

RISK ASSESSMENTS FOR ACTIVITIES AT LOW MILL 2010

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THERE IS SPACE AT THE END OF EACH ASSESSMENT FOR THE ADDITION OF NEW OR REVISED INFORMATION

ACTIVITY: Abseiling**LOCATION/SITE: Generic**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Falling	Clients and staff	Use of CEA/UIAA approved equipment regularly checked and maintained	Clients and staff always fasten into system when on or around exposed areas
Being hit by falling objects	Clients and staff	Helmets meeting current CEA guidelines to be worn on or near abseil site	Clear instruction given about safe waiting areas
Entanglement	Clients	Loose clothing and hair secured out of way	Briefing on the best hand position avoiding the belay device Rings and earrings not to be worn
Improper harness adjustment	Clients	Briefing and clear demonstration and instruction	Instructor in charge to check harness at the start of session and before each abseil

ACTIVITY: Abseiling

LOCATION/SITE: Appersett Viaduct

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Traffic	Clients and staff	Safe waiting area to be established; staff observation	Group to be briefed before leaving the bus
Slipping on approach: bank on left hand side of viaduct is steep and has barbed wire on left hand side (going up)	Clients	Use entry further along in the field Brief the group not to take the short cut up or down the slope	If the slope has to be used for local access restrictions, brief the group not to use the wire and spot where necessary
Belay failure	Clients and staff	Check bolts before each use.	Bolts subject to regular independent inspection and six monthly visual checks
Stones thrown off the bridge	Clients and passers by	Group briefing not to throw stones Supervision	Clients awaiting their turn to keep well away from edge of parapet Only those wearing helmets to be under the bridge
Clients jumping up onto the parapet to look over	Clients	Briefing of the danger Staff supervision	Designate safe observation areas, eg the gate or behind the wall at the bottom

Slipping off triangular base of big pillar	Clients	Briefing and keeping client on a tight rope until they have reached the ground	Place spotter on the ground and issue clear instructions
Inversion on free hangs	Clients	Supervision and instruction about safe position	Larger clients may be given extra support in the form of a chest harness

ACTIVITY: Abseiling**LOCATION/SITE: Mill Gill Force (SPA holder min)**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Slipping on approach	Clients	Clients waiting to be kept back in safe area	Briefing and observation
Loose blocks	Clients and staff	Check the area before group approaches	Rope protection to be used on the edge to prevent any small stones being displaced
Slippery slabs at the base of the abseil	Clients	Check that the rope reaches the slab and that it is not caught on the shelf Brief client about what to expect	Place a 2 nd person/leader at the bottom to aid communication and to hold out the end of the rope
Belay Failure	Clients and staff	Careful check before use of trees	System backed up and pre-checked

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ACTIVITY: Archery(Site Specific)**LOCATION/SITE: Football field**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Boss falling over	Clients and staff	Boss must always be tied to net posts Demonstrate and brief group on the correct way to remove arrows from target	
Arrows hitting a person	Clients, staff and passers by	Waiting and shooting lines to be used Proper control and briefing of clients movements Ensure that targets are in the middle of the field, shooting towards an empty field Ensure the correct and safe use of bows and arrows at all times	Warning signs on all approaches to the field Brief group about what to do if anyone comes into the danger area
Tripping/falling when carrying arrows	Clients	Brief clients about the risk Do not allow running with arrows Arrows must be held correctly with points downwards	
Stabbing person when removing arrows from target	Clients and staff	Brief clients about the risk Close monitor the removal of arrows	Do not allow anyone to stand in the danger area

<p>Pulling the bow back too far, causing the arrowhead to damage the hand</p>	<p>Clients</p>	<p>Only one person at a time removes arrows, the others wait to one side</p>	<p>Choose the correct weight f bow for the client</p>
	<p>Clients and staff</p>	<p>Make clients aware of the risk Arrows should be long enough and all of the same length</p>	
<p>Net falling down</p>		<p>Net must be pegged down securely</p>	
	<p>Clients</p>	<p>Sessions are not run in high winds</p>	
<p>String hitting the arm</p>		<p>Wrist/arm guards to be provided Long sleeves should be worn Brief clients on the risk</p>	<p>Always use the net Grass must be kept short so that arrows can be seen</p>
<p>Walking or running into an arrow the ground</p>	<p>Clients and staff</p>	<p>Brief clients about the risk Brief clients not to run Collect arrows from ground first</p>	
<p>Bow breaking or string breaking</p>	<p>Clients</p>	<p>All equipment checked and monitored</p>	
<p>Walking and running into arrows in the boss</p>		<p>Ensure clients are aware of the risk and that they do not run towards targets Always approach targets from</p>	
	<p>Staff</p>		<p>Clients are not allowed to carry targets</p>

<p>Injury caused by lifting or carrying heavy targets</p> <p>Person using bows and arrows without permission or supervision</p> <p>Injury caused to other users of the football field by lost arrows</p>	<p>Clients, staff and passers by</p> <p>Members of the public, clients and staff</p>	<p>the side</p> <p>Minimum of two people to carry targets, lifting correctly</p> <p>Equipment store must be kept locked and alarmed after sessions</p> <p>Arrows must be counted out and in after sessions and any lost arrows found</p> <p>Net should always be used</p>	<p>Arrows should be stored in a separate locked cupboard</p> <p>Grass kept short</p> <p>Footballers made aware if there are any missing arrows</p>
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ACTIVITY: Caving

LOCATION/SITE: Generic

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Trips and slips and falling objects	Clients and staff	Use of UIAA/CE Approved helmets regularly checked and maintained	Spotting clients in areas of potential slips
Hypothermia	Clients and staff	Staff judgement on condition and structure of session	All clients and staff to wear appropriate clothing Fleece suits available for cold conditions Oversuits and wellingtons to be worn on all sessions
Flooding	Clients and staff	Staff judgement informed by up to date weather forecast	Choice of cave depending on local knowledge of how cave is affected by weather
Stuck caver	Clients	Staff judgement on appropriate challenges for clients	Brief clients to keep sharp or bulky objects out of pockets Keep the stuck caver relaxed and encourage steady breathing

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ACTIVITY: Caving

LOCATION/SITE: Calf Holes/Brow Gill

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Risk of slip and fall climbing stile to exposed pitch head	Clients and staff	A safety line is used once over the stile and all in group attached	Group to be kept by wall well back from drop until attached to line and with supervision
Falling down pitch on approach and descent or ascent of pitch	Person on, or on approach, descent/ascent	Instructor to have the necessary equipment and qualification to set the rope as necessary. Only certified competent leaders to run session	In setting the rope the Instructor must manage the group so they are attached at all times on approach and descent/ascent
Water level in cave rising	Clients and staff	Instructor to obtain the necessary and up to date weather information before leaving the Centre	Instructor must also obtain the history of the weather in the required area
Getting stuck or lost in letter box squeeze	Clients	Group to be supervised at top and bottom, people only to move through when previous person is clear	Instructor may explain best way to get through the space
Falling down climb and waterfall	Clients and staff	Instructor to ensure that all in group leave the water at the correct place to avoid the waterfall and to stop before the top of the climb	An assistant may be placed to make sure the group leave the water at the right point
Risk of fall on climb up or down (next to waterfall)	Clients and staff	Instructor to protect the climb and control the group in a safe	A rope may be used if necessary

<p>Slips and falls moving from bottom of climb to exit/entrance</p>		<p>place at the top and bottom</p> <p>Instructor to select the safe and necessary route</p>	
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ACTIVITY: Caving

LOCATION/SITE: Crackpot
 (Leader to be Local Cave Leader Level One or above)

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Approach is exposed and can be very cold in winter and on return journey when wet	Clients	Ensure layers are kept on Keep moving	Avoid in adverse weather conditions
Top of the cliff	Clients	Group briefing, setting boundaries away from the edge	
Path down to the cave is steep and narrow	Clients	Briefing to move in single file All to wear helmets against risk of dislodged stones	Certain areas can be spotted by an instructor
Kneewrecker entrance - risk of loose rocks	Clients and staff	Briefing not to pull on rocks Visual checks	Remove any small loose rocks
Kneewrecker crawl can be difficult for larger people	Clients	Advise group before leaving the centre	Choose a different cave
Passages to the Original entrance and 'Intestines' have very loose rocks	Clients and staff	Not to be used	
The climb up to	Clients and staff	Briefing and spotting by instructor	Avoid if there is any concern about the group

<p>Mushroom Field can be slippery</p> <p>Climbing down the slope at the back of Mushroom Field</p> <p>'Dig' is unsafe</p>	<p>Clients</p> <p>Clients and staff</p>	<p>Briefing: group beforehand re single file</p> <p>Instructor spotting at base of slope</p> <p>Best avoided with groups</p>	<p>Rope can be provided</p> <p>Avoid if concerned about the group</p>
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ACTIVITY: Caving

LOCATION/SITE: Great Douk
 (Leader to be Local Cave Leader Level One or above)

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
The approach walk is exposed and prone to bad weather	Clients	Check the weather first	
The walk down the shakehole is steep and rocky	Clients	Group briefed and advised to wear helmets before crossing the stile Single file	Instructor spotting
Waterfall entrance climb - risk of falling and/or getting very wet	Clients	Instructor spotting from below and a 2 nd person at the top	Rope can be used. Avoid if there is a lot of water coming down
Traverse Crawl entrance is dry but there is risk of falling off	Clients	Although an easy crawl, it is very exposed Group briefing and instructor spotting	
Exit crawl is tight and prone to flooding	Clients and staff	Do not attempt in high or rising water	
Trips and twists on	Clients and staff	Briefing and spotting	Clients briefed not to run Clients briefed to look where they are walking

limestone pavement			
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ACTIVITY: Caving

LOCATION/SITE: Long Churn
 (Leader to be Local Cave Leader Level One or above)

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
<p><u>On Approach:</u> Going over stile into main shaft of Alum Pot</p>	<p>Clients</p>	<p>Clients must not go over the stile</p>	<p>Prior warning in instructor briefing</p>
<p>Stream flowing into Alum Pot has very slippery rocks</p>	<p>Clients and staff</p>	<p>Group briefed and advised to wear helmets Instructor spotting where needed</p>	<p>The stream may be crossed higher up if necessary</p>
<p>Trips and slips on limestone pavement</p>	<p>Clients and staff</p>	<p>Group briefing and instructor spotting</p>	<p>Care to be taken if icy or snow covered Area to be avoided if dark</p>
<p><u>Entrances:</u> Trips and slips on all entrances</p>	<p>Clients and staff</p>	<p>Briefings All to wear helmets</p>	<p>Spotting and assisting</p>
<p>Middle entrance has a deep hole on left hand side</p>	<p>Clients</p>	<p>Briefing and spotting by instructor</p>	<p>Avoid if water is rising</p>
<p>At Diccan entrance, stream leads to Diccan pot</p>	<p>Clients</p>	<p>Briefing: group members must not follow downstream Instructor protection/spotting hazard area @ the crawl</p>	<p></p>
<p></p>	<p>Clients</p>	<p>Best avoided with groups</p>	<p></p>

<p>At entrance waterfall (not Dr Bannister's), there is risk of fall and injury</p>	<p>Clients</p>	<p>Hand line used to support clients when climbing up or being lowered Check belays before rigging</p>	<p>Assisted hand lines can be rigged for ascent Avoid using Dr Bannister's if too much water is coming down</p>
<p>Risk of falling at Dr Bannister's</p>	<p>Clients and staff</p>	<p>Staff judgement informed by local knowledge and up to date weather forecast</p>	<p>Choice of cave depending on weather forecast</p>
<p>Rising water</p>			

ACTIVITY: Caving**LOCATION/SITE: Thistle & Runscar**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Top entrance to Thistle 2 via shakehole is eroded and slippery	Clients	Briefing on one to one basis about dislodging stones etc Spotting by instructor	Best avoided for younger groups Best avoided in wet weather
Bottom entrance to Thistle 2 is narrow and rocky	Clients	Single file with no need to rush	Spotting by instructor
Worm holes in Thistle have the risk of large people becoming stuck	Clients	Instructor judgement on setting appropriate challenges	Avoid if necessary
Top entrance to Runscar 3 can be slippery	Clients	Group briefing Instructor spotting and helping	
Hole in the ground at Runscar 2 entrance	Clients	Group briefing Instructor stopping and helping over the gap	
Lower exit at Runscar 4 has tight crawl and some rocks have become loose	Clients	Avoid with groups	

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ACTIVITY: Caving**LOCATION/SITE: Valley Entrance**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Group getting off the bus at road side	Clients and staff	Group made aware of poor visibility and kept behind bus and not in path of cars	Time spent on road kept to a minimum
Falling on descending tube at entrance	Person at bottom and person descending	The next person not to start descending until the previous person is out of the way	Calling system used by the Instructor to indicate when the way is clear
Water level throughout cave rising	Clients and staff	Gather the necessary up to date weather forecast before leaving the Centre	Instructor judgement on site. Instructor to obtain the history of the weather in the required area
High/cold water at duck	Clients and staff	Group to be equipped with the necessary clothing to resist the cold - as per generic Risk Assessment	If water level is considered too high trip to be aborted
Hitting head on low roof	Clients and staff	Group to travel slowly through the cave to give them time to react to the change in roof height	Group leader to warn of any low sections if necessary
Trips and slips on uneven floor	Clients and staff	Group briefed before entering cave about travelling slow over this type of ground and using hands to support themselves	Group leader to warn and spot any particular sections that require care
Group falling at pitch head	Clients	Instructor to be at the front of the group and to keep the	Only rigged by approved

<p>Falling or getting tangled in rope or ladder decent and pitch</p>	<p>All in group</p>	<p>group away until pitch is rigged and group have necessary equipment</p> <p>Instructor to have the necessary training and equipment to rig the pitch and deal with any situation recovery that may be required</p>	<p>competent leader</p> <p>Group to use cows tails whenever near pitch head</p>
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ACTIVITY: Caving**LOCATION/SITE: Yordas**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Road	Clients and staff	Bus parked with door to wall if possible and group briefed before leaving or approaching bus	Group kept in field. Only going on to the road to get to and from the bus. Member of staff looking out for cars
Grass slope to cave	Clients and staff	Briefing group (practically down hill) to move slow	Support any unsteady group members
Drop off side of path	Clients	Instructor to brief the group of danger and walk close to wall	Instructor stands between group and hazard
Trips and slips	All members of group	Slow movement	Support of group members if necessary
Waterfall	All members of group	Group not to stand under water and only viewed from out of the water	Waterfall may not be approached if water is too high and fast
Step down in crawl	Clients	Instructor to lead and be at bottom of step to spot the climber	
Hole opposite entrance	All members of group	This hole should be avoided and the surrounding mud bank not climbed	

ACTIVITY: Climbing

LOCATION/SITE: Generic

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Loose & falling rocks	Clients & staff & passers by	All members wear correctly fitted helmets which meet current safety standards Avoid areas of loose rocks, etc	Thorough briefing, making clients aware and remove loose rocks before session begins
Exposure/ Hypothermia	Clients & staff	All members to wear clothing appropriate to the conditions Session cancelled if weather is hostile	Check weather reports Check that group is adequately dressed and take extra clothing
Approach to crag	Clients & staff	Use the safest approach path Brief the group to make aware of the risks	Approach path maintained and checked regularly
Equipment failure	Clients & staff	All equipment must be to CEA standards and checked & maintained properly	Visual checks before and after session & monitoring during session
Other crag users	Clients & staff	Avoid busy areas, classic & popular routes. Do not work under anyone else Helmets must be worn	Brief the group, making them aware of the risks
Entrapment/ entanglement	Client	Remove all jewellery, tie back hair, no	Brief clients about the risks and how to avoid them

		loose clothing Wear appropriate equipment	
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ACTIVITY: Climbing

LOCATION/SITE: Downholme Quarry

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Loose and falling rocks and objects	Clients and staff	As per generic risk assessment Helmets put on before exposure to quarry wall	
Exposure/hypothermia	Clients and staff	As per generic risk assessment	
Approach to crag and other crag users	Clients and staff	See generic risk assessment	
Boulders at bottom of quarry	Clients and staff	Brief group about the risk Helmets must be worn Harnesses and helmets put on at the flat area away from quarry wall Instructor monitoring	Group kept busy or asked to sit down
Equipment failure	Clients and staff	As per generic risk	Equipment regularly checked and repaired
Entrapment/entanglement	Clients	As per generic risk	
Anchor failure	Clients and staff	SPA qualified instructor judgement	

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ACTIVITY: Climbing

LOCATION/SITE: Twistleton

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Loose and falling rocks and objects	Clients, staff and passers by	As per generic risk assessment	
Exposure/hypothermia	Clients and staff	As per generic risk assessment	
Approach to crag	Clients and staff	As per generic risk assessment and particular care on scree slopes and loose paths and slippery limestone	
Equipment failure	Clients and staff	As per generic risk assessment	
Other crag users	Clients	As per generic risk assessment	
Entanglement/entrapment	Clients	As per generic risk assessment	
Steep and rocky crag base	Clients and staff	Brief group about the risk Define clear boundaries Instructor monitoring	
Anchor failure	Clients and staff	Helmets must be worn SPA qualified instructor's judgement	
Slippery polished limestone	Clients	Brief the group about the risk Avoid polished areas Group monitoring Define clear boundaries Clients at the top of the crag only if	

Falling from the crag		there is an instructor and away from the edge Clients and instructor must be clipped in when near crag edge	
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ACTIVITY: Climbing Artificial Wall

LOCATION/SITE: Generic

All sessions with climbing walls must abide by the rules set down by that particular establishment

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Falling objects	Clients, staff and other wall users	Avoid busy areas of wall Brief the client: - Never to walk under anyone climbing and especially leading. - To keep to beginners' areas - To wear helmets	
Equipment failure	Clients and staff	Use own equipment or set ups SPA qualified instructor judgement	
Other wall users	Clients and staff	Avoid busy areas and busy times Stick to beginner areas	Report any wall misuse to management
Group control if wall is busy	Clients and other users	Brief the group Define clear boundaries Avoid busy areas and busy times	

ACTIVITY: Climbing Tower

LOCATION/SITE: On Site or other venues

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Structure failure	Clients and staff	Erection of structure to be done as per guidelines and only by trained personnel	Instructor to check the structure before use
Head impacts	Clients and staff	Approved climbing helmets to be worn throughout the session	
Belayers security	Clients	Use of belay ballast bags to prevent belayer being lifted or pulled to the wall	Coaching on good belay technique and system backed up by other clients
Other Hazards: Cold Equipment failure Entrapment-entanglement	Clients	As per 'Generic Climbing' risk assessment	

ACTIVITY: Geocaching

LOCATION/SITE: Southern Lodge Moors

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Trips and Falling over	Clients & staff	Brief group about possible dangers of the terrain such as bogs, bell pits, piles of rocks and shake holes. Advise them to take extra care.	Instructor observation Ensure that clients wear suitable footwear
Cuts and scratches to legs	Clients & staff	Brief the group about the dangers of heather and bracken.	Group should be advised on suitable clothing, such as, long sleeved top and long trousers.
Twisted ankle	Clients & staff	Brief the group on suitable supportive footwear	Check that the group have appropriate footwear and that shoes are tied correctly
Becoming lost	Clients	Brief group about what to do if lost Ensure everyone is clear about the plan before setting out Ensure everyone knows the cut off time and where to meet up	Check each team on GPS work before they set out Clients must always stay with at least one other person
Wild life and Nesting Birds	Clients & staff	Brief the group on nesting birds advise them to keep away.	Discuss with the games keeper as to when birds are nesting.
Grouse Shooting	Clients & staff	Do not do this activity when Grouse shooting is taking place.	Check with the Gamekeepers as to when shoots will be taking place.

Cold	Clients & staff	Check that clothes are worn appropriate to the conditions Instructor to carry some spare clothing, a warm drink and a KISSU if forecast is poor	If weather conditions are considered to be too hostile, an alternative activity should be found
Exposure/ hypothermia	Clients & staff	Access up to date weather forecast Wear suitable clothing	Carry extra clothing, K.I.S.U. and flask of hot drink and mobile telephone
Touching Electric fences	Clients	Brief group not to touch the electric fence and the risks involved	If possible observe group during session. Plan the course so that GPS locations are not near the fence.
Traffic & other users of the area	Clients & staff	Brief the group about the dangers of traffic on roads and car parks	Member of staff to position themselves appropriately.

ACTIVITY: Gorge Walk

LOCATON/SITE: Generic

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Trips & slips	Clients & staff	Appropriate footwear issued All members wear correctly fitted helmets which meet current safety standards	Spotting & protecting from potential danger areas
Hypothermia	Clients & staff	Staff judgement on the weather conditions with regard to the structure of the session All members to wear clothing appropriate to the conditions Wind/weather proof layers are to be made available	Avoid this activity on very cold days or moderate the plan
Drowning	Clients & staff	Dangerspots protected Where there is an immersion risk as in Hell Gill, buoyancy aids are to be issued	Group briefing Check that group are comfortable in water or moderate the plan
Flooding	Clients & staff	Staff judgement after	Choose the venue depending on weather forecast and local knowledge

		consulting up-to-date weather forecast	
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ACTIVITY: Gorge Walk

LOCATION/SITE: Arn Gill

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
As per Generic Risk Assessment	“ ~~	“ ~~	“ ~~
'Climbs' at the end of the gorge	Clients	Final climbs are not to be attempted if water is too high for the ability of the group	A hand line may be used to offer clients some aid
Road users on the walk back from the top of the gorge	Clients	Group to walk together as one body, keeping to one side if cars approach	Teacher/ Leader/Instructor to be at the front and back of the group NB If the group do not go all the way to the top, they can return by the way they came, close to the bus

ACTIVITY: Gorge Walk

LOCATION/SITE: Hell Gill

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Hypothermia	Clients & staff	Staff judgement on the weather conditions All members to wear clothing appropriate to the conditions Carry emergency clothing in the event of client becoming too cold	Once wet keep moving On cold days, stay dry as long as possible and keep a change of clothes in the minibus
Flooding	Clients & staff	Consultation of weather forecast & local knowledge of recent weather and ground conditions	Instructor to be aware of flood escape routes & be capable of the necessary rope work involved in their use
Drowning	Clients & staff	Bouyancy aids must be worn in the gorge Ensure they are properly adjusted	Instructor positioned at bottom end of deep pool, ready to execute rescue
Pool	Clients & staff	Rope must be held out of the way whilst people are jumping in Brief clients to keep arms & legs tucked in when jumping Position instructor at bottom end of pool to 'spot' the small climb (the risk of dazed & confused clients falling out of the pool, down climb)	If the in-situ rope is used, check the rope and anchors Avoid using rope where failure may cause injury Ensure client is off the rope before they reach the climb out of the pool
Slippery surfaces	Clients	Brief the group about walking in the	Identify slippery areas to the group In very slippery areas, get

Climbs	Clients	streamway	clients to sit and slide
Defection!	Clients	Brief group on helping each other and where appropriate, demonstrate 'spotting' techniques	Gauge supervision and level of protection depending on group abilities and prevailing conditions
Head injury	Clients & staff	Before setting out, impress upon the group the committed nature of the trip	If some members of the group have problems with the challenge, consider alternative gorge walks Nervous clients can be positioned to allow support from instructor or someone they trust
Hyperthermia/Heat at exhaustion	Clients & staff	Helmets to be worn at all times Ensure they are properly adjusted	
Final waterfall	Clients	To avoid overheating on hot days, buoyancy aids & waterproofs, etc could be carried to the start of the gorge	
Stile	Clients & Staff	Brief group on where to slide, what they should expect in the landing pool Brief group that they must push out at the appropriate moment to avoid bruising their coccyx	Instructor may have to protect the climb back up

		Do not use the ladder placed by the stile to get over the wall	
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ACTIVITY: Gorge Walk

LOCATION/SITE: Mill Gill

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Trips & slips	Clients & staff	<p>Appropriate footwear issued All members wear correctly fitted helmets which meet current safety standards at all times Brief the group on walking in the stream and on slippery rocks</p>	<p>Spotting & protecting from potential danger areas Identify slippery areas to group</p>
Hypothermia	Clients & staff	<p>Staff judgement on the weather conditions All members to wear clothing appropriate to the conditions Wind/weather proof layers are to be made available</p>	<p>When appropriate, it is possible to stay reasonably dry at this venue Carry emergency clothing in case of client becoming too cold On cool days, stay dry until near the end of session</p>
Fast flowing water	Clients & staff	<p>Assess suitability of water conditions Pick appropriate sections of the streamway to enter in high water</p>	<p>Physical assistance may be required to ford certain parts of the streamway in high water (especially with small group members)</p>
Flooding	<p>Clients & staff</p> <p>Clients & staff</p>	<p>Staff judgement after consulting up-to-date weather forecast and stream levels at Low Mill Knowledge of flood escape points</p>	<p>Choose the most appropriate section of the streamway depending on conditions Curtail the activity if water rises too much</p>

1 st Waterfall - Pool of Aarrghh	Clients & staff	Choose approach based on water conditions and group ability 'Spot' clients on the climb	Brief group on traversing around the pool and where to climb
2 nd Waterfall - Fall of Doom	Clients & staff	As above and protect climb appropriately	This can be passed by, by a short climb to the left
Pool - Welly Sucker	Clients & staff	As above Supervision of group in the water Conditions and group ability may require that extra assistance is given in the water and up the cascade	This feature can be by-passed over and under boulders to the left
Whitfield Force - plunge pool	Clients & staff	Requires very close supervision	Do not use in high water
Whitfield Force - bank	Clients & staff	Close supervision behind the waterfall, as it is very steep and slippery - group briefing	
Path above Gill side	Clients & staff	Highlight the obvious dangers in group briefing	

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ACTIVITY: High Ropes

LOCATION/SITE: On Site

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Falling	Clients and staff	Group to be fully briefed on how to use the course safely Clients & staff must wear correctly fitted sit & chest harnesses	Clients/staff must always be clipped in when on the course
Unclipping platforms	on Clients	Careful observation and guidance Full safety briefing	
High winds	Clients & staff	Check the weather forecast and observation	Do not use the high ropes in winds above Force 4
Harnesses not adjusted correctly	Clients	Briefing and clear demonstration at start of session and before each turn	Instructor to check each harness at the start of the session and before each turn
Incorrect 'Cow's tail' length	Clients	Check the length when on the practice beam and alter if necessary	
Getting fingers caught	Clients	Show clients how to use Krabs properly	Ensure that correct use is understood by demonstrating
Head Impacts	Clients & staff	Helmets are to be worn at all times on the course and must meet current	

<p>Head Impacts</p>	<p>Clients & staff</p>	<p>CEA standards</p> <p>Briefing on how to fit helmets Check that helmets fit correctly</p>	<p>If helmets are swapped, check that they fit each time</p>
<p>Equipment failure</p>	<p>Clients & staff</p>	<p>Checks to be done every six months</p>	<p>Regular maintenance of equipment</p>

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ACTIVITY: Kayak & Canoe

LOCATION/SITE: Generic

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Drowning	Clients and Staff	Buoyancy aids to be worn at all times on/near the water. B.A.s comply with CEA standards & subject to annual float checks	Clients given pre-session briefing on capsize drill Only instructors with a valid canoe safety test to be in charge of session
Hypothermia	Clients and Staff	Qualified staff judgment on conditions ie. Wind etc. Normal operating season is April - October	All staff/clients to wear appropriate clothing for conditions forecast Spare clothing to be carried Water/wind proofs available & issued as the norm
Entrapment Kayak & Canoe	Clients and staff	Only fail-safe footrest fitted in kayaks. Cockpit clear of any obstructions Painters in canoe stowed away & only float rope is used	Check clients' footwear for loose laces etc. All boats visually checked before start of each session by instructor in charge

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ACTIVITY: Kayak & Canoe

LOCATION/SITE: River Ure (Slenningford Mill)

HAZARD	WHO MIGHT BE HARMED?	HOW IS THE RISK CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Traffic	Clients and Staff	Client briefing before leaving the bus	Staff spotting traffic
Manual handling	Clients and Staff	Share the load etc.	Boats can be left if double session
Head impact in shallows	Clients and staff	Canoeing helmets meeting BCU standards worn when on or near the water	Minimise chance of capsizing in the shallows
Cold	Clients and staff	As per generic risk assessment	Mini bus close by and changing facility on site
Other water users	Clients and Staff	Instructor observation	Keeping away from other water users including swimmers
Cut feet	Clients and staff	Footwear to be worn at all times	Checks to be made on banks
Entanglement in trees at water's edge	Clients	Move out away from sides	Instructor position between hazard and group
Foot entrapments	Clients and staff	Group briefed on safe swimming position if out of their boats	Avoid standing and wading in river
Water levels	Clients	Weather & water level checks before leaving the centre. Instructor judgement. Change session plan.	Pre weather checks. Observation during session. Change of venue/activity.

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ACTIVITY: Kayak & Canoe

LOCATION/SITE: River Ure (YoreBridge)934/908

Traffic	Clients and Staff	Client briefing before leaving the bus	Staff spotting traffic
Manual handling	Clients and Staff	Share the load etc.	Boats can be left if double session
Head impact in shallows	Clients and staff	Canoeing helmets meeting BCU standards worn when on or near the water	Minimise chance of capsizing in the shallows
Cold	Clients and staff	As per generic risk assessment	Mini bus close by and a short drive to the centre
Other water users	Clients and Staff	Instructor observation	Keeping away from fishermen
Cut feet	Clients and staff	Footwear to be worn at all times	Checks to be made on banks
Entanglement in trees at water's edge	Clients	Move out away from sides	Instructor position between hazard and group
Wind	Clients	Instructor judgement. Change session plan	Pre. weather checks Change of venue
Water levels	Clients	Weather & water level checks before leaving the centre	Observation during session Change of venue/activity

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ACTIVITY: Lake Kayak & Canoe**LOCATION/SITE: Ellerton Lake**

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS NECESSARY?
Cold	Clients and Staff	As per generic risk assessment	Venue has toilets, showers & changing rooms on site
Other water users	Clients and Staff	Instructor observation	Keeping away from diving area & pontoon if being used
Cut Feet	Clients and staff	Footwear to be worn at all times.	Main launching area is clear & has no fishing Checks to be made on other banks as these are fished
Entanglement in weeds in the water.	Clients	B.A.s to be worn at all times. Group to go around weed beds for environmental reasons	“Wet” games not to be played near weed bed
Entanglement in trees at water’s edge	Clients	Move out away from sides	Instructor position between hazard and group
Wind	Clients	Instructor judgement. Change session plan. Venue has a number of bays so shelter can be found	Pre. weather checks Change of venue Launch different side of the lake, eg. drive through campsite

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ACTIVITY: Lake Kayak & Canoe**LOCATION/SITE: Semerwater**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Cut feet	Clients and staff	Footwear to be worn at all times	Visual checks of launch areas
Other water users	Clients and staff	Instructor observation	
Slipping on stones in the shallow water	Clients and staff	Footwear with adequate grip	Group briefing
Strong wind	Clients and staff	Instructor judgement of the effects of off shore or on shore wind and to change the session plan accordingly	Weather pre check. Change of venue or activity
Entanglements in fence lines and trees.	Clients	Briefing and position group away from snag points	Instructor position between hazard and group
Fishing lines	Clients	Instructor observation & keeping group away from fishermen	Groups are not allowed in the N.E. quadrant of the lake, this is a designated fishing area

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ACTIVITY: Improvised Raft Building**LOCATION/SITE: Semerwater**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Drowning	Clients and staff	As for Kayak & Canoe generic	
Hypothermia	Clients and staff	As for Kayak & Canoe generic	
Strong winds	Clients and staff	As for Kayak & Canoe at Semerwater	
Cut feet	Clients and staff	As for Kayak & Canoe at Semerwater	
Slipping on stones	Clients and staff	As for Kayak & Canoe at Semerwater	
Entanglement in trees and fence lines	Clients	As for Kayak & Canoe at Semerwater	
Other water users	Clients	As for Kayak & Canoe at Semerwater	
Rope entanglement	Clients	Check the knots and the structure before going on to the water	
Being hit by poles and barrels	Clients and staff	Helmets must be worn during construction and when on the water Poles should be carried in pairs	
Swimmers and kit dispersed in the water	Clients	Instructor on the water in canoe with a throw line	Instructor to carry a knife Brief the group about the risks Clear briefing about the risk and procedure

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ACTIVITY: Mountain Biking

LOCATION/SITE: Generic

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Equipment failure	Clients & staff & passers by	Bikes checked before session & monitoring during the session	Instructor to have adequate maintenance knowledge Emergency repairs to be done by instructor Hire bikes from reputable company
Injury caused by falling off	Clients & staff & passers by	Good briefing, close management & control of group over an appropriate route. Dismount and walk if deemed necessary	First aid kit to be carried Safety helmets specific to cycling and suitable clothing to be worn
Exposure/ Hypothermia	Clients & staff	Check weather reports Wear appropriate clothing	Spare clothing to be carried Survival bag, flask, water & food
Traffic	Clients & staff	Group management & control Thorough briefing of group	Consider position of instructor and the spacing of group
Injury from pedals & cogs	Clients & staff	When appropriate long trousers to be worn, not baggy	
Losing group members	Clients	Group briefing Monitor group numbers	

<p>Injury due to manual handling of bikes</p>	<p>Clients & staff</p>	<p>Good control of group - set obvious markers Briefing on good lifting technique Size bike to client appropriately</p>	<p>Instructors to load trailer</p>
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ACTIVITY: Orienteering**LOCATION/SITE: Generic**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Trips & slips	Clients & staff	Brief group about possible dangers such as steps, roots & rocks and advise them to take extra care	Instructor observation Ensure that clients wear suitable footwear
Cuts and scratches to legs arms and face	Clients & staff	Brief the group about the dangers of branches swinging back, about taking care near barbed wire and thorn bushes	Group should be advised on suitable clothing, such as, long sleeved top and long trousers
Twisted ankle	Clients & staff	Brief the group on suitable supportive footwear	Check that the group have appropriate footwear and that shoes are tied correctly
Becoming lost	Clients	Brief group about what to do if lost Ensure everyone is clear about the plan before setting out Ensure everyone knows the cut off time and where to meet up	Check each team on map work before they set out Clients must always stay with at least one other person
Traffic & other users of the area	Clients & staff	Brief the group about the dangers of traffic on roads and car parks	Member of staff to position themselves appropriately where there is a potentially dangerous crossing place

Wild life & farm stock	Clients & staff	<p>Check with landowner if stock is in the chosen area, and brief the group accordingly</p> <p>In summer months brief the group on the dangers of adders/snakes on stones and walls and advise to keep well away</p>	<p>Visually check the area for potentially dangerous stock and take appropriate steps</p> <p>Keep an eye on animals</p> <p>Carry a first aid kit and mobile telephone</p>
Exposure/ hypothermia	Clients & staff	<p>Access up to date weather forecast</p> <p>Wear suitable clothing</p> <p>Choose appropriate venue</p>	<p>Carry extra clothing, K.I.S.U. and flask of hot drink and mobile telephone</p>
Falling off walls and fences	Clients	<p>Brief group not to climb on/over walls or fences and the risks involved</p>	<p>If possible observe group during session</p> <p>Plan the course so that walls and fences cannot be used as a short cut</p>

ACTIVITY: Orienteering

LOCATION/SITE: Askrigg Village

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
River (Mill Gill)	Clients	Brief group about the dangers of going into the river Use only the bridge to cross the river	Staff member or helper to be placed near the bridge to monitor
Car park	Clients	Brief the group about the dangers of cars and buses moving in and out	Place group leader in car park as monitor

ACTIVITY: Orienteering**LOCATION/SITE: Low Mill Centre Grounds**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
River (Mill Gill)	Clients	Brief group about the dangers of going into the river Use only the bridge to cross the river	Staff member or helper to be placed near the bridge to monitor
Car park	Clients	Brief the group about the dangers of cars and buses moving in and out	Place group leader in car park as monitor
Other activities taking place at the premises	Clients	Brief the group on areas which are out of bounds to them Brief the other instructors that orienteering is taking place	Check activity programme to see what else is taking place, eg. Archery

ACTIVITY: Orienteering

LOCATION/SITE: Sleety Bank

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Farm land & buildings & machinery	Clients & staff	Brief group about the risk of farm vehicles & machinery and advised to keep away	Visual check of the area before start of session
Steep ground	Clients & staff	Brief group about the terrain and how to take care on the descent	As per generic assessment

**ACTIVITY: Walking below
600m**
(Including environmental & nature
walk)s

LOCATION/SITE: Local/Generic

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Cold	Clients and staff	Check that clothes are worn appropriate to the conditions Instructor to carry some spare clothing, a warm drink and a KISSU if forecast is poor	If weather conditions are considered to be too hostile, an alternative activity should be found
Getting lost	Clients and visiting staff	Briefing that groups must stay together Head count of individuals Leader to walk with the group	Session instructor to sign out on the venue board with the number in party and the route taken Instructor to carry mobile phone.
Trips & slips	Clients and staff	Any potential hazard is 'spotted' by the instructor	Any known area of high risk is to be avoided, unless risk is adequately controlled
Livestock	Clients & staff	Livestock should be approached with caution Group briefed not to cause disruption	

ACTIVITY: Walking (night)**LOCATION/SITE: Generic**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Cold	Clients and staff	Check that clothes are worn appropriate to the conditions	If weather conditions are considered to be too hostile, an alternative activity should be found
Getting lost	Clients and visiting staff	Briefing that groups must stay together Head count of individuals Visiting leader to shadow the group as a 'sweeper'	Session instructor to 'man' check points and headcount the groups through
Other road users (if roads are used)	Clients and visiting staff	Use quiet back lanes or Roman Road Briefing on which side of the road to walk and on action to take if vehicle approaches	Each group to be given two high visibility vests, one to be worn by person at the front of the group and the other at the rear At least one torch in each group to shine down on to the road - NOT to shine at cars

ACTIVITY: Zip Wire

LOCATION/SITE: (Generic)Helm

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Head injury	Clients and staff	Helmets to be worn Helmets must meet CEA standards Check the helmets are fitted correctly, use good briefing and demonstration	If helmets are swapped around, another check must be done Instructor helmets must be CEA standard
Harness not fitted correctly	Clients an staff	Briefing and clear demonstration Frequent inspection and maintenance of harnesses	Session instructor to check harnesses at beginning of the session and before each descent
Entanglement	Clients	Loose clothing and hair secured out of way and jewellery removed	Check before each descent
Tandem zip	Clients	Assess the two clients and ensure they are of similar height before each descent	Instructor to brief about where to hold the ropes and ach other
Path up to the take off platform next to the dry stone wall is very slippery when wet	Clients	Briefing about which route to take The wall should not be used	Group members to help each other where necessary If too muddy use the road
Slippery surface at quarry top	Clients	Briefing to include directions to stay clear of edges and not throwing stones	Only two people to be at the top at any one time, the rest of the group must stay at the

Quarry walls/climbing	Clients	Briefing with instruction not to climb the walls unsupervised	bottom of the wire Further briefing by instructor and assistant that no one is allowed on the wall unless an instructor is there
Caravans	Clients	Briefing to stay away from them	
Slippery take off platform	Clients/staff	Only two people at the top, standing away from the platform until clipped on to safety rope Instructor to be clipped on a separate safety rope	Make sure that the take off platform is as clean as possible
Fingers caught in belay device	Clients	Knots to be tied high up near the pulley Brief where hands should be placed	Briefing that there is no need to hold on to the ropes after take off
Incapable assistant at bottom of zip wire	Clients	Brief the assistant thoroughly and demonstrate	Instructor may walk down and give assistance

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