

Risk Assessment for Lambourne End Centre

Activity

Land Based Activities

Date

8th May 2018

Location

Various

Conducted by Tom Bayley and various competent staff members

Risk	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Trips & Slips	Participants Instructors Site users	High	Site briefing to all users to make them aware of hazards. Grounds maintenance to eliminate potential hazards & cordoned off where necessary. Staff to be up to date on Health & Safety Notices. Footwear to be appropriate for activity and secured accordingly.	Low
Cuts, Abrasions, Contusions & Burns	Participants Instructors Site users	Medium	Appropriate footwear should be worn around the site to protect your feet We advise that recent cuts, abrasions and open burns should be covered to prevent risk of infection. All Lead instructors/Staff to carry Emergency First Aid kit & hold current first aid qualification. Burn kit to be available for use and staff to know of location.	Low
Manual Handling	Participants Instructors Site users	High	Lift things as recommended by instruction. Instructors to ensure of correct lifting techniques when moving people or equipment. Dynamic risk assessment if getting group lifting or carrying.	Low
Hyperthermia, Hypothermia, Sunburn, Heat Stroke & Dehydration	Participants Instructors Site users	Medium	Participants to be dressed appropriately for the activity and conditions. Instructor/Staff to monitor all participants for Signs & Symptoms All Lead instructors/Staff to hold current First Aid qualification. Staff to have awareness of relevant weather forecasts and prevailing conditions. Showers and blankets available on site. Advise Participants to wear sun cream, clothing that covers skin, hats and to carry/ drink more fluids. All Instructors to either have close access to drinking water or to be carrying it.	Low

Risk	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Infection From Zoonoses	Participants Instructors Site users	Medium	Regular checks are made to ensure there are no dead animals in or on activity areas. Fresh cuts, abrasions and open burns should be covered to help prevent infection. Hands should be washed after activities and before eating. All domestic animals on site to be routinely wormed. Correct medical advice to be given following possible infection.	Low
Lone Working	Instructors	High	Instructors must carry a radio and/or phone and be able to communicate with another member of staff or emergency services. Individuals must not use equipment or carry out maintenance without other staff members knowledge.	Low
Splinters	Participants Instructors Site users	Medium	Activity areas and grounds maintenance to eliminate potential hazards. Checks made on a regular basis of equipment. Activity briefing where relevant to include awareness of potential splinters.	Low
Stings from Plants	Participants Instructors Site users	Medium	Briefing to include awareness of such plants. Land maintenance carried out regularly. Antihistamine cream made available on site	Low
Injury due to escaped animal	Participants Instructors Site users	Medium	Radio for assistance to remove animal. Move the group away from animal, Instructor discretion as to whether the session should be momentarily suspended. Lead staff to continual dynamic assess if the session continues.	Low
Other Site Users	Participants Instructors Site users	High	Briefing to include awareness of other site users	Low
Injury due to equipment failure	Participants Instructors	High	Safety checks and maintenance carried out by competent person	Low

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Affect of known medical conditions E.g. Asthma, Epilepsy	Participants Instructors Site users	High	All relevant medical conditions to be made known to the instructor and for the individual to carry their own medication on them or be given to the instructor at the beginning of the activity. Medical form or fire check sheet to be completed and checked before session. Instructors to carry Radio to be able to contact reception for extra assistance if deemed necessary by the lead instructor. All instructors to hold current First aid qualification. Crash bag procedure, if necessary.	Low
Allergies	Participants Instructors Site users	High	All known allergies to be made known to the instructor and for the individual to carry their own medication on them or be given to the instructor at the beginning of the activity. Medical forms to be completed and checked before session. Instructors to carry Radio to be able to contact reception for extra assistance if deemed necessary by the lead instructor. All instructors to hold current First aid qualification. Crash bag procedure, if necessary.	Low
Unauthorised use of Site and equipment	Participants Instructors Site users	High	Equipment and tools put away after use. Gates to access areas are closed and where there is a padlock locked after use. Main gate is closed at the end of the working day. All groups briefed on unauthorised areas that are not to be entered without permission or knowledge of Lambourne End staff. A night duty member of staff will be on site each evening when there is a residential group in residence. Night Duty/Lock Up person to check all areas are locked. No entry signs to be visibly displayed.	Low
Fire	Participants Instructors Site users	Medium	All staff to know fire procedure. Liaising briefing to include Fire procedure. Regular fire checks made to ensure system is functioning correctly. Must have access to fire fighting equipment, which is regularly checked by competent people.	Low

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Injury to feet due to inappropriate footwear	Participants Instructors Site users	Medium	Instructors to wear enclosed appropriate footwear whilst at work. Participants are to wear appropriate footwear on activities and are advised to wear appropriate footwear at all other times.	Low
Injury due to Jewellery being worn	Participants Instructors	Medium	We advise jewellery other than stud earrings & a watch to be removed or covered before taking part in adventurous activities; please refer to each individual activity risk assessment for more details. If not possible, lead instructor should make an informed decision with regards to participant continuing activity.	Low
Injury on Land based Activities off site	Participants Instructors	High	All instructors to carry radio's where necessary. Mobile phone, water (or have access to) and first aid kit to be carried at all times by instructor. Reception to be informed of the group leaving and returning site, including numbers and approximate time of arriving back (late back procedure). Instructors to have a working knowledge of offsite venues; briefing of group to involve staying together, no go area and site boundaries.	Low
Sprains & Strains	Participants Instructors Site User	Low	Briefing on how to use equipment correctly. Equipment used only when instructed to do so. Grounds maintenance carried out on a regular basis. All instructors to hold current First aid qualification. Cold compresses available on site.	Low
Loss of group control	Participants Instructors Site users	High	Instructors to be trained and deemed competent in running the activity and will show assertiveness in dealing with any situation that could compromise the safety of the session. Visiting group asked to grade their group to enable adequate and suitable staff to be available. Instructor to dynamically risk assess group at all times & have a radio should assistance be needed either with our or own staff.	Low

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Injury due to activity	Participants Instructors Site users	High	Briefing to include importance of listening to instructions. Instructors to be competent and assessed before leading activities. All Instructors to have read and abide by the St.O.P.s and Risk Assessments. All Lead instructors/Staff to carry Emergency First Aid kit & hold current first aid qualification. Instructors to dynamically risk assess group on activity.	Low
Weather Conditions	Participants Instructors	Medium	Instructors to be aware of prevailing weather conditions. Briefing to include the importance of dressing to fit the weather conditions. Some activities may be cancelled due to server weather and thunder storms/ lightening.	Low
Working alone with a group offsite	Participants Instructors	High	Instructor will carry a radio and a mobile phone. Instructor will also let other members of staff know where they are and when they will be back (late back procedure to be put in place).	Med

Revised by

Tom Bayley

Date 08/05/18

Signed by CEO



Date 11/05/2018