

# **RISK ASSESSMENTS FOR ACTIVITIES**

## **AT LOW MILL OUTDOOR CENTRE**

**August 2018**

# RISK ASSESSMENTS FOR ACTIVITIES AT LOW MILL 2018

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

<b>HAZARD?</b>	<b>WHO MIGHT BE HARMED?</b>	<b>HOW IS THE RISK ADEQUATELY CONTROLLED?</b>	<b>WHAT FURTHER ACTION IS TAKEN?</b>
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. Designate safe observation areas, e.g. the gate or behind the wall at the bottom.
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 and Staff	Loose clothing and hair secured out of way. Abseil rope to be releasable.	Briefing on the best hand position avoiding the belay device. Rings and earrings not to be worn. Hair tied back.
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 and Staff	Use entry further along in the field Brief the group not to take the short cut up or down the slope when appropriate use entry further along field not as standard	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 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, e.g. the gate or behind the wall at the bottom

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
High water levels	Clients	Brief the group to keep away from the river. Instructor to monitor supervision near the river.	

**ACTIVITY: Archery(Site Specific)**

**LOCATION/SITE: Football field/low mill grounds**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Boss falling over	Clients and staff	Boss must be tied to the floor in windy conditions 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 when using the football pitch, shooting towards an empty field Ensure the correct and safe use of bows and arrows at all times	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 Only one person at a time removes arrows, the others wait to one side	Do not allow anyone to stand in the danger area

Pulling the bow back too far, causing the arrowhead to damage the hand	Clients	Make clients aware of the risk Arrows should be long enough and all of the same length	Choose the correct weight of bow for the client carrying them.
Net falling down	Clients and staff	Net must be pegged down securely	Instructor to make sure wind conditions are suitable
String hitting the arm	Clients	Either Wrist/arm guards to be provided or Long sleeves should be worn Brief clients on the risk	
Walking or running into an arrow in the ground	Clients and staff	Brief clients about the risk Brief clients not to run	Use net when appropriate Grass must be kept short so that arrows can be seen
Bow breaking or string breaking	Clients and staff	All equipment checked and monitored	
Walking and running into arrows in the boss	Clients	Ensure clients are aware of the risk and that they do not run towards targets Always approach targets from the side	
Injury caused by lifting or carrying heavy targets	Staff / Clients	Minimum of two people to carry targets, lifting correctly	Clients can roll the targets instead of lifting

<p>Person using bows and arrows without permission or supervision</p>	<p>Clients, staff and passers by</p>	<p>Equipment store must be kept locked after sessions. Equipment to be counted in and out.</p>	
<p>Injury caused to other users by lost arrows</p>	<p>Members of the public, clients and staff</p>	<p>Arrows must be counted out and in after sessions and any lost arrows found Net should be used when appropriate</p>	<p>Grass kept short Footballers made aware if there are any missing arrows</p>



**ACTIVITY: Bouldering**

**LOCATION/SITE: Brimham Rocks**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Loss of group member	Group	Instructor to brief the group not to wonder off alone and highlight the dangers of the location	Regular head counts to be carried out
Traffic in the car park	Instructor & group	Instructor should make the group aware of the dangers of the car park	
Blow to the head	Instructor & group	All member of the group should wear a helmet when on session or in craggy areas	Instructor should brief the group of the dangers
Low branches, loose and uneven surfaces	Instructor & group	Instructor should brief the group on the potential hazards and offer advice on how to negotiate harder sections	
Jumping from rocks	Instructor & group	All group members should wear appropriate footwear for the conditions	A briefing should be given on how to land safely
Falling from a height	Instructor & group	Instructor should be familiar with the lay out of the location and avoid areas where the risk cannot be managed	A briefing should be given on the nature of the environment they are entering and warned there may be sudden drops

Falling whilst following the selected route	Instructor & group	Instructor should explain how to spot properly The instructor should spot any harder sections	Spotting when required
Entrapment	Group	Instructor should choose an appropriate route and give advice to people	
Other users knocking or throwing rocks off edges	Instructor & group	The group should be briefed on how to conduct themselves around boulders and at the bottom of cliffs when other people are around	Helmets should always be worn on session and whilst in craggy areas
Cuts and abrasions	Instructor & group	Group should be kitted out appropriately and should be advised to wear trouser and long sleeves	Helmets should always be worn First aid kit carried

**ACTIVITY: Bushcraft**

**LOCATON/SITE: Mill Gill/Sleety Bank**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Trips & slips	Clients & staff	Appropriate footwear can be issued. Clients made aware of potential hazards and uneven surfaces	Spotting & protecting from potential danger areas
Shelter Collapsing	Clients & staff	Supervision of suitable construction	First aid kit carried
Injury from carrying logs/sticks/twigs	Clients & staff	Instruction of proper lifting techniques, as many people as possible to carry.	
Fire	Clients and staff	A briefing should be given to the group on how to behave in the area of the fire pit The group should sit or stand at a safe distance when they are not involved with cooking	Water should be immediately available to cool burns First aid kit carried Burn shields to be carried in the bush craft bag.
Pointy Sticks	Clients/Staff	Supervision/briefing not to stab themselves or others.	
Hand Fires	Clients and staff	Supervision and instruction. Clients and staff to wear appropriate clothing.	Hair and loose clothing to be tied back and out of the way. Brief clients place fire down immediately.

Water level of mill gill stream (appropriate for venue at top of kingfisher path)	Clients and staff	Change venue, Instructor to monitor water levels, check weather prior to session	
Weather	Clients	Check for appropriate clothing prior to beginning. Check weather forecast	
Exposure	Clients and staff	Check for appropriate clothing prior to the session, spare clothing/layers kept in minibus/centre	
Dead wood falling from trees	Clients and staff	Check forecast for strong winds, assess area when arriving.	
Knives/axes	Clients and staff	Correct instruction and supervision. Judge groups ability and behaviour beforehand	

**ACTIVITY: Camp Fire / bush craft**

**LOCATION/SITE: On Site**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Fire	Instructor and Clients	A briefing should be given to the group on how to behave in the area of the fire pit The group should sit or stand at a safe distance when they are not involved with cooking	Water and burn shields should be immediately available to cool burns
Uneven surface around the fire	Instructor and Clients	the group should be appropriately briefed on the terrain and how to deal with it	Water and burn shields should be immediately available to cool burns
Hot Liquid	Instructor and Clients	Instructor should supervise the group when dealing with any hot liquids and the group should be briefed appropriately	Water and burn shields should be immediately available to cool burns
Hot/Burning Food	Instructor and Clients	Instructor should supervise the group members when they are cooking at the fire The group should be briefed on a safe cooking method	Water and burn shields should be immediately available to cool burns

**ACTIVITY: Canyoning**

**LOCATION/SITE: Grange Beck**

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. Designate safe observation areas, e.g. back on grass field, on field at the bottom of abseil
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 and Staff	Loose clothing and hair secured out of way. Abseil rope to be releasable.	Briefing on the best hand position avoiding the belay device. Rings and earrings not to be worn. Hair tied back.
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
Belay failure	Clients and staff	Visually check the tress and use two anchors	Instructor to be LCML Level 2 or UKCG Level 1
Stones thrown off the waterfall	Clients and passers by	Group briefing not to throw stones, supervise throughout session.	Clients awaiting their turn to keep well away from edge, helmets to be worn at all times, safe observation areas designated.
Inversion on free hang	Clients	No tackle sacks to be carried on backs whilst abseiling.	Where appropriate clients may be given extra support in the form of a chest harness

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Trips & slips	Clients & staff	Appropriate footwear to be worn. All members wear correctly fitted helmets which meet current safety standards	Spotting & protecting from potential danger areas. Briefing on moving safely through the water
Hypothermia and exposure	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	Danger spots protected by instructor and close supervision of the group	Group briefing. Check that group are comfortable in water or moderate the plan
Flooding	Clients & staff	Staff judgement after consulting up-to-date weather forecast	Choose the venue depending on weather forecast and local knowledge
Strainers and siphons	Clients and staff	Appropriate route choice by instructor and instructor positioned appropriately	Be aware of changing water levels
Foot entrapment	Clients and staff	Visual checks by instructors for possible entrapment spots. Instructor to choose appropriate route.	
Injury on the edge of the waterfall	Clients	Instructor to choose best route and use edge protection where possible.	Briefing on the best hand positions and best way to descend past the waterfall edge.
Traffic	Clients and staff	Clear briefing and supervision	
Water born disease	Clients and staff	Brief group to avoid consumption of water and to wash thoroughly on return	

**ACTIVITY: Caving**

**LOCATION/SITE: Generic**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Trips and slips	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 Over suits/waterproofs to be worn on all sessions and appropriate footwear. Caving emergency barrel available
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
Entrapment	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
Falling objects	Clients and staff	Use of UIAA/CE Approved helmets regularly checked and maintained	Dynamic assessing of cave
RADON	RADON	RADON	RADON
Group getting split up	Clients and staff	Clear briefing and regular head counts	Only set challenges that a supervised remotely if it is appropriate for the group



**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 the group attached	Group to be kept by wall well back from drop until attached to line and with supervision
Falling down pitch	Person on, or on approach, descent/ascent	Instructor to have the necessary equipment and qualification to set the rope as necessary	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
Falling down climb or 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 Use of handline if required
Slips and falls moving from bottom of climb to exit/entrance	Clients and staff	Instructor to select the safe and necessary route	

**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	Spotting if required
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	
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	

<p>The climb up to Mushroom Field can be slippery</p>	<p>Clients and staff</p>	<p>Briefing and spotting by instructor</p>	<p>Avoid if there is any concern about the group</p>
<p>Climbing down the slope at the back of Mushroom Field</p>	<p>Clients</p>	<p>Briefing: group beforehand re single file Instructor spotting at base of slope</p>	<p>Rope can be provided Avoid if concerned about the group</p>
<p>'Dig' is unsafe</p>	<p>Clients and staff</p>	<p>Avoid with groups</p>	

**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	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 slips on limestone pavement	Clients and staff	Briefing and spotting Helmets to be worn	Clients briefed not to run Clients briefed to look where they are walking

**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?
<u>On Approach:</u> Going over stile into main shaft of Alum Pot	Clients	Clients must not go over the stile	Prior warning in instructor briefing
Stream flowing into Alum Pot has very slippery rocks	Clients and staff	Group briefed and must wear helmets Instructor spotting where needed	The stream may be crossed higher up if necessary
Trips and slips on limestone pavement	Clients and staff	Group briefing and instructor spotting Helmet to be worn	Care to be taken if icy or snow covered
<u>Entrances:</u> Trips and slips on all entrances	Clients and staff	Briefings All to wear helmets	Spotting and assisting
Middle entrance has a deep hole on left hand side	Clients	Briefing and spotting by instructor	
At Diccan entrance, stream leads to Diccan pot	Clients	Briefing: group members must not follow downstream Instructor protection/spotting hazard area @ the crawl	Avoid if water is rising

Middle Entrance waterfall /St Pauls	Clients	Instructor to spot and manage appropriately	Challenge to be appropriate for group on the day Rope if necessary
Risk of falling at Dr Bannister's	Clients	Hand line used to support clients when climbing up or being lowered Check belays before rigging	Assisted hand lines can be rigged for ascent Avoid using Dr Bannister's if too much water is coming down Ensure good group management
Rising water	Clients and staff	Staff judgement informed by local knowledge and up to date weather forecast	Choice of cave depending on weather forecast

**ACTIVITY: Caving**

**LOCATION/SITE: Thistle & Runscar**

<b>HAZARD?</b>	<b>WHO MIGHT BE HARMED?</b>	<b>HOW IS THE RISK ADEQUATELY CONTROLLED?</b>	<b>WHAT FURTHER ACTION IS TAKEN?</b>
Top entrance to Thistle 2 via shakehole is eroded and slippery	Clients	Single file with no need to rush Spot climb at the bottom	Spotting by instructor
Worm holes in Thistle have the risk of 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	
Lower exit at Runscar 4 has tight crawl and some rocks have become loose	Clients	Avoid with groups	

**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. Brief the group not to be on the road unnecessarily	Time spent on road kept to a minimum
Falling whilst 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  Instructor to be at the front of the group and to keep the group away until pitch is rigged and group have necessary equipment	If water level is considered too high trip to be aborted
Group falling at pitch head	Clients	Instructor to have the necessary training and equipment to rig the pitch and deal with any situation that may arise	Only rigged by approved competent leader
Falling or getting tangled in rope or ladder decent and pitch	All in group		Group to use cows tails whenever near pitch head



**ACTIVITY: Caving****LOCATION/SITE: Yordas**

<b>HAZARD?</b>	<b>WHO MIGHT BE HARMED?</b>	<b>HOW IS THE RISK ADEQUATELY CONTROLLED?</b>	<b>WHAT FURTHER ACTION IS TAKEN?</b>
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	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
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	

**ACTIVITY: Climbing**

**LOCATION/SITE: Generic**

<b>HAZARD?</b>	<b>WHO MIGHT BE HARMED?</b>	<b>HOW IS THE RISK ADEQUATELY CONTROLLED?</b>	<b>WHAT FURTHER ACTION IS TAKEN?</b>
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
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 them aware of the risks	
Equipment/Anchor failure	Clients & staff	All equipment must be to CEA standards and checked & maintained properly. Instructor to have SPA and choose suitable anchors	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 loose clothing Wear appropriate equipment	Brief clients about the risks and how to avoid them

**ACTIVITY: Climbing**

**LOCATION/SITE: Brimham Rocks**

<b>HAZARD?</b>	<b>WHO MIGHT BE HARMED?</b>	<b>HOW IS THE RISK ADEQUATELY CONTROLLED?</b>	<b>WHAT FURTHER ACTION IS TAKEN?</b>
Loss of group member	Instructor & group	Instructor to brief the group not to wander off alone and highlight the dangers of the location.	Regular head counts to be carried out.
Traffic in the car park	Instructor & group	Instructor should make the group aware of the dangers of the car park.	
Low branches, loose and uneven surfaces	Instructor & group	Instructor should brief the group on the potential hazards and offer advice on how to negotiate harder sections.	
Step on to cubic block	Instructor	Instructor to assess conditions on the day and if necessary use a rope to gain access/egress.	Choose another site if conditions are unsuitable.
Falling from a height	Instructor & group	Instructor should be familiar with the layout of the location and avoid areas where the risk cannot be managed.	A briefing should be given on the nature of the environment they are entering and warned that there may be sudden drops.
Entrapment	Group	Instructor should choose an appropriate route and give advice to people.	
Other users	Instructor & group	The group should be briefed on how to conduct themselves around boulders and at the bottom of cliffs when other people are around.	Helmets should always be worn on session.

Cuts and abrasions	Instructor & group	Groups should be kitted out appropriately and should be advised to wear trousers and long sleeves.	Helmets should always be worn.
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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. Climbs should be avoided on the left hand side of the quarry	Designated Safe area for group to wait
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 in safe area
Falling from the crag	Clients and staff	Group monitoring Define clear boundaries Clients at the top of the crag only if there is an instructor and away from the edge Clients and instructor must be clipped in when near crag edge	

**ACTIVITY: Climbing****LOCATION/SITE: Twistleton**

<b>HAZARD?</b>	<b>WHO MIGHT BE HARMED?</b>	<b>HOW IS THE RISK ADEQUATELY CONTROLLED?</b>	<b>WHAT FURTHER ACTION IS TAKEN?</b>
Approach to crag	Clients and staff	As per generic risk assessment and particular care on scree slopes and loose paths and slippery limestone	
Steep and rocky crag base	Clients and staff	Brief group about the risk Define clear boundaries Instructor monitoring Helmets worn	
Slippery polished limestone	Clients	Brief the group about the risk Avoid polished areas	
Falling from the crag	Clients and staff	Group monitoring Define clear boundaries Clients at the top of the crag only if there is an instructor and away from the edge Clients and instructor must be clipped in when near crag edge	

**ACTIVITY: Climbing Artificial Wall**

**LOCATION/SITE: Generic**

<b>All sessions with climbing walls must abide by the rules set down by that particular establishment</b>			
<b>HAZARD ?</b>	<b>WHO MIGHT BE HARMED?</b>	<b>HOW IS THE RISK ADEQUATELY CONTROLLED?</b>	<b>WHAT FURTHER ACTION IS TAKEN?</b>
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 wear helmets Manage group appropriately	Report any wall misuse to management
Equipment failure	Clients and staff	Instructor judgement	
Other wall users	Clients and staff	Avoid busy areas and busy times	
Group control if wall is busy	Clients and other users	Brief the group Define clear boundaries Avoid busy areas and busy times	

Structure failure	Clients and staff		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 ground anchors	Coaching on good belay technique and system backed up by other clients
<b><u>Other Hazards:</u></b>			
Falling when bouldering	Clients and staff	Adequate spotting and supervision of group and ensure landing area is maintained and from free form obstructions Helmets to be worn at all times	
Falling over ground anchor cables	Clients and staff	Briefing beforehand	Brief clients not to go too high whist bouldering



**ACTIVITY: Environmental Studies****LOCATON/SITE: Generic**

<b>HAZARD?</b>	<b>WHO MIGHT BE HARMED?</b>	<b>HOW IS THE RISK ADEQUATELY CONTROLLED?</b>	<b>WHAT FURTHER ACTION IS TAKEN?</b>
Trips & slips	Clients & staff	Appropriate footwear issued Clients made aware of potential hazards and uneven surfaces	Spotting & protecting from potential danger areas
Drowning	Clients & staff	Danger spots protected by instructor and close supervision of the group	
Flooding	Clients & staff	Staff judgement after consulting up-to-date weather forecast	
Weil Disease	Clients and Staff	Brief Group to cover any open cuts & wash their hands before eating	

**ACTIVITY: Expeditions**

**LOCATON/SITE: Generic**

<b>HAZARD?</b>	<b>WHO MIGHT BE HARMED?</b>	<b>HOW IS THE RISK ADEQUATELY CONTROLLED?</b>	<b>WHAT FURTHER ACTION IS TAKEN?</b>
Cold/wet (hypothermia)	All	<p>All participants to wear appropriate clothing and camping equipment for the conditions. Everyone to carry waterproof clothing with them.</p> <p>Spare warm clothing to be carried.</p>	<p>An emergency shelter can be carried amongst the group and can be used to provide shelter at meal times or other stops.</p> <p>Observation of participants looking out for signs of cold.</p>
Rough ground (trips and slips and injuries)	All	Participants to wear appropriate footwear.	Carry first aid material.
Exhaustion	All	All participants to carry enough food and water for the journey (lunch and snacks). Importance of regular fuelling to be stressed.	Journey length to be appropriate for the group and weather conditions.
Micro-organisms	All	Education on the safe use of drinking water, when to boil it or use purification tablets.	Emphasise general hygiene, toileting away from camp and drinking water supply.
Sun/heat (sunburn and heat exhaustion)		<p>Carry and use sun cream where appropriate.</p> <p>Participants to carry and drink plenty of fluids.</p> <p>Wearing of sun hats where appropriate.</p>	

Livestock	All	Try not to disturb livestock. Where possible allow a wide birth, keep quiet so as not to agitate or scare.	
Roads	All	Education regarding road safety. Walking in single file facing oncoming traffic, exercising vigilance.	
Farming/industrial machinery	All	Participants not to touch any machinery encountered.	
Manmade structures	All	Education on construction of dry stone walls/ruins/mine workings and similar constructions.	
	All	Assess conditions of any buildings or ruins before allowing participants to enter. Exercise care around slag heaps.	Do not enter mines or smelt mill chimneys and avoid the areas around the top of bell pits and shafts.
Drops	All	Avoid areas off path around the top of cliffs. Exercise caution around drops, arranging group as appropriate (single file etc.)	Do not allow participants to climb on dry stone walls or ruins.  Education about local geology where appropriate – where to expect and what you find in the bottom of shakeholes and potholes.  Avoid areas at the bottom of loose cliff faces and waterfalls.

Water	All	<p>Avoid crossing major watercourses where there is no crossing point (stepping stones or bridge)</p> <p>Keep off ice covered watercourses.</p> <p>Do not enter deep or fast flowing water.</p>	<p>Ensure no rocks are thrown down drops onto the head of anybody below.</p> <p>Be aware that stepping stones become impassable when a water course is in spate.</p> <p>If a water course has to be forded ensure that the crossing point is shallow with a low enough flow rate to cross in safety. A recognised river crossing technique should be used.</p>
Getting lost/low visibility	All	<p>Navigation training of participants, backed up by supervision by leader.</p> <p>Provision of appropriate navigation equipment (map and compass) along with spares in each group.</p>	<p>Planning of own route by participants from maps in the classroom, describing the route from the features found on the map and measuring distances, height changes and bearings. Then using the data to calculate timings for their journey helps participants to become familiar with the route which they are to walk.</p>
Dark	All	Adequate lighting for use.	
Stoves	All	<p>Participants trained in safe use of stoves and practised at training sessions.</p> <p>Methylated spirits for trangias is transported in appropriate</p>	<p>Where participants provide their own stoves (i.e. gas stoves), they should be made aware of safe usage of stoves that they are using, in particular some stoves can be</p>

Fire	All	<p>vessels (modern plastic fuel bottles)  Burners to be fully extinguished and allowed to cool before refilling.  Stoves not used inside tents.</p> <p>No naked flames inside of tents.</p>	<p>quite unstable and may require to be propped up with rocks or be situated in a hollow. Some stoves (i.e. petrol or paraffin stoves) produce quite large flames during the priming process and need to be used away from tents.</p> <p>Any camp fire needs to be well managed and situated well away from tents. Special attention needs to be paid to the weather and wind direction to ensure that burning embers don't head in the direction of the tents.  Participants need to act sensibly around a fire.</p>
Heavy rucksacks	All	<p>Participants need to limit the weight of their sacks so as not to be carrying a load that will cause them harm. This can be done by distributing group equipment so that stronger participants carry the heavier items.</p> <p>Participants taught how to fit and adjust the rucksack properly onto their back and hips.</p>	<p>The distribution of weight in the sack can be altered to provide the optimal centre of gravity.</p>

**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	Groups should be kitted out appropriately and should be advised to wear trousers and long sleeves.	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 teams 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

Exposure/ hypothermia	Clients & staff	Check that clothes are worn appropriate to the conditions Instructor to carry some spare clothing. A warm drink and a group shelter if forecast is poor. Access up to date weather forecast. Wear suitable clothing	If weather conditions are considered to be too hostile, an alternative activity should be found
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 and exposure	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	Danger spots protected by instructor and close supervision of the group  Staff judgement after consulting up-to-date weather forecast	Group briefing Check that group are comfortable in water or moderate the plan
Flooding	Clients & staff	Appropriate route choice by instructor and instructor positioned appropriately	Choose the venue depending on weather forecast and local knowledge



Strainers and siphons	Clients and staff	Instructor positioned appropriately	Be aware of changing water levels
Falling from height	Clients and staff	Instructor to brief and manage the group suitably	Set clear waiting points

**ACTIVITY: Gorge Walk**

**LOCATION/SITE: Arn Gill**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
'Climbs' at the top 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 Single file	Good group supervision
Track on river left is eroding in certain places	Clients and Staff	Good group management Choice of route	Instructor monitoring
Pipes under road	Clients and staff	Judgement of water levels If levels high, enter well above	
Fence strainer	Clients and staff	Judgement of water levels If levels high, enter well above	

**ACTIVITY: Gorge Walk**

**LOCATION/SITE: Hell Gill**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Drowning	Clients & staff	Bouyancy aids must be worn in the gorge Ensure they are properly adjusted	
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 Instructor to be positioned appropriately to carry out a rescue if necessary 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 Instructor to be positioned appropriately to carry out a rescue if necessary If the in-situ rope is used, check the rope and anchors Avoid using rope where failure may cause injury Don't use overhead rope to descend jump
Slippery surfaces	Clients and staff	Brief the group about walking in the streamway	Identify slippery areas to the group In very slippery areas, get clients to sit and slide
Climbs	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

Defection!	Clients	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 exhaustion	Clients & staff	To avoid overheating on hot days, buoyancy aids & waterproofs, etc. could be carried to the start of the gorge	
Stile	Clients & Staff	Instructor to spot if required	
Last waterfall at stile	Clients	Instructor to usher towards stile	Briefing beforehand

**ACTIVITY: Gorge Walk**

**LOCATION/SITE: Mill Gill**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Fast flowing water	Clients & staff	Assess suitability of water conditions. Pick appropriate sections of the streamway to enter in high water	Physical assistance may be required to ford certain parts of the streamway in high water (especially with small group members)
Flooding	Clients & staff	Staff judgement after consulting up-to-date weather forecast and stream levels at Low Mill Knowledge of flood escape points	Choose the most appropriate section of the streamway depending on conditions Curtail the activity if water rises too much
Lower Waterfall	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 <sup>nd</sup> Waterfall – Waterfall below bridge	Clients & staff	As above and protect climb appropriately Ensure safe area at top and bottom of waterfall are made clear	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	Groups not to be allowed behind the waterfall and are not to walk on the river right side in that area due to a recent rock fall. (Rock fall happen Jan 2014)	
Path above Gill side	Clients & staff	Highlight the obvious dangers in group briefing Instructor monitoring and spotting where appropriate	

**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, helmets and cows tails.	Clients/staff must always be clipped in when on the course
Unclipping on platforms	Clients	Careful observation and guidance Full safety briefing	
High winds	Clients & staff	Check the weather forecast and observation of movement of trees.	Do not use the high ropes in winds above force 5
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	<p>Helmets are to be worn at all times on the course and must meet current 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>
Equipment failure	Clients & staff	<p>Checks to be done every month</p>	<p>Regular maintenance of equipment</p>
Stuck on high ropes course	Client	<p>Appropriately trained instructor to carry out rescue techniques</p>	<p>Assess group and set challenges appropriate</p>



**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 BA's comply with CEA standards & subject to annual float checks	Clients given pre-session briefing on capsize drill Only instructors with appropriate qualification or/and in-house assessment to be in charge of session
Hypothermia/ Exposure	Clients and Staff	Qualified staff judgment on conditions i.e. wind etc.	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 Brief group how to sit in canoe or kayak	Check clients' footwear for loose laces etc. All boats visually checked before start of each session by instructor in charge
Injury through lifting	Clients and staff	Brief group on correct manual handling techniques	Instructor to supervise loading and unloading of trailer
Injury due to collision	Clients and staff	Appropriate group briefing and observation	
Cut feet	Clients and staff	Footwear to be worn at all times	Checks to be made on banks

**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
Head impact in shallows	Clients and staff	Canoeing helmets meeting BCU approved standards worn when on or near the water	Minimise chance of capsizing in the shallows
Other water users	Clients and Staff	Instructor observation	Keeping away from other water users including swimmers
Entanglement in trees at water's edge	Clients	Move out away from sides	Instructor to be in position of most usefulness
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 if required	Pre weather checks Observation during session Change of venue/activity

**ACTIVITY: Kayak & Canoe**

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

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
Head impact in shallows	Clients and staff	Canoeing helmets meeting BCU approved standards worn when on or near the water	Minimise chance of capsizing in the shallows
Other water users	Clients and Staff	Instructor observation	Keeping away from fishermen
Entanglement in trees at water's edge	Clients	Move out away from sides	Instructor to be in position of most usefulness
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

**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 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	BA'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 to be in position of most usefulness
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, e.g. drive through campsite
Impalement on shallow water posts	Clients and staff	Brief group about dangers, set boundaries for group	
Being hit with paddle	Clients and staff	Group briefing and observation	

**ACTIVITY: Lake Kayak & Canoe**

**LOCATION/SITE: Semerwater**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
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 to be in position of most usefulness
Fishing lines	Clients	Instructor observation & keeping group away from fishermen	Groups are not allowed in the NE quadrant of the lake, this is a designated fishing area
Traffic	Clients and staff	Instructor observation Set boundaries	
Getting washed down the river Bain	Clients	Appropriate instructor positioning, group briefing	
Getting hit with paddle	Clients and staff	Group briefing and observation	

**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	Instructor to carry a knife
Being hit by poles and barrels	Clients and staff	Helmets must be worn during construction and when on the water Poles should be carried by two people	Brief the group about the risks
Swimmers and kit dispersed in the water	Clients	Instructor on the water in canoe with a throw line	Clear briefing about the risk and procedure
Traffic	Clients and Staff	As for Kayak & Canoe at Semerwater	

**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 and gloves and suitable clothing to be worn
Exposure/ Hypothermia	Clients & staff	Check weather reports, change venue if needed 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. Fluorescent bibs to be worn by all members
Injury from pedals & cogs	Clients & staff	When appropriate long trousers to be worn, not baggy	Tape to be wrapped around trouser legs, or tucked into socks

<p>Losing group members</p>	<p>Clients</p>	<p>Group briefing  Monitor group numbers  Good control of group – set obvious markers</p>	
<p>Injury due to manual handling of bikes</p>	<p>Clients &amp; staff</p>	<p>Briefing on good lifting technique  Size bike to client appropriately</p>	<p>Instructors to assist loading of trailer</p>



**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	Clients & staff	Brief the group about the dangers of branches swinging back, about taking care near barbed wire and thorn bushes and generic stinging plants	Group should be advised on suitable clothing, such as, long sleeved top and long trousers
Becoming lost	Clients	Brief group about what to do if lost Ensure everyone is clear about the plan before setting out and have a appropriate structure to the session 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	Check with landowner if stock is in the chosen area, and brief the group accordingly Be aware of other animals and wildlife in the vicinity	Visually check the area for potentially dangerous stock and take appropriate steps Keep an eye on animals

Exposure/ hypothermia	Clients & staff	Access up to date weather forecast Wear suitable clothing Choose appropriate venue	If possible observe group during session Plan the course so that walls and fences cannot be us as a short cut
Falling off walls and fences	Clients	Brief group not to climb on/over walls or fences and the risks involved	

**ACTIVITY: Orienteering /village quiz**

**LOCATION/SITE: Askrigg Village**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Traffic	Clients	Brief the group about the dangers of cars and buses moving in and out Only to cross roads in designated areas	Place group leader in appropriate place
Other village users	Clients and staff	To make group aware of other village users and brief accordingly Group to be remotely supervised throughout session	

**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 to monitor site throughout session
Car park	Clients	Brief the group about the dangers of cars and buses moving in and out	Staff to monitor site throughout session
Other activities on site	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, e.g. Archery
Leaving centre grounds	Clients	Brief the group on boundaries of centre	

**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	
Sticks and trees falling	Clients and staff	Avoid the wooded area if wind presents a significant risk of tree fall.	

**ACTIVITY: Walking above and below  
600m**

(Including environmental & nature walks)

**LOCATION/SITE: Local/Generic**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Exposure/hypothermia	Clients and staff	Check that appropriate clothes are worn to the conditions. Instructor to carry spare clothing, fluid and a KISSU if necessary	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 if appropriate	
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	
Traffic	Clients and staff	Appropriate supervision when around traffic	Instructors to position themselves in position of most usefulness
Rivers	Clients and staff	Only to cross rivers at suitable points and in suitable conditions. Briefing of group to ensure hazards of getting too close to the water are understood	Water levels to be considered
Gate and stiles	Clients and staff	Instructor to monitor group and spot where appropriate	

**ACTIVITY: Walking (night)**

**LOCATION/SITE: Generic**

HAZARD?	WHO MIGHT BE HARMED?	HOW IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS TAKEN?
Cold Exposure/hypothermia	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 groups to stay together and follow the route set by instructor Visiting leader to shadow the group	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 a minimum of 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 ensure that groups do NOT shine torches at cars
Darkness	Clients and staff	Ensure that the group carries adequate torches	
Gates and stiles	Clients and staff	Brief group appropriately about the use of gates and styles	

**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
Falling due to Harness not fitted correctly	Clients and 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
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 Safe areas at top should be designated	



Quarry walls/climbing	Clients	Briefing with instruction not to climb the walls	
Slippery take off platform	Clients/staff	All clients to be secured to safety rope when on platform standing away from the platform until clipped on to safety rope Instructor to be clipped on a separate safety rope	
Fingers entrapment	Clients	Brief where hands should be placed	
Group members being lowered incorrectly	Clients	Brief the assistant/visiting staff thoroughly and demonstrate	Instructor may walk down and give assistance
Inversion	Clients	Good group briefing on how to hold ropes Chest harness to be used if necessary	
Falling from step ladder	Staff	Group to be briefed and ladders to be securely held	