

HAZARD	WHO IS AT RISK	PROBABILITY OF HAZARD	POTENTIAL SEVERITY OF HAZARD	PRECAUTIONS	ACTION INITIATED BY
<p>These are the perceived risks for all activities. As no two sessions will be the same, instructors are to constantly assess the risks involved and associated with the activity they are leading. Instructors are to make ongoing dynamic risk assessments as their session progress. The NGB qualifications, in house training, activity guidelines and risk assessments enable instructors to achieve this.</p>					
TRANSPORT					
A Injury from accident	Clients, Employees and Third Parties	A LOW	A HIGH	A Seatbelts fitted A Regular documented vehicle checks A Driver qualified to drive vehicle A Knowledge of local roads A Speed control: all drivers to have driving induction A First aid kit carried and staff first aid qualified	Instructor and Management
B Traffic hazard entering and leaving vehicle	Clients, Employees and Third Parties	B LOW	B HIGH	B Sensible parking B Group supervision and control	Instructor and Management
C Traffic hazard when crossing and following roads	Clients, employees and Third Parties	C LOW	C HIGH	C Group size kept small (max 20:2staff) C Group briefing prior to crossing or following road C No more than 2 abreast on roads C Group briefed to move to one side on the shout of ' CAR' C Instructor knowledge of road, safe crossing and waiting areas	Instructor and Management
OTHER ISSUES RELEVANT TO ALL ACTIVITIES AND GROUPS					
A Dangers associated with 'Strangers'	Clients, Employees and Third Parties	A LOW	A HIGH	A Records kept of all staff visitors and all visitors to site to report to office on arrival A All staff to talk to and inform office of presence of strangers on site A Unaccompanied off site groups (orienteering) kept to a minimum of 3 and given brief on what to do.	Instructor and Management
B Injury from activity environment	Clients, Employees and Third Parties	B LOW	B HIGH	B Instructors to be aware of risk assessment and manage any risk accordingly	Instructor and Management
C Heavy clients	Clients, Employees and Third Parties	C LOW	C HIGH	C A 20 stone (127 kg) weight limit has been put on High Ropes Courses, Climbing (indoor and outside), Ghyll Scrambling and Mountain Biking. C Clients will be assessed on the day for other activities.	Instructor and Management
D Heat exhaustion	Clients, Employees and Third Parties	D LOW	D MEDIUM	D Group should be dressed accordingly and monitored. D Water supply carried by group and Instructor D Activity content altered to suit prevailing conditions	Instructor and Management
E Hypothermia	Clients, Employees and Third Parties	E LOW	E HIGH	E Group dressed appropriately for activity and to suit expected weather before leaving the centre E Group monitored throughout the session E Spare clothing, warm drink and group shelter carried by Instructor E Alter session content to suit prevailing weather	Instructor and Management
F Recording near misses, incidents and accidents	Client, Employees and Third Parties	N/A	N/A	F After any near miss, incident or injury an Accident or Near Miss Form MUST be completed	Instructor and Management

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THE WOODS: MAJOR OAK					
A Fall from a height	Clients, Employees and Third Parties	A LOW	A HIGH	A Instructor trained in belay systems and tie in procedure A Belaying supervised at all times	Instructor and Management
B Equipment failure	Clients, Employees and Third Parties	B LOW	B HIGH	B Regular documented equipment checks	Instructor and Management
C Swinging and hitting pole following fall or jump	Clients	C LOW	C HIGH	C Group briefed so participants are prepared and can fend off if needed. C Briefed not to leap out from top pole. C Helmet worn	Instructor and Management
THE WOODS: BEAR HUNT					
A Participants blindfolded so unable to see hazards	Clients	A MEDIUM	A MEDIUM	A Group kept together and closely supervised by Instructor	Instructor and Management
B Injury from unseen hazard	Clients, Employees and Third Parties	B MEDIUM	B LOW	B Helmets worn to protect head B Instructor 'spots' group in hazard areas	Instructor and Management
THE WOODS: CAUSEY CAUSEWAY					
A Equipment failure	Clients, Employees and Third Parties	A LOW	A HIGH	A Regular documented equipment checks	Instructor and Management
B Fall from height	Clients, Employees	B LOW	B HIGH	B Instructor trained in belay systems and tie in procedure B Belaying supervised at all times	Instructor and Management
C Injury from contact with bridge	Clients, Employees	C LOW	C MEDIUM	C Belay kept tight at all times C Helmets worn	Instructor and Management
THE WOODS: LUMBER LADDER					
A Finger trap between rung and tree	Clients, Employees	A LOW	A MEDIUM	A Group briefed on correct climbing technique	Instructor and Management
B Fall from height	Clients, Employees	B LOW	B HIGH	B Instructor trained in belay system and tie in procedure B Belaying supervised at all times	Instructor and Management
C Equipment failure	Clients, Employees and Third Parties	C LOW	C HIGH	C Regular documented equipment checks	Instructor and Management
THE WOODS: MONKEY PUZZLE					
A Banging head at top of hoist	Clients	A LOW	A HIGH	A Group briefing on speed control A Helmets worn	Instructor and Management
B Finger trap in pulley	Clients	B LOW	B HIGH	B Briefing on hand position	Instructor and Management
C Fast descent / hard landing	Clients, Employees and Third Parties	C MEDIUM	C HIGH	C Group briefing and Instructor control	Instructor and Management
D Falling while hoisting / lowering and being dragged by the rest of group	Clients, Employees	D LOW	D MEDIUM	D Instructor supervision and group control	Instructor and Management
E Equipment failure	Clients, Employees and Third Parties	E LOW	E HIGH	E Regular documented equipment checks	Instructor and Management

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THE WOODS: CROWS NEST					
A Equipment failure	Clients, Employees and Third Parties	A LOW	A HIGH	A Regular documented equipment checks	Instructor and Management
B Fall from height	Clients, Employees	B LOW	B HIGH	B Instructor trained in belay system and tie in procedure B Belaying supervised at all times	Instructor and Management
C Inversion whilst lowering	Clients	C LOW	C HIGH	C Instructor in charge of belay to make sure of a slow decent. C Client watched at all times.	Instructor and Management
THE WOODS: STAIR ROD					
A Equipment failure	Clients, Employees and Third Parties	A LOW	A HIGH	A Regular documented equipment checks	Instructor and Management
B Fall from height	Clients, Employees	B MEDIUM	B HIGH	B Instructor trained in belay system and tie in procedure B Belaying supervised at all times B Groups briefed on cows-tails use and closely supervised	Instructor and Management
C Fall from access bridge	Clients, Employees and Third Parties	C LOW	C MEDIUM	C Rope handrails to be used C Instructor to follow and 'spot' on wet days if bridge is slippery	Instructor and Manager
D Injury from contact with pole	Clients, Employees	D LOW	D HIGH	D Belay kept tight at all times D Helmets worn	Instructor and Manager
THE WOODS: BELL TOWER					
A Fall from height	Clients, Employees	A LOW	A HIGH	A Instructor trained in belay system and tie in procedure A Belaying supervised at all times	Instructor and Management
B Equipment failure	Clients, Employees and Third Parties	B LOW	B HIGH	B Regular documented equipment checks	Instructor and Management
C Fall from access bridge	Clients, Employees and Third Parties	C LOW	C MEDIUM	C Climber to be clipped in before crossing the bridge and unclipped when back on ground	Instructor and Management

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THE WOODS: CHAPMAN'S CROSSING					
A Un roped fall from take off point	Clients, Employees and Third Parties	A LOW	A HIGH	A Instructor wears safety rope A Participants connected to system away from edge A Waiting area to be clearly defined and adhered to	Instructor and Management
B Fall from height	Clients, Employees and Third Parties	B MEDIUM	B HIGH	B Instructor trained in tie in procedure B Group briefing on cows-tails use and closely supervised	Instructor and Management
C Finger trap in pulley	Clients, Employees	C LOW	C MEDIUM	C Pull rope used to keep hands away from wire C Briefing on hand position	Instructor and Management
D Equipment failure	Clients, Employees and Third Parties	D LOW	D HIGH	D Regular documented equipment checks	Instructor and Management
THE WOODS: CANYON CROSSING					
A Slip down bank	Clients, Employees and Third Parties	A LOW	A HIGH	A Group briefed to use established path A Path roped off A Group briefed to stay in waiting area	Instructor and Management
B Equipment failure	Clients, Employees and Third Parties	B LOW	B HIGH	B Regular documented equipment checks	Instructor and Management
C Fall from height	Clients, Employees and Third Parties	C LOW	C HIGH	C Instructors trained in tie in procedures	Instructor and Management
D Finger trap in pulley	Clients, Employees	D LOW	D MEDIUM	D Briefing on hand position	Instructor and Management
E Landing	Client, Employee	E MEDIUM	E MEDIUM	E Group briefing on procedure E Instructor control speed of descent E Rubber crumb matting in place to provide softer landing and slipping and prevent bank erosion E Slower gold pulley used by instructor	Instructor and Management
THE WOODS: RAPID WALK					
A Slip down bank	Clients, Employees and Third Parties	A LOW	A HIGH	A Group briefed to use established path A Path roped off A Group briefed to use safety wire in waiting area	Instructor and Management
B Equipment failure	Clients, Employees and Third Parties	B LOW	B HIGH	B Regular documented equipment checks	Instructor and Management
C Fall from height	Clients, Employees	C MEDIUM	C HIGH	C Instructor trained in belay systems and tie in procedure C Group briefing on cows-tail use C Group supervised at all times	Instructor and Management
C Un-roped fall from finish platform	Clients, Employees and Third Parties	C MEDIUM	C HIGH	C Group briefing on safety procedure C Safety wire to waiting area	Instructor and Management

HAZARD	WHO IS AT RISK	PROBABILITY OF HAZARD	POTENTIAL SEVERITY OF HAZARD	PRECAUTIONS	ACTION INITIATED BY
THE WOODS: TARZAN SWING					
A Fall from height	Clients, Employees	A LOW	A HIGH	A Instructor trained in belay system and tie in procedure	Instructor and Management
B Equipment failure	Clients, Employees and Third Parties	B LOW	B HIGH	B Regular documented equipment checks	Instructor and Management
C Collision with platform on takeoff or swing back	Clients	C MEDIUM	C MEDIUM	C Insure swing is fully tensioned C Instructor spotting	Instructor and Management
D Uncontrolled descent	Clients	D MEDIUM	D HIGH	D Instructor in control of descent rope	Instructor and Management
E Grigri failure	Client	E LOW	E HIGH	E As this is not a hands free device some slippage may occur E A knot is tied as back up	Instructor and Management
GOOSEWELL HIGH ROPES COURSE					
A Equipment failure	Client, Employee and Third Parties	A LOW	A HIGH	A Regular documented equipment checks	Instructor and Management
B Fall from height	Client, Employee	B MEDIUM	B HIGH	B Group briefing and practice on low level section B Instructor trained in belay systems and tie in procedure B Individuals supervised at all times: also see 'Double Unclipping'	Instructor and Management
C Double unclipping of cows-tails	Client, Employee	C MEDIUM	C HIGH	C Recording of incidents has identified problem areas. Where possible clip in points have been improved and made more obvious i.e. ladder after Coopers Bridge C Staff training includes prevention of this problem as well as identifying specific points to supervise the group from, preventing one Instructor being responsible for too many clients. C All incidents are to be logged on a Near Miss form and discussed on how to prevent it happening again.	Instructor and Management
C Grigri failure on zip wire	Client, Employee	C LOW	C HIGH	C As this is not a hands free devise some slippage may occur. C A sling a krab are used as back up	Instructor and Management
D Finger trap in a zip trolley	Client, Employee	D LOW	D MEDIUM	D Group briefed on hand position	Instructor and Management
F Head injury from above: dropped gear, hitting head on platform etc	Client, Employee and Third Parties	F MEDIUM	F HIGH	F Helmets must be worn F Third parties observe at their own risk.	Instructor and Management
G Head contact with zip trolley	Client, Employee	G LOW	G HIGH	G Helmets must be worn G Instructor covers corner of the trolley while client steps down the ladder so preventing the client from pulling the trolley back towards them	Instructor and Management

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OUTDOORS CLIMBING					
A System failure	Clients, Employees and Third Parties	A LOW	A HIGH	A SPA Instructor in charge of session set up A All instructors familiar with site and system used	Instructor and Management
B Fall from height / poor belaying	Clients, Employees	B MEDIUM	B HIGH	B Instructor familiar with belay system and tie in procedure B Belay supervised at all times	Instructor and Management
C Fall when bouldering	Clients, Employees	C MEDIUM	C MEDIUM	C Groups briefing to identify height limit and spotting procedure C Group supervised at all times	Instructor and Management
D Head injury from e.g. falling rock	Clients, Employees and Third Parties	D LOW	D HIGH	D Helmets to be worn D Briefing on the 'BELOW' call system	Instructor and Management
E Injury from crag environment while not climbing	Client, Employees and Third Parties	E LOW	E HIGH	E Safe areas defined E Instructor to maintain group control	Instructor and Management
F Equipment failure	Client, Employees and Third parties	F LOW	F HIGH	F Regular documented equipment checks	Instructor and Management
INDOORS CLIMBING					
A System failure	Client, Employee and Third Parties	A LOW	A HIGH	A SPA instructor in charge of session A All instructors familiar with session content A Regular documented equipment checks	Instructor and Management
B Equipment failure:	Client, Employee and Third Parties	B LOW	B HIGH	B Regular documented equipment checks	Instructor and Management
C Fall from height / poor belaying	Client, Employee and Third Parties	C MEDIUM	C HIGH	C Instructor familiar with belay system and tie in procedure C Belaying supervised at all times	Instructor and Management
D Fall when bouldering	Client, Employee	D MEDIUM	D MEDIUM	D Group briefing to identify height limit and spotting procedure D Group control maintained	Instructor and Management

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GHYLL SCRAMBLE					
A Injury from ghyll environment	Clients, Employees and Third Parties	A MEDIUM	A HIGH	A Helmets to be worn A Group briefing at start A Supervision through each section with briefing where needed A Instructors familiar with hazards A Staff training to include instructor positions identified on each section	Instructor and Management
B Drowning	Clients, Employees and Third Parties	B LOW	B HIGH	B Instructor familiar with deep spots B Group briefed on procedure prior to entering section B Option for weak / non swimmers to walk on bank	Instructor and Management
C High water level	Clients, Employees and Third Parties	C MEDIUM	C HIGH	C Instructor familiar with how water levels affect each section C Alternative route available on bank C If in doubt visit ghyll before session to assess C Cancel session if necessary	Instructor and Management
D Exposed areas on bank	Clients, Employees and Third Parties	D MEDIUM	D HIGH	D If having to walk on bank, group supervised at all times D Accompanying spectators directed but are responsible for own safety	Instructor and Management

HAZARD	WHO IS AT RISK	PROBABILITY OF HAZARD	POTENTIAL SEVERITY OF HAZARD	PRECAUTIONS	ACTION INITIATED BY
KAYAKING / CANOEING					
A Injury carrying boats	Client, Employee and Third Parties	A LOW	A MEDIUM	A Group briefed on correct carry method	Instructor and Management
B Drowning	Client, Employee	B LOW	B HIGH	B Correctly fitted buoyancy aid worn at all times B Briefing on capsize drill B L2 coaches on all sessions B Weak / non swimmers identified and monitored	Instructor and Management
C Injury from paddle blades	Client, Employee and Third Parties	C LOW	C MEDIUM	C Group supervision at all times C Briefing to instill awareness	Instructor and Management
C Equipment failure	Client, Employee	C LOW	C HIGH	C Regular documented equipment checks	Instructor and Management
E Fingers trapped between boats	Client, Employee	E MEDIUM	E MEDIUM	E Group briefed on prevention	Instructor and Management
F Falls due to standing in / on boats	Client, Employee	F MEDIUM	F HIGH	F Group briefed on standing and supervised	Instructor and Management
G Contact with moterised craft	Client, Employee	G LOW	G HIGH	G Group kept together G Instructor to be aware of surroundings beyond group	Instructor and Management
H Paddle cage	Client, Employee and Third Parties	H LOW	H HIGH	H Instructor to open and close the cage and hand out paddles H Instructor to maintain group control	Instructor and Management
MOUNTAIN BIKING					
A Fall from bike	Client, Employee	A MEDIUM	A HIGH	A Helmet to be worn and correct size of bike with saddle adjusted to suit height A Group briefing on riding skills and practice session on games field A Non riders identified and swapped to alternative activity A Instructor training in riding technique A Control of group speed A Well maintained bikes	Instructor and Management
B Equipment failure	Client, Employee	B LOW	B HIGH	B Regular documented equipment checks B Instructor training in roadside maintenance and tool kit (carried at all times)	Instructor and Management
C Injury from other traffic	Client, Employee	C MEDIUM	C HIGH	C Instructor training and group control C Instructor familiar with route C Single file on left hand side of roads strictly adhered to	Instructor and Management

HAZARD	WHO IS AT RISK	PROBABILITY OF HAZARD	POTENTIAL SEVERITY OF HAZARD	PRECAUTIONS	ACTION INITIATED BY
ARCHERY					
A Injury from arrow	Client, Employee and Third Parties	A LOW	A HIGH	A Instructor holds GNAS leader or equivalent experience and training A Group briefing carried out A Group control maintained A Line discipline adhered to A Brief on carrying arrows A Correct set up of range with safety areas and warning signs in place	Instructor and Management
B Injury from bow string	Client, Employee	B LOW	B MEDIUM	B All group member to wear long sleeves B Arm guards available	Instructor and Management
C Boss falling from stand	Client, Employee	C LOW	C HIGH	C Correct set up of equipment C Group briefing on removal of arrows from boss C Boss secure correctly	Instructor and Management
D Indoor Archery	Client Employee	D LOW	D MEDIUM	D Group briefing on the importance of only firing at targets to prevent hitting the walls or ceiling.	Instructor and Management
ORIENTEERING					
A Injury from environment	Client, Employee	A MEDIUM	A MEDIUM	A Group briefing A Instructor familiar with course and hazards	Instructor and Management
B Road safety	Client, Employee	B LOW	B HIGH	B Group briefing B Keep to one side of road	Instructor and Management
C Lost group member	Client	C LOW	C HIGH	C Instructor to maintain group control C Group briefed on safety C If going offsite, groups of 3 min and Instructor to shadow C Management notified immediately	Instructor and Management
NEWLANDS CHALLENGE					
A Injury from equipment	Client, Employee and Third Parties	A LOW	A LOW	A Regular documented equipment checks A Group briefing on handling planks, crates etc A Instructor familiar with equipment used and correct use	Instructor and Management
B Falling from equipment	Client, Employee	B MEDIUM	B LOW	B Instructor or group spotting where necessary	Instructor and Management
C Finger / foot tap	Client, Employee	C MEDIUM	C LOW	C Group briefing on correct technique	Instructor and Management

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EVENING ACTIVITIES					
A Injury from Eathball	Client, Employee and Third Parties	A LOW	A MEDIUM	A Group briefing A Strict group control A Instructor training includes 'DO's and DON'T's	Instructor and Management
B Large excited group	Client, Employee and Third Parties	B MEDIUM	B MEDIUM	B Group control maintained B Group briefing B Selection of activity suitable to group B Instructor training in suitable activities	Instructor and Management
C Collision with other person	Client, Employee and Third Parties	C MEDIUM	C MEDIUM	C Group control to be maintained	Instructor and Management
C Injury from hockey stick	Client, Employees	C MEDIUM	C MEDIUM	C No stick above waist height C Group briefing C Group control	Instructor and Management
WILD CAMPING					
A Injury from the environment	Client, Employee	A MEDIUM	A HIGH	A Instructor holds Summer ML as minimum qualification A Mobile phone carried A Any changes to planned route, campsite relayed to centre A Group briefing A Group control maintained	Instructor and Management
B Burns from stoves	Client, Employee	B MEDIUM	B HIGH	B Groups trained and practiced in lighting stoves before leaving centre B Group supervision	Instructor and Management
C Drinking water	Client, Employee	C LOW	C HIGH	C All water to be purified before drinking C Group briefed on why this is important and how to do it	Instructor and Management
D Weather	Client, Employee	D MEDIUM	D HIGH	D Weather forecast consulted before leaving centre D Sheltered campsites used	Instructor and Management
E Lack of food	Client, Employee	E LOW	E HIGH	E Groups monitored at mealtimes E Extra food carried by Instructor	Instructor and Management
F Illness due to poor hygiene	Client, Employee	F LOW	F HIGH	F Group briefed on washing hands using anti bacterial gel after toilet stops and before food prep	Instructor and Management
NIGHT DROP					
A Disorientation	Client, Employee	B LOW	B LOW	A Torches carried A Instructor to shadow group and familiar with pre planned route A Map and mobile phone carried	Instructor and Management
B Road safety	Client, Employee	C LOW	C HIGH	B Group briefed on safety B Group to keep to left side of road B Small groups B Group control maintained	Instructor and Management

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TYROLEAN CROSSING					
A System failure	Client, Employee and Third Parties	A LOW	A HIGH	A MIA, SPA instructor in charge of session A All instructor familiar with site and system used	Instructor and Management
B Fall from height	Client, Employee	B LOW	B HIGH	B Instructor familiar with tie in procedures	Instructor and Management
C Equipment failure	Client, Employee and Third Parties	C LOW	C HIGH	C Regular documented equipment checks	Instructor and Management
D Crossing	Client, Employee	D LOW	D HIGH	D Briefing given D Helmets worn	Instructor and Management
E Failed crossing	Client, Employee	E MEDIUM	E HIGH	E Instructor familiar and trained in rescue procedures	Instructor and Management
F Injury from environment	Client, Employee and Third Parties	F MEDIUM	F HIGH	F Briefing given F Safe areas defined	Instructor and Management
ABSEIL					
A System failure	Client, Employee and Third Parties	A LOW	A HIGH	A SPA instructor in charge of session set up A All instructors familiar with site and system used	Instructor and Management
B Fall from height / poor belaying	Client, Employee	B LOW	B HIGH	B Instructor familiar with belay system and time in procedure B Belay supervised at all times	Instructor and Management
C Water (waterfall abseil)	Client, Employee	C LOW	C HIGH	C Group briefed on dangers associated with water C Brief given on how to descend C Group monitored at all times	Instructor and Management
D Head injury from falling rock	Client, Employee and Third Parties	D LOW	D HIGH	D Helmets worn D Briefing on 'BELOW' call system	Instructor and Management
E Equipment failure	Client, Employee and Third Parties	E LOW	E HIGH	E Regular documented equipment checks	Instructor and Management
F Injury from crag area when not abseiling	Client, Employee and Third Parties	F MEDIUM	F HIGH	F Safe areas defined F Group control maintained	Instructor and Management

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MOUNTAIN WALK					
A Road Safety	Client, Employee and Third Parties	A LOW	A HIGH	A Small group, 1:10 A Group Control, single file on one side strictly adhered to A Group briefing to install awareness A Instructor familiar with local roads.	Instructor and Management
B Water	Client, Employee	B LOW	B HIGH	B Instructor familiar with the area. B Group control to prevent swimming. B Group briefing to install awareness.	Instructor and Management
C Hypothermia	Client, Employee	C LOW	C HIGH	C Group dressed accordingly and monitored. C Spare clothing, warm drink, group shelter carried C Route altered to suit prevailing weather.	Instructor and Management
D Heat exhaustion	Client, Employee	D LOW	D HIGH	D Group dressed accordingly and monitored. D Spare clothing, water supply carried. D Route altered to suit prevailing weather.	Instructor and Management
E Injury from mountain environment below 600 meters.	Client, Employee	E MEDIUM	E HIGH	E Instructor familiar with route and alternatives E Group control E Group briefing to install awareness.	Instructor and Management
F Injury from mountain environment above 600 meters	Client, Employee	F MEDIUM	F HIGH	F Instructor holds Summer Mountain Leader Award. F Instructor familiar with route and alternatives. F Route choice appropriate to group ability. F Group briefing to install awareness.	Instructor and Management