

Risks Common To All Activities

COLUMN 1 SIGNIFICANT HAZARD	COLUMN 2 WHO MIGHT BE HARMED?	COLUMN 3 RISK FACTOR P x S	COLUMN 4 How is the Risk Currently Controlled?	COLUMN 5 Further action needed to control risk	COLUMN 6 Completion date
Weather - sun - wind - rain – cold Including hypothermia and Hyperthermia (heat stroke)	Clients/visiting staff/Instructors	1 x 9 = 9 Low	<ol style="list-style-type: none"> 1. Instructor training, induction and monitoring 2. Discussions at morning meetings 3. Pre-Activity briefing of group 4. Pre-Activity check of clients clothing etc. 5. Issuing of extra Personal protective clothing including Waterproofs, sun cream etc. before activity commences 6. Instructors carrying protective shelters, extra warm clothing, sun cream etc. in case of need. 	Monitor instructors awareness and preparedness at monthly meetings	Monthly meetings
Travel to Centre and off-site activities	Clients/visiting staff	1 x 9 = 9 Low	<ol style="list-style-type: none"> 1. Groups either: - a) provide their own transport under their own risk assessments, or: - b) Red Ridge provides coaches from a reputable company with drivers who have completed an ASSET Defensive Driving Course. 	Monitor Coach company and their drivers	
Travel to off-site activities	Instructors	1 x 9 = 9 Low	<ol style="list-style-type: none"> 1. Drivers of centre vehicles have in-house training specific to each vehicle before allowed to drive 2. Drivers are required to have copies of paper licences on file, and fill in a driving history form. This form must be updated if any changes occur. e.g. extra points given or an accident. 	Monitor all drivers	Monthly meetings

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Travel to off-site activities (cont.)	Instructors	1 x 9 = 9 Low	3. Drivers are required to complete an ASSET Defensive Driving Course 4. All vehicles are subject to a regular checking routine and maintained by a reputable local garage.		
Manual Handling issues with lifting and carrying equipment.	Clients/visiting staff/Instructors	1 x 7 = 7 Low	1. Specific Manual Handling Risk Assessments done for all aspects of instructors work. 2. Instructor training, induction and monitoring covering manual handling tasks for both instructors and groups 3. Provision of suitable equipment to ensure ease of carrying e.g. Rope bags, rucksacks etc. 4. Briefing of groups before start of activity 5. Monitoring of practice by instructors and group staff while group are lifting/carrying.	Monitor instructor training and practice	Daily

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Incidents/accidents/missing persons etc	Clients/visiting staff/Instructors	1 x 9 = 9 Low	<ol style="list-style-type: none"> 1. Procedures in Codes of Practice. 2. Instructor training, induction and monitoring (including first aid training) 3. Information about group members given to Red Ridge before arrival indicating any potential problems 4. Evacuation list highlighting any medical problems seen by all instructors on group arrival 5. Daily diary notes to remind instructors of any potential problems highlighted by the above and anything else noted during activities. 6. Discussions at morning staff meetings 7. Procedure for discussing group members with visiting staff before each activity session. 8. Pre-Activity briefing of group 	Monitor instructor training and practice	Daily

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Communication problems on activities in case of emergencies.	Clients/visiting staff/Instructors	1 x 7 = 7 Low	<ol style="list-style-type: none"> 1. Procedures in Codes of Practice. 2. Instructor training, induction and monitoring 3. Activities at or near the centre radios are supplied for instructors use. 4. Activities away from the centre mobile phones are supplied for instructors use. 5. Discussions at morning meeting indicate where senior staff are that day and how they can be contacted. 6. Groups Orienteering are called back by the use of a whistle. 	<p>Monitor instructor training and practice</p> <p>Ensure that batteries are charged</p> <p>Ensure credit is ok on phones</p>	Daily
Special Needs Within Groups	Clients	1 x 7 = 7 Low	<ol style="list-style-type: none"> 1. Procedures in Codes of Practice highlighting centre current practice on different activities. 2. Instructor training, induction and monitoring 3. Information about group members given to Red Ridge before arrival indicating any potential problems 4. Evacuation list highlighting any medical problems seen by all instructors on group arrival 	<p>Monitor instructor training and practice</p> <p>Keep 'Activity Leaders List' is up to date to ensure that instructors are appropriately trained for the group that they have.</p>	Daily

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Damaged equipment being used on activities	Clients/visiting staff/Instructors	1 x 9 = 9 Low	<ol style="list-style-type: none"> 1. Procedures in Codes of Practice highlighting centre current practice on different activities. 2. Instructor training, induction and monitoring 3. Daily visual checks at start and end of session 4. Detailed Monthly checking system 5. 'Gash Bin' system for all items that any instructor is not happy with. 6. Equipment logs showing first use date and any significant histories. 	Monitor instructor training and practice	Daily

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Inappropriate / dangerous client behavior during activities	Clients / visiting staff / Instructors	1x9=9 Low	<ol style="list-style-type: none"> 1. Procedures in Codes of Practice highlighting centre current practice on different activities. 2. Instructor training, induction and monitoring 3. Arrival induction talk highlighting potential problems and dangers. 4. Pre-activity briefing highlighting dangers. 5. Individuals who may potentially present a problem should be identified at the morning meeting. Arrangements should be in place to remove these individuals or, if necessary, the entire group, if the Senior Instructor running the activity feels that anybody's safety is threatened. 6. It may be necessary to terminate the activity completely if necessary to maintain safety. 	Monitor instructor training and practice	Daily

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Inappropriate / dangerous client behavior during lunchtime / at end of session	Clients / Visiting staff	1x9=9 Low	<ol style="list-style-type: none"> 1. Procedures in Codes of Practice highlighting centre current practice on different activities. 2. Instructor training, induction and monitoring 3. Arrival induction talk highlighting potential problems and dangers. 4. Evening 'rock talk' and pre-activity briefing highlighting dangers. 5. Pre-activity briefing highlighting dangers. 6. Individuals who may potentially present a problem should be identified at the morning meeting. Arrangements should be in place to remove these individuals or, if necessary, the entire group, if the Senior Instructor running the activity feels that anybody's safety is threatened. 7. Visiting staff should be made aware of their responsibilities at these times and used to help control their groups. 	Monitor instructor training and practice	Daily

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Clients whose behavior is affected by lack of sleep / too much alcohol etc.	Clients / visiting staff / Instructors	1x9=9 Low	<ol style="list-style-type: none"> 1. Procedures in Codes of Practice highlighting centre current practice on different activities. 2. Instructor training, induction and monitoring 3. Arrival induction talk highlighting potential problems and dangers. 4. Pre-activity briefing highlighting dangers. 5. Individuals / groups who may potentially present a problem should be identified at the morning meeting and possibly removed from group before activities start. 6. Arrangements should be in place to remove these individuals or, if necessary, the entire group, if the Senior Instructor running the activity feels that anybody's safety is threatened. 7. It may be necessary to terminate the activity completely if necessary to maintain safety. 	Monitor instructor training and practice	Daily

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Food poisoning from lunches carried out on hot days.	Clients / visiting staff / Instructors	1x5=5 Low	<ol style="list-style-type: none"> 1. Procedures in Codes of Practice highlighting centre current practice on different activities. 2. Instructor training, induction and monitoring 3. Cool boxes and ice packs are to be used to store and transport all lunches when away from centre. Canoe barrels and ice packs will be used on the river. 	Monitor instructor training and practice	Daily
Visiting Staff Being 'Over-helpful' and adjusting safety equipment etc	Clients / visiting staff / Instructors	1x9=9 Low	<ol style="list-style-type: none"> 1. Procedures in Codes of Practice highlighting centre current practice on different activities. 2. Instructor training, induction and monitoring 3. Evening 'rock talk' and all pre-activity briefings highlighting dangers and specifying where areas of responsibility lie. 4. Procedures for instructors to pick up and hand back responsibility for the groups at start and end of session. 	Monitor instructor training and practice	Daily

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Medication brought in by visitors to centre	Clients / visiting staff / Instructors	1x9=9 Low	<ol style="list-style-type: none"> 1. Procedures in Codes of Practice highlighting centre current practice on different activities. 2. Instructor training, induction and monitoring 3. Information collected at booking stage 4. Group induction talk on arrival highlighting dangers and informing visiting staff and groups about use of safes in their rooms, and their responsibilities to others. 	Monitor instructor training and practice	Daily
Medication brought in by individuals without accompanying staff	Clients / visiting staff / Instructors	1x9=9 Low	<ol style="list-style-type: none"> 1. Procedures in Codes of Practice highlighting centre current practice on different activities. 2. Instructor training, induction and monitoring 3. Information collected at booking stage 4. Medication collected on arrival and stored in safes in staff office. 	Monitor instructor training and practice	Daily

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Medication brought in by individuals without accompanying staff cont.	Clients / visiting staff / Instructors	1x9=9 Low	5. Medication only given out by Pete Jones, unless specifically delegated by him to senior staff. 6. Recording procedure for all medication given out. 7. Any spare medication returned when individuals depart.	Monitor instructor training and practice	Daily
Visitors using activity areas or equipment when unsupervised.	Clients / visiting staff	1x9=9 Low	1. Procedures in Codes of Practice highlighting centre current practice on different activities. 2. Instructor training, induction and monitoring 3. Group induction talk on arrival highlighting dangers. 4. Proper storage of all equipment in locked storage areas.	Monitor instructor training and practice	Daily