups are instructed not to use activity equipment when they are using the hall out of normal hours.</li><li>• Activity equipment is taken down and stored at the end of each day.</li><li>• Instructor to check equipment at the start of each session.</li><li>• Instructor to be vigilant during the session to stop anyone from climbing etc without permission.</li></ul>

Injury due to vandalism	<input type="checkbox"/> Instructor to visually check over the walls and general area when setting up. Any problems to be reported to Activity Manager
Equipment failure	<input type="checkbox"/> Cables and Anchors inspected by a qualified inspector annually. <input type="checkbox"/> Monthly logged safety inspection of all climbing equipment carried out. <input type="checkbox"/> Instructor visually checks the equipment and area prior to the activity taking place. <input type="checkbox"/> Appropriate equipment used in accordance with manufacturers guidelines.
Injury due to incorrect use of equipment.	<input type="checkbox"/> Instructors hold a minimum of CWI and receive in house induction , training and assessment by Activity Manager prior to running climbing activities. <input type="checkbox"/> Equipment set up information and pictures displayed in the climbing store.
Injury resulting from tampering with equipment.	<input type="checkbox"/> Safety brief. <input type="checkbox"/> Instructor checks all participants prior to them leaving the ground.
Injury due to human error.	<input type="checkbox"/> Instructors hold a minimum of CWI and receive in house induction , training and assessment by Activity Manager prior to running climbing activities. <input type="checkbox"/> Equipment set up information and pictures displayed in the climbing store. <input type="checkbox"/> Instructor checks all participants prior to them leaving the ground.
Injury due to a fall from height.	<input type="checkbox"/> Participants only allowed to leave the ground once attached to the safety rope with appropriate belaying in place. <input type="checkbox"/> Should a member of staff need to leave the ground, they must ensure they do so in a safe manner. <input type="checkbox"/> If bouldering this must be at a low level with spotters in place for those participating. <input type="checkbox"/> When accessing the wall to carry out maintenance QE2 staff must follow the Centre Working at Height policy.
Injury from equipment dropping from height	<input type="checkbox"/> If the instructor is working at the top of the wall all equipment must be clipped securely either their harness or an anchor point and area below kept clear. <input type="checkbox"/> When dropping ropes, the instructor must look before dropping to ensure no one is in the area.
Rope burns	<input type="checkbox"/> Instructor to assist with lowering participants.

	<input type="checkbox"/> Instructor to increase friction on belay device should they require it.
Manual handling injury caused by hoisting participants.	<input type="checkbox"/> Instructor to use their own judgement on allowing heavier persons to take part. <input type="checkbox"/> Instructor to use correct technique for hoisting. <input type="checkbox"/> Instructor to ask for assistance if required.
Impact with another participant or the wall whilst swinging	<input type="checkbox"/> Safety briefing. <input type="checkbox"/> Visiting staff instructed to keep the area clear and prevent people walking into the participant on the swing. <input type="checkbox"/> Instructor to ensure the participant cannot come into contact with the wall when hoisting.



## Activity: Tree Climbing

Assessment Completed by: Kerry Lees

Competency: NPTC CS38 Tree Climbing and Aerial Rescue

Date Completed: 29/01/18

Reviewed: 01/22, 09/23 10/25

Next review due: 10/26

### Hazards Identified:

- Slips, Trips & Falls
- Unauthorised use
- Vandalism
- Equipment
- Items falling from height
- Rope burns
- Adverse weather
- People entering the climbing area
- Manual handling

### Who may be affected?

- ☐ Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Falling over	<ul style="list-style-type: none"><li>• All participants to be made aware they are in a natural environment</li><li>• Safety briefing</li><li>• Area around the tree to be managed</li></ul>
Unauthorised use leading to falls	<ul style="list-style-type: none"><li>• All equipment to be removed at the end of session and only tracer cords to be left</li><li>• All PPE to be stored away</li></ul>
Tree Damage	<ul style="list-style-type: none"><li>• Tree visually checked by the instructor prior to setting up</li><li>• Deadwood removed if required</li><li>• Tree to be inspected by LANTRA Professional Tree Inspector within three years of previous report <input type="checkbox"/> Tree to be inspected following adverse weather.</li></ul>
Equipment failure	<input type="checkbox"/> Monthly logged safety inspection of all climbing equipment carried out.

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Instructor visually checks the equipment and area prior to the activity taking place.</li> <li><input type="checkbox"/> Appropriate equipment used in accordance with manufacturers guidelines.</li> <li><input type="checkbox"/> Any defects found, equipment to be removed from service.</li> </ul>
Injury due to human error.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Instructors hold a minimum of CS38 and receive in house induction , training and assessment by Activity Manager prior to running tree climbing activities.</li> <li><input type="checkbox"/> Equipment set up in accordance with safety policy.</li> <li><input type="checkbox"/> Instructor checks all participants prior to them leaving the ground.</li> </ul>
Injury due to a fall from height.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Should a member of staff need to leave the ground, they must ensure they do so in a safe manner.</li> <li><input type="checkbox"/> When accessing the tree to carry out maintenance or setting up QE2 staff must follow the Centre Working at Height policy.</li> <li><input type="checkbox"/> Climbers only to climb once instructor is satisfied that the participant is competent to do so.</li> </ul>
Injury from equipment dropping from height	<ul style="list-style-type: none"> <li><input type="checkbox"/> Helmets are to be worn by all participants and staff within the area under the canopy.</li> <li><input type="checkbox"/> Safety briefing</li> <li><input type="checkbox"/> If the instructor is working at the top of the tree all equipment must be clipped securely either their harness or an anchor point and area below kept clear.</li> <li><input type="checkbox"/> When dropping ropes, the instructor must look before dropping to ensure no one is in the area.</li> </ul>
Rope burns	<ul style="list-style-type: none"> <li><input type="checkbox"/> Instructor to assist with lowering participants.</li> <li><input type="checkbox"/> Instructor to increase friction on climbing rope should they require it.</li> </ul>
Manual handling injury caused by hoisting participants.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Instructor to use their own judgement on allowing heavier persons to take part.</li> <li><input type="checkbox"/> Instructor to use correct technique for hoisting.</li> <li><input type="checkbox"/> Instructor to ask for assistance if required.</li> </ul>
Impact with another participant or the tree whilst swinging	<ul style="list-style-type: none"> <li><input type="checkbox"/> Safety briefing.</li> <li><input type="checkbox"/> Visiting staff instructed to keep the area clear and prevent people walking into the participant.</li> <li><input type="checkbox"/> Instructor to make participant aware of using their feet against the tree to prevent injury.</li> <li><input type="checkbox"/> Climbers ropes to be spaced to allow enough personal space for each climber.</li> </ul>

Public entering the area.	<input type="checkbox"/> Instructor vigilance.
	<input type="checkbox"/> Climbing area cordoned off to prevent unauthorised entry.
Stuck climber	<input type="checkbox"/> Climber instructed in descent procedure from the ground. <input type="checkbox"/> Instructor to perform aerial rescue if required.
Adverse weather	<input type="checkbox"/> Tree climbing to stop in the event of high winds or heavy rain.

## Activity: Zip Wire

Assessment Completed by: Kerry Lees

Competency: Activity Manager

Date Completed: 29/01/18

Reviewed: 01/22, 09/23 10/25

Next review due: 10/26

### Hazards Identified:

- Manual handling
- Equipment
- Activity Area
- Pre existing medical conditions

### Who may be affected?

- Staff
- Participants
- Other Centre users
- Visitors

What are the risks?	Safety Measures / Controls
Falling over	<ul style="list-style-type: none"><li>• Safety briefing</li><li>• Group to be made aware of risk of tripping on uneven ground. Care to be taken.</li><li>• Group to be made aware that the path to the bottom of the zipwire can be slippery when wet.</li><li>• Care to be taken on the steps up to the top platform.</li></ul>
Injury to participants or staff from hoisting, retrieving or lowering due to heavy participant	<ul style="list-style-type: none"><li>• Instructor to use their own judgement on allowing heavier persons to take part.</li><li>• Instructor to use correct technique for hoisting.</li><li>• Instructor to ask for assistance if required.</li></ul>
Injury occurring due to the retriever being struck by the rider.	<ul style="list-style-type: none"><li>• Participants instructed not to retrieve the rider until they have stopped.</li><li>• Instructor vigilance.</li></ul>
Injury from rider hitting trees, shrubs etc.	<input type="checkbox"/> Trees and shrubs kept pruned to prevent contact with the rider.
Head injury	<input type="checkbox"/> Helmet to be worn by all rider

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Under normal circumstances all participants must wear a helmet, where there is a compelling reason for a participant to ride without a helmet the instructor may use discretion and allow them to participate. In this situation the participant must be walked down. It should be stressed that only in exceptional circumstances will this be allowed.</li> <li><input type="checkbox"/> Area beneath the top structure to be kept clear whilst the instructor is setting up.</li> </ul>
Rope burns	<ul style="list-style-type: none"> <li><input type="checkbox"/> Instructor to use correct hoisting and lowering technique.</li> <li><input type="checkbox"/> Gloves available if required.</li> </ul>
Slipping on ladder	<ul style="list-style-type: none"> <li><input type="checkbox"/> Instructor to take care when ascending and descending the ladder.</li> <li><input type="checkbox"/> Ladder inspected as part of monthly safety checks.</li> <li><input type="checkbox"/> Instructor trained and assessed on correct techniques which includes accessing the cable.</li> <li><input type="checkbox"/> Board positioned over ladder to prevent unauthorised access.</li> </ul>
Equipment failure	<ul style="list-style-type: none"> <li><input type="checkbox"/> Structure, Cable and Anchors inspected by a qualified inspector annually.</li> <li><input type="checkbox"/> Monthly logged safety inspection of all zipwire equipment carried out.</li> <li><input type="checkbox"/> Instructor visually checks the equipment and area prior to the activity taking place.</li> <li><input type="checkbox"/> Appropriate equipment used.</li> </ul>
Injury from walking into zipwire.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Yellow sleeve on the cable to head height.</li> <li><input type="checkbox"/> Assistance moving around the area provided if appropriate.</li> </ul>
Further injuries	<ul style="list-style-type: none"> <li><input type="checkbox"/> Medical consent forms provided by groups prior to activity taking place.</li> <li><input type="checkbox"/> Instructor to liaise with care staff regarding specific medical conditions that may present an issue such as participants with shunts or spinal rods.</li> <li><input type="checkbox"/> Rider can be tailed down to avoid any sudden impact that may occur.</li> </ul>
Unauthorised use.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Zip wire equipment set up prior to the session, harnesses not left unattended.</li> <li><input type="checkbox"/> Zip wire equipment taken down and put away at the end of the day.</li> </ul>

Vandalism	<input type="checkbox"/> Instructor visually checks the equipment and area prior to the activity taking place
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## Activity: Low Ropes Course

Assessment Completed by: Kerry Lees

Competency: Activity Manager

Date Completed: 29/01/18

Reviewed: 01/22, 09/23 10/25

Next review due: 10/26

### Hazards Identified:

- Slippery surfaces
- Uneven ground
- Elements
- Equipment
- Trees
- Nettles

### Who may be affected?

- ☐ Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Falling / slipping over	<ul style="list-style-type: none"><li>• Participants are warned when surface are slippery due to weather conditions.</li><li>• Ropes course is wood chipped regularly to improve ground conditions.</li><li>• Helmets are worn by participants and staff to prevent head injury from falling over.</li><li>• The Activity involves stepping over obstacles which may create uneven surfaces, this is part of the activity.</li><li>• Participants are made aware of any particular areas that may pose a mobility problem.</li></ul>
Element Equipment failure	<ul style="list-style-type: none"><li>• Logged monthly inspection carried out.</li><li>• Damaged elements removed or repaired as necessary.</li><li>• Pre session check carried out by Instructor, any issues reported to Activity Manager.</li></ul>
Getting stuck in a tunnel.	<ul style="list-style-type: none"><li>• Short tunnel lengths with regular access / egress points.</li><li>• Participants have the opportunity to try a tunnel above ground.</li><li>• Participants have the option to take part if they wish.</li></ul>

Drowning in a tunnel	<input type="checkbox"/> Tunnel system checked by Instructor prior to session. <input type="checkbox"/> Instructor to use their own judgment on allowing participants into flooded tunnels and chambers.
Weils Disease	<input type="checkbox"/> Participants instructed to wash hands and change clothing after the session.
Injury from falling branches	<input type="checkbox"/> Logged monthly check of site including trees. Area checked after adverse weather. <input type="checkbox"/> Pre session check carried out by Instructor, any issues reported to Activity Manager.
Stings	<input type="checkbox"/> Care to be taken when moving around the area. <input type="checkbox"/> Area kept clear of nettles. <input type="checkbox"/> In case of allergic reaction to stings, instructor to seek medical assistance as appropriate. <input type="checkbox"/> Pre session check carried out by Instructor, any issues reported to Activity Manager
Tick bite	<input type="checkbox"/> Group to be made aware of ticks. <input type="checkbox"/> Poster displayed and further information available in the Staff Room.



## Activity: Orienteering and off site walks

Assessment Completed by: Kerry Lees Competency:

Date Completed: 29/01/18

Reviewed: 01/22, 09/23 10/25

Next review due: 10/26

### Hazards Identified:

- Forest
- Water- Sea, River, Stream, Ponds
- Other park users including dogs
- Road
- Train
- Transport ☐ Play park
- Café's and gift shops
- Car park
- Wildlife

### Who may be affected?

- ☐ Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Getting lost	<ul style="list-style-type: none"><li>• Participants are accompanied by a member of QE2 Staff with knowledge of the area, safe routes etc.</li><li>• Where participant groups are able to orienteer independently, the instructor will brief the group and pre-arrange points to meet up with the group at certain times.</li></ul>
Slipping or tripping on uneven paths.	<ul style="list-style-type: none"><li>• Safety briefing at the beginning of the session.</li><li>• Instructor to point out particularly uneven or slippery ground.</li><li>• Suitable footwear to be worn by all participants, Wellington boots available.</li></ul>
Falling branches	<ul style="list-style-type: none"><li>• Trees along designated footpaths are maintained and checked by HCC.</li><li>• Instructor to be aware of the hazard particularly following bad weather.</li><li>• When walking off the designated footpaths participants to be made aware of the hazards.</li></ul>
Falling into water, drowning	<ul style="list-style-type: none"><li><input type="checkbox"/> Orienteering routes avoid close proximity to water. Safety</li><li><input type="checkbox"/> briefing for unaccompanied groups.</li><li><input type="checkbox"/> Instructor with accompanied groups.</li></ul>

	<input type="checkbox"/> Group management at areas of open / exposed water.
Dog unsettling or attacking Staff or Participants	<input type="checkbox"/> Some participants may be scared or overly friendly with dogs. This should be managed by accompanying staff. <input type="checkbox"/> If a dog is felt to be threatening, Instructor to request the owner return their dog to the lead or take them away.
Being run over while crossing the road or miniature railway line, car parks etc.	<input type="checkbox"/> Instructor to stop traffic to allow participants to cross safely. When unaccompanied, visiting staff will assume this role. <input type="checkbox"/> Wait for train to pass. Wave to driver. <input type="checkbox"/> Group management.
Requiring medical assistance whilst away from the Centre	<input type="checkbox"/> Instructor to have a good knowledge of the area. <input type="checkbox"/> When in RHCP Instructor to liaise with centre to accurately tell staff at the Centre their location to enable emergency services to reach them. <input type="checkbox"/> When away from RHCP Instructor to notify emergency services directly. <input type="checkbox"/> Instructor to confirm with group that any required medication is taken to prevent possible problems.
Conflict with public transport users	<input type="checkbox"/> Group management when using public transport. <input type="checkbox"/> Instructor vigilance. <input type="checkbox"/> Instructor to know how many people are in the group including staff.
Missing return / delayed transport	<input type="checkbox"/> Instructor to notify Centre. <input type="checkbox"/> Consider alternative. Wait <input type="checkbox"/>
Conflict with other users (play park, cafes, gift shop etc)	<input type="checkbox"/> Instructor vigilance <input type="checkbox"/> Route selection to avoid where possible. <input type="checkbox"/> Group management.
Wildlife attack	<input type="checkbox"/> Instructor vigilance. <input type="checkbox"/> Group management

## Activity: Bushcraft

Assessment Completed by: Kerry Lees

Competency: Forest School Level 2 Trained / Sunrise Bushcraft – Train the Trainer

Date Completed: 29/01/18

Reviewed: 01/22, 09/23 10/25

Next review due: 10/26

### Hazards Identified:

- Trees
- Fire
- Boiling water
- Tools
- Wild food
- Food allergies
- Nettles
- Ticks

### Who may be affected?

- Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Falling over	<ul style="list-style-type: none"><li>• Safety briefing</li><li>• Group to be made aware of risk of tripping on the forest floor. Care to be taken</li><li>• Group to be advised if the ground is slippery due to weather conditions.</li></ul>
Head injury from falling branches etc	<ul style="list-style-type: none"><li>• Instructor to do a pre session visual assessment of the area to be used.</li><li>• Participants to be instructed in safe carrying technique ie not carrying timber above shoulder height.</li><li>• Shelters to be checked by the instructor before anybody is allowed to enter.</li><li>• Instructor vigilance.</li><li>• Instructor to make people aware of trees falling when felling is taking place.</li></ul>
Cuts and grazes	<ul style="list-style-type: none"><li>• Gloves available where appropriate.</li><li>• First aid equipment available and instructors first aid trained.</li><li>• Care to be taken when moving around the forest.</li><li>• Instructor to ensure the area is appropriate for the group.</li></ul>

Burns and scolds	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fire to be contained in the designated fire pit area.</li> <li><input type="checkbox"/> Instructor to be aware of participants moving around the area.</li> <li><input type="checkbox"/> Safety briefing on how to light and feed the fire.</li> <li><input type="checkbox"/> Fire to be kept to a manageable size.</li> <li><input type="checkbox"/> First aid equipment including burns pack and water available and instructors first aid trained.</li> <li><input type="checkbox"/> Heat resistant gloves provided for handling hot equipment.</li> <li><input type="checkbox"/> Fire not left unattended.</li> <li><input type="checkbox"/> Only Instructor or competent person to remove pans, kettles etc from fire.</li> <li><input type="checkbox"/> Instructor to ensure pans etc are stable when placed on the fire.</li> <li><input type="checkbox"/> Ensure 'Kellies Kettle' is on flat ground to avoid toppling over and cork bung removed.</li> </ul>
Injury from sharp equipment.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Safety briefing.</li> <li><input type="checkbox"/> Gloves available where appropriate.</li> <li><input type="checkbox"/> Equipment used should be appropriate for the groups ability.</li> <li><input type="checkbox"/> Instructor to demonstrate correct tool use.</li> <li><input type="checkbox"/> Instructor vigilance.</li> <li><input type="checkbox"/> All tools to be kept in secure location when not in use.</li> <li><input type="checkbox"/> Tools regularly checked and maintained.</li> <li><input type="checkbox"/> Ensure participants working area is clear of others.</li> </ul>
Food poisoning	<ul style="list-style-type: none"> <li><input type="checkbox"/> Instructor to be aware of edible wild foods.</li> <li><input type="checkbox"/> Instructor to seek medical assistance if required.</li> <li><input type="checkbox"/> Instructor to ask participants about any food allergies.</li> <li><input type="checkbox"/> Instructor to ensure food is cooked to a suitable standard.</li> </ul>
Stings	<ul style="list-style-type: none"> <li><input type="checkbox"/> Care to be taken when moving around the forest.</li> <li><input type="checkbox"/> Instructor to find an alternative route if required.</li> <li><input type="checkbox"/> In case of allergic reaction to stings, instructor to seek medical assistance as appropriate.</li> </ul>
Tick bite	<ul style="list-style-type: none"> <li><input type="checkbox"/> Group to be made aware of ticks.</li> <li><input type="checkbox"/> Poster displayed and further information available in the Staff Room.</li> </ul>
Methylated Spirits	<ul style="list-style-type: none"> <li><input type="checkbox"/> Trangias used under instructor supervision in accordance with the safety policy.</li> </ul>

	<input type="checkbox"/> Not to be used as an accelerant.
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## Activity: Motor boat – Pontoon or Wheely boat

Assessment Completed by: Kerry Lees

Competency: RYA Powerboat Level 2 with RYA Commercial Endorsement

Date Completed: 29/01/18

Reviewed: 01/22, 06/22, 09/23 10/25

Next review due: 10/26

### Hazards Identified:

- Track to the river (pedestrians, animals etc)
- Pontoon
- Boat
- Water
- Weather
- Other water users

### Who may be affected?

- ☐ Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Falling over	<ul style="list-style-type: none"><li>• Safety briefing</li><li>• Group to be made aware of risk of tripping on the forest floor. Care to be taken.</li><li>• Group to be advised if the pontoon is slippery due to weather conditions.</li></ul>
Collision with members of the public whilst driving to the river.	<input type="checkbox"/> Drivers instructed to drive slowly and carefully and to give priority to other park users.
Collision with a tree.	<ul style="list-style-type: none"><li>• Drivers instructed to drive slowly and carefully.</li><li>• Instructor to offer assistance when reversing if required.</li></ul>
Other users of the pontoon.	<ul style="list-style-type: none"><li>• Safety briefing.</li><li>• Group to be made aware of risk of tripping on the pontoon due to other users.</li><li>• Instructor to ask other users of the pontoon to allow a clear route for the group particularly during busier periods.</li></ul>

Falling from the pontoon.	<input type="checkbox"/> Buoyancy aids or Life jackets to be correctly fitted and adjusted before walking on the pontoon. <input type="checkbox"/> Instructor to offer assistance to those that require it. <input type="checkbox"/> Instructor to walk on the water side of the pontoon to allow the participants the support of the railing if required. <input type="checkbox"/> Instructor to assist carers with wheelchair users as required.
Falling between the boat and pontoon.	<input type="checkbox"/> Boat tied securely <input type="checkbox"/> When bow loading Wheelyboat ensure boat is secured 1correctly, and that ramps available <input type="checkbox"/> Instructor to assist with embarkation where necessary. <input type="checkbox"/> Instructor to remove fenders if required to reduce the gap.
Falling between the boat and pontoon. (wheelchair user)	<input type="checkbox"/> Ensure ramp is correctly fitted and secure. <input type="checkbox"/> Instructor to assist if required. <input type="checkbox"/> Care to be taken when pontoon and ramp are slippery.
Falling overboard	<input type="checkbox"/> Participants to remain seated. <input type="checkbox"/> Care to be taken when moving around the boat. <input type="checkbox"/> Instructor to be vigilant. <input type="checkbox"/> Instructor to be able to stop the engine should someone enter the water. <input type="checkbox"/> Instructor to be able to recover a casualty from the water if required.
Drowning	<input type="checkbox"/> Buoyancy Aids or life jackets provided and to be worn by all participants and staff.
Boat swamping	<input type="checkbox"/> Pontoon boat is self-draining. <input type="checkbox"/> Instructor to be aware of changeable conditions. <input type="checkbox"/> Wheelyboat is fitted with a manual and electric bilge pumps to remove excess water. <input type="checkbox"/> Wheelyboat bow door to be secured prior to departure.
Hypothermia / heat stroke, sun burn etc	<input type="checkbox"/> Instructor to be aware of the prevailing weather conditions and advise participants to be dressed accordingly.
Collision	<input type="checkbox"/> Instructor to be vigilant. <input type="checkbox"/> Instructor to be in a position to resume control of the boat at all time. <input type="checkbox"/> Instructor to be familiar with the rules of the river.
Other water craft	<input type="checkbox"/> Instructor to be vigilant.

	<input type="checkbox"/> Instructor to be aware of other water users particularly those in small craft and swimmers
Medical issue whilst afloat.	<input type="checkbox"/> Care staff remain responsible for medical issues of their clients.
	<input type="checkbox"/> Instructor to have knowledge of where they can stop on the river to allow easy access for emergency services.



## Activity: Canoeing

Assessment Completed by: Kerry Lees

Competency: BCU Level 3

Date Completed: 29/01/18

Reviewed: 01/22, 09/23 10/25

Next review due: 10/26

### Hazards Identified:

- Track to the river (pedestrians, animals etc)
- Pontoon
- Canoes
- Water
- Weather
- Other water users

### Who may be affected?

- Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Falling over	<ul style="list-style-type: none"><li>• Safety briefing</li><li>• Group to be made aware of risk of tripping on the forest floor. Care to be taken.</li><li>• Group to be advised if the pontoon is slippery due to weather conditions.</li></ul>
Collision with members of the public whilst driving to the river.	<ul style="list-style-type: none"><li>□ Drivers instructed to drive slowly and carefully and to give priority to other park users.</li></ul>
Collision with a tree.	<ul style="list-style-type: none"><li>• Drivers instructed to drive slowly and carefully.</li><li>• Instructor to offer assistance when reversing if required.</li></ul>
Injury from moving canoes etc	<ul style="list-style-type: none"><li>• Instructor to brief the group on correct lifting and carrying technique.</li><li>• Canoe trolley available</li><li>• Minimum of 2 persons carrying canoes.</li></ul>
Other users of the pontoon.	<ul style="list-style-type: none"><li>• Safety briefing.</li><li>• Group to be made aware of risk of tripping on the pontoon due to other users.</li></ul>

	<input type="checkbox"/> Instructor to ask other users of the pontoon to allow a clear route for the group particularly during busier periods.
Falling from the pontoon.	<input type="checkbox"/> Buoyancy aids to be correctly fitted and adjusted before walking on the pontoon. <input type="checkbox"/> Instructor to offer assistance to those that require it. <input type="checkbox"/> Instructor to walk on the water side of the pontoon to allow the participants the support of the railing if required. <input type="checkbox"/> Instructor to assist carers with wheelchair users as required.
Falling between the canoe and pontoon.	<input type="checkbox"/> Canoe tied securely. <input type="checkbox"/> Instructor to assist with embarkation where necessary.
Head injury	<input type="checkbox"/> Safety briefing <input type="checkbox"/> Instructor vigilance.
Capsize	<input type="checkbox"/> Rafted canoes are used for less able participants. <input type="checkbox"/> Single canoes used in accordance with the safety policy. <input type="checkbox"/> Instructor to be aware of the prevailing weather conditions and select appropriate craft. .
Falling overboard	<input type="checkbox"/> Care to be taken if moving around the canoe. <input type="checkbox"/> Instructor to be vigilant. <input type="checkbox"/> Instructor to be able to recover a casualty from the water if required.
Drowning	<input type="checkbox"/> Buoyancy Aids provided and to be worn by all participants and staff.
Boat swamping	<input type="checkbox"/> Instructor to be aware of changeable conditions. <input type="checkbox"/> Canoes float when full of water. <input type="checkbox"/> Instructor to be able to carry out a rescue from whatever craft if required.
Unable to return to pontoon.	<input type="checkbox"/> Instructor to be aware of the prevailing weather conditions and tidal flow. <input type="checkbox"/> Instructor to work within the safety policy.
Hypothermia / heat stroke, sun burn etc	<input type="checkbox"/> Instructor to be aware of the prevailing weather conditions and advise participants to be dressed accordingly.
Collision	<input type="checkbox"/> Instructor to be vigilant. <input type="checkbox"/> Instructor to be in a position to resume control of the canoe at all time.

	<input type="checkbox"/> Instructor to be familiar with the rules of the river.
Other water craft	<input type="checkbox"/> Instructor to be vigilant.
	<input type="checkbox"/> Instructor to be aware of other water users particularly those in small craft and swimmers
Medical issue whilst afloat.	<input type="checkbox"/> Care staff remain responsible for medical issues of their clients. <input type="checkbox"/> Instructor to have knowledge of where they can stop on the river to allow easy access for emergency services.

## Activity: Kayak

Assessment Completed by: Kerry Lees

Competency: BCU Level 3

Date Completed: 29/01/18

Reviewed: 01/22, 09/23 10/25

Next review due: 10/26

### Hazards Identified:

- Track to the river (pedestrians, animals etc)
- Pontoon
- Kayak
- Water
- Weather
- Other water users

### Who may be affected?

☐ Staff

- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Falling over	<ul style="list-style-type: none"><li>• Safety briefing</li><li>• Group to be made aware of risk of tripping on the forest floor. Care to be taken.</li><li>• Group to be advised if the pontoon is slippery due to weather conditions.</li></ul>
Collision with members of the public whilst driving to the river.	<input type="checkbox"/> Drivers instructed to drive slowly and carefully and to give priority to other park users.
Collision with a tree.	<ul style="list-style-type: none"><li>• Drivers instructed to drive slowly and carefully.</li><li>• Instructor to offer assistance when reversing if required.</li></ul>
Injury from moving kayaks etc	<ul style="list-style-type: none"><li>• Instructor to brief the group on correct lifting and carrying technique.</li><li>• Canoe trolley available</li><li>• Minimum of 2 persons carrying double kayaks, 1 person may carry single kayaks</li></ul>

Other users of the pontoon.	<input type="checkbox"/> Safety briefing. <input type="checkbox"/> Group to be made aware of risk of tripping on the pontoon due to other users. <input type="checkbox"/> Instructor to ask other users of the pontoon to allow a clear route for the group particularly during busier periods.
Falling from the pontoon.	<input type="checkbox"/> Buoyancy aids to be correctly fitted and adjusted before walking on the pontoon. <input type="checkbox"/> Instructor to offer assistance to those that require it. <input type="checkbox"/> Instructor to walk on the water side of the pontoon to allow the participants the support of the railing if required. <input type="checkbox"/> Instructor to assist carers with wheelchair users as required.
Falling between the kayak and pontoon.	<input type="checkbox"/> Instructor to assist with embarkation where necessary.
Head injury	<input type="checkbox"/> Safety briefing <input type="checkbox"/> Instructor vigilance. <input type="checkbox"/> Care to be taken when in close vicinity of other kayaks
Capsize	<input type="checkbox"/> Kayaks used in accordance with the safety policy. <input type="checkbox"/> Instructor to be aware of the prevailing weather conditions and select appropriate craft. <input type="checkbox"/> If 'Aquabac' is being used, instructor to brief care staff on how to release participant in the event of a capsize and ensure the release straps are free and easily accessible.
Falling overboard	<input type="checkbox"/> Care to be taken if moving on the kayak. <input type="checkbox"/> Instructor to be vigilant. <input type="checkbox"/> Instructor to be able to recover a casualty from the water if required.
Drowning	<input type="checkbox"/> Buoyancy Aids provided and to be worn by all participants and staff.
Unable to return to pontoon.	<input type="checkbox"/> Instructor to be aware of the prevailing weather conditions and tidal flow. <input type="checkbox"/> Instructor to work within the safety policy.

Hypothermia / heat stroke, sun burn etc	<input type="checkbox"/> Instructor to be aware of the prevailing weather conditions and advise participants to be dressed accordingly.
Collision	<input type="checkbox"/> Instructor to be vigilant. <input type="checkbox"/> Instructor to be familiar with the rules of the river.
Other water craft	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Instructor to be vigilant. <input type="checkbox"/> Instructor to be aware of other water users particularly those in small craft and swimmers
Medical issue whilst afloat.	<input type="checkbox"/> Care staff remain responsible for medical issues of their clients. <input type="checkbox"/> Instructor to have knowledge of where they can stop on the river to allow easy access for emergency services.

## Activity: Improvised Raft Build

Assessment Completed by: Kerry Lees

Competency: BCU Level 3

Date Completed: 29/01/18

Reviewed: 01/22, 09/23 10/25

Next review due: 10/26

### Hazards Identified:

- Track to the river (pedestrians, animals etc)
- Pontoon
- Raft Equipment
- Water
- Weather
- Other water users

### Who may be affected?

☐ Staff

- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Falling over	<ul style="list-style-type: none"><li>• Safety briefing</li><li>• Group to be made aware of risk of tripping on the forest floor. Care to be taken.</li><li>• Group to be advised if the pontoon is slippery due to weather conditions.</li></ul>
Collision with members of the public whilst driving to the river.	<input type="checkbox"/> Drivers instructed to drive slowly and carefully and to give priority to other park users.
Collision with a tree.	<ul style="list-style-type: none"><li>• Drivers instructed to drive slowly and carefully.</li><li>• Instructor to offer assistance when reversing if required.</li></ul>
Injury from moving rafting equipment etc	<ul style="list-style-type: none"><li>• Instructor to brief the group on correct lifting and carrying technique.</li><li>• Barrels to be rolled.</li></ul>
Other users of the pontoon.	<ul style="list-style-type: none"><li>• Safety briefing.</li><li>• Group to be made aware of risk of tripping on the pontoon due to other users.</li></ul>

	<input type="checkbox"/> Instructor to ask other users of the pontoon to allow a clear route for the group particularly during busier periods.
Falling from the pontoon.	<input type="checkbox"/> Buoyancy aids to be correctly fitted and adjusted before walking on the pontoon. <input type="checkbox"/> Instructor to offer assistance to those that require it. <input type="checkbox"/> Instructor to walk on the water side of the pontoon to allow the participants the support of the railing if required. <input type="checkbox"/> Instructor to assist carers with wheelchair users as required.
Falling between the raft and pontoon.	<input type="checkbox"/> Raft tied / held securely. <input type="checkbox"/> Instructor to assist with embarkation where necessary.
Head injury	<input type="checkbox"/> Safety briefing <input type="checkbox"/> Instructor vigilance. <input type="checkbox"/> Helmets to be worn by participants on the raft.
Capsize	<input type="checkbox"/> Safety briefing <input type="checkbox"/> Instructor to inspect the raft for any possible entrapment hazards. <input type="checkbox"/> Instructor to be aware of the prevailing weather conditions. <input type="checkbox"/> Instructor to be on the water in a canoe / kayak to recover swimmers.
Falling overboard	<input type="checkbox"/> Care to be taken on the raft <input type="checkbox"/> Instructor to be vigilant. <input type="checkbox"/> Instructor to be able to recover a casualty from the water if required.
Drowning	<input type="checkbox"/> Buoyancy Aids provided and to be worn by all participants and staff.
Unable to return to pontoon.	<input type="checkbox"/> Instructor to be aware of the prevailing weather conditions and tidal flow. <input type="checkbox"/> Instructor to work within the safety policy. <input type="checkbox"/> Raft could be tethered on a long line if deemed appropriate for the group.



Hypothermia / heat stroke, sun burn etc	<input type="checkbox"/> Instructor to be aware of the prevailing weather conditions and advise participants to be dressed accordingly.
Collision	<input type="checkbox"/> Instructor to be vigilant. <input type="checkbox"/> Instructor to be familiar with the rules of the river.
Other water craft	<input type="checkbox"/> Instructor to be vigilant. <input type="checkbox"/> Instructor to be aware of other water users particularly those in small craft and swimmers
Medical issue whilst afloat.	<input type="checkbox"/> Care staff remain responsible for medical issues of their clients. <input type="checkbox"/> Instructor to have knowledge of where they can stop on the river to allow easy access for emergency services.