



Kingswood Learning and Leisure Group

Programme Delivery

Baseline Risk Assessment Pack

- February 2008 -

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BASELINE RISK ASSESSMENT		ROPED ACTIVITIES		Ref No. A01
Activity covered by this assessment:	Abseiling, Climbing, High Ropes (all elements), Zip Wire	<u>Hazard references:</u>		
		A01/01 – A01/03		
Assessors:	<u>Internal</u> John Robson (Group H&S Advisor)	<u>External:</u>		
References:	Kingswood 'Generic Risk Assessments' (Issue: Feb 2007): 'Abseiling,' 'Climbing,' High Ropes' and 'Zip Wire'. (Withdrawn)			
Date of issue:	February 2008	Planned review date:	End- February 2009	

<p>Description of activities, processes, etc. covered by the assessment:</p> <p>1. <u>Abseiling:</u></p> <p>The abseiling activity takes place on purpose built structures between 6 and 10 metres tall, and which can be either indoor or outdoor facilities. Participants are issued with helmets and harnesses then ascend to the abseiling platform via either stair-ladders inside the tower or ladders attached to the side of the structure. In the latter case, participants are roped on during the ascent.</p> <p>Participants abseil down to ground level from the platform on two ropes, one controlled by the participant and the other by the supervising instructor. All instructors have been trained to Kingswood's own in-house syllabus and assessed for their competence by an external MIC holder.</p> <p>The abseiling activity is run to a ratio of 2 instructors to 15 participants, with a ratio of 1:1 while abseiling.</p> <p>2. <u>Climbing:</u></p> <p>The climbing activity takes place on purpose built structures between 6 and 12 metres tall, and which can be either indoor or outdoor facilities. Participants are issued with helmets and harnesses before climbing. Some 'bouldering' may take place on the lowest levels of the wall.</p> <p>Participants climb while attached to a rope controlled by the supervising instructor. Alternatively, the climbing activity may use 'auto-belay' units which do not require additional input from an instructor. All instructors have been trained to Kingswood's own in-house syllabus and assessed for their competence by an external MIC holder.</p> <p>For manual belay climbing, the activity is run to a ratio of 2 instructors to 15 participants, with a ratio of 1:1 while climbing. For auto-belay climbing, the activity is run to a ratio of 1 instructor to 15 participants, with a ratio of 1:4 while climbing.</p> <p>3. <u>High Ropes</u> (incorporating Balance Beam, Jacobs Ladder, All Aboard, Jungle Vines, and Leap of Faith):</p> <p>The high ropes courses are either purpose built structures or courses that are routed through trees. Access to the courses is generally achieved by ladders and/or through climbing poles with staples. In both cases, participants are roped on for the ascent.</p> <p>The individual elements require participants to conduct tests of balance, nerve, agility, etc. They are issued with helmets and harnesses and are roped on to the course throughout. All high ropes activities are supervised by instructors who have been trained to Kingswood's own in-house syllabus and assessed for their competence by an external MIC holder.</p> <p>The high ropes activity is run to a ratio of 2 instructors to 15 participants, with a ratio of 1:1 while on the course.</p> <p>4. <u>Zip Wire</u></p> <p>The Zip Wire activity runs on either purpose built structures or utilises trees. Participants are issued with helmets and harnesses then ascend to the launch platform via either stair-ladders inside the tower or ladders attached to the side of the structure. In the latter case, participants are roped on during the ascent.</p> <p>Participants lower themselves from the wire after their descent using a double-stop descent device under the supervision of an instructor. All instructors have been trained to Kingswood's own in-house syllabus and assessed for their competence by an external MIC holder.</p> <p>The Zip Wire activity is run to a ratio of 2 instructors to 15 participants, with a ratio of 1:1 while descending.</p>				
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Hazard:		Off-Ground Activities		Hazard reference: A01/01	
Persons exposed to the hazard	Participants, Kingswood Staff, Teachers			Legal references	15, 16, 17
Potential injuries, damage, etc	Fractures, head and neck injury, cuts, bruises				
Part 1: Activities giving rise to Health & Safety risks					
<ol style="list-style-type: none"> Participants can be operating high above ground level in any of the roped activities, either because they have climbed from the ground up (as in climbing) or because they have ascended to a platform and are making their way down (as in abseiling or zip wire). Any of these situations make a fall from the height the main risk. For <u>climbing</u>, risks are mainly due to participants falling off the wall during the climb. This could be due to environmental conditions, participant error, instructor error or equipment failure For <u>abseiling, high ropes and zip wire</u> there is the added risk of falling from the platform while accessing the equipment. Instructors work at height from a platform for the duration of the abseil and zip wire activities, although they do not actually 'participate' in the activity (unless demonstrating). As well as working off-ground during the normal operation of the activity, instructors and others are required to access the high elements for routine checks, equipment management etc. Unauthorised or unsupervised access to the off-ground activity structures by guests, visitors or the public introduces a further risk of having people fall from height Placing individuals and equipment at height introduces the risk of those below being hit by falling objects 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> All individuals operating above ground level on roped activities must be attached to a safety line (whether this be a climbing rope or support sling) via a correctly fitted harness at all times that they are at height. All participants in off-ground roped activities must at all times be under the supervision of an instructor who has been trained in their duties and assessed as competent by a holder of the Mountain Instructors Certificate. Access ladders used to reach launch platforms etc. must be checked for their stability by the instructor at the beginning of the activity and are to be accessed by only one individual at a time. Where operationally possible, all launch platforms etc. must be protected by guardrails on all sides where there is a fall risk. During routine accessing of high elements of roped activity equipment outside of normal activity time (e.g. for equipment checks), no instructor or other person is permitted to access the course alone. A second individual must be present. Access points to roped activity structures must be secured against casual or unauthorised access at all times when the equipment is not in use. Where such restriction is not possible, the climbing faces of such structures must be made access restricted and warning signs displayed. An area around the base of roped activities and activity structures must be defined inside which all participants must be wearing a correctly fitted helmet. Individuals not wearing correctly fitted helmets must be excluded from the areas designated in A01/01/CM7. The session safety briefing conducted by the instructor at the beginning of the activity must include reference to the designated area and the need to wear helmets within it. 					
MSDSs required for hazardous substances:			None relevant.		
Probability	Low (1)	Severity	Major (3)	Risk	Marginal (3)

Hazard:		Use of equipment and apparatus		Hazard reference: A01/02	
Persons exposed to the hazard	Participants, Kingswood Staff		Legal references	15, 16, 17	
Potential injuries, damage, etc	Cuts, bruises, finger traps, fractures, head injury, panic or distress				
Part 1: Activities giving rise to Health & Safety risks					
<ol style="list-style-type: none"> 1. The misuse, or incorrect use, of equipment used in off-ground roped activities increases the likelihood of a participant having a fall or some other incident occurring. 2. Accidental or careless operation of some equipment, such as gri-gris or other descent devices can lead to long hair, clothing or fingers becoming trapped in the devices' mechanisms. 3. Most roped activities require the participants to operate a piece of equipment on their own, or to adopt a particular position. Failure to do so correctly, whilst not creating a safety hazard, is more likely to lead to nervousness or panic on the part of the participant and the need for a rescue intervention from the instructor. 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> 1. All instructors leading roped activities are trained to do so and are assessed in their technical competency by a holder of the Mountain Instructors Certificate. 2. The condition of equipment is visually checked for obvious defects by the instructor prior to each use, and a more detailed check is carried out by a Lead Instructor on a weekly basis. 3. Instructor is to brief participants that any long hair is to be tied back and tucked into jumpers, loose or baggy clothing is to be gathered up or removed, and that large or prominent jewellery is to be removed. 4. Instructor must brief participants not to interfere with any equipment they encounter, such as gri-gris, karabiners, etc. unless specifically told to and only then in line with the instructions they are given. 5. All instructors provide briefing as necessary to participants on the operation of equipment and the actions expected of them during the activity. 6. All instructors are trained in the soft skills necessary to coax reluctant or nervous participants out of unplanned situations, or to perform rescues where these are deemed appropriate 					
MSDSs required for hazardous substances:		None relevant.			
Probability	Low (1)	Severity	Major (3)	Risk	Marginal (3)

Hazard:		Ropes course structures, layout and design		Hazard reference:		A01/03	
Persons exposed to the hazard	All	Legal references	15, 16, 17				
Potential injuries, damage, etc	Fractures, head and neck injury, cuts, bruises						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> Proximity of roped activity structures to other activity equipment, facilities, and areas. Proximity of roped activity structures to other structures, trees, branches, etc. Engineering failure of roped activity facility leading to movement of structural elements, dislocation of supports or total collapse. Ground based structural elements such as ground anchors, brace cables etc. can become trip or collision hazards. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> Roped activity structures must be placed such that there is sufficient room for the activity to operate in safety without interfering with another adjacent activity, and such that adjacent activities also have sufficient room for their own safe operation. Where possible, roped activity structures must be sited away from overhead wires, overhanging branches, trees, telegraph poles or other such features. Where trees are used as a part of the course, or are independent of the course but in close proximity, a regular survey of them must be carried out by a competent person to ensure they safe. Branches or other vegetation which overhang or otherwise interfere with the course should be cut back as necessary by a competent person. All roped activity structures must be subject to periodic inspection of their structural components by a competent person to ensure they remain fit for use Any ground based equipment must, where possible, be access restricted, made high visibility or otherwise guarded to prevent trips or collisions 							
MSDSs required for hazardous substances:		None relevant.					
Probability	Low (1)	Severity	Major (3)	Risk	Marginal (3)		

BASELINE RISK ASSESSMENT		MOTOR SPORTS		Ref No. A02	
Activity covered by this assessment:	Motor sports, including 'Quad-Bikes' and 'Go-Karts'			Hazard references:	
				A02/01 - A02/04	
Assessors:	Internal John Robson (Group H&S Advisor)		External: Neil Maycock (Integrated Safety Ltd)		
References:	HS(G)200 'Go-Karts. Guidance on safe operation and use'. EIS21 'Effective safety briefings for drivers at karting circuits'. AIS33 'Safe use of all-terrain vehicles (ATVs) in agriculture and forestry'. Kingswood 'Generic Risk Assessments' (Issue: Feb 2007): 'Go Karts' and 'Quads'. (Withdrawn)				
Date of issue:	October 2007		Planned review date:	End-April 2008	

Description of activities, processes, etc. covered by the assessment:					
<p><u>'Quad-Bikes' activity area:</u></p> <p>Track areas normally comprise between one and four open air track units (approx. 20m x 10-12m) of unmade up ground with dividing tyre wall and/or water filled plastic barriers. External lighting is provided for winter use, and there is a designated waiting area for spectators and participants.</p> <p>'Quad-Bikes' are petrol driven (with a cable operated isolation switch), and maintained on site. Fuelling is, normally, undertaken in the maintenance area but may also be undertaken 'on track'.</p> <p>Supervision is provided by trained instructors who have a minimum ratio of 1 instructor to 15 participants, although participants are supervised 1:1 when driving.</p> <p>Participants are provided with a safety briefing and undergo a walked first lap before being allowed to continue with the driving. Half-face safety helmets are provided. Sessions last 50 to 70 minutes with each participant having approx. 3-4 minutes driving experience.</p> <p>2. <u>'Go-Karts' activity area:</u></p> <p>Track areas comprises a single or pair of open air tarmac surfaced track(s) (approx. 25m x 25m) with a combination of tyre wall and/or water filled plastic barriers. External lighting is provided for winter use, and there is an open fronted weather shelter for use by non-participants.</p> <p>'Go-Karts' are petrol driven, and maintained on site. Fuelling is, normally, undertaken in the maintenance area but may also be undertaken 'on track'.</p> <p>Supervision is provided by trained instructors who have a minimum ratio of 1 instructor to 15 participants, although participants are supervised 1:1 when driving.</p> <p>Guests are provided with a pre-safety briefing and undergo a group walk around the circuit beforehand. Full-face safety helmets are provided. Session last 70 minutes with each guest receives approx. 3-4 minutes driving experience.</p>					

Hazard:		Collisions on track		Hazard reference: A02/01	
Persons exposed to the hazard	Participants, Kingswood Staff (and, potentially, Teachers)	Legal references	15, 17		
Potential injuries, damage, etc	Whiplash, bone fractures, cuts and abrasions				
Part 1: Activities giving rise to Health & Safety risks					
<ol style="list-style-type: none"> Collisions can occur between vehicles and track barriers, vehicles and instructors, vehicles and others within the track boundary and (if applicable) two vehicles if operated simultaneously on the same track area causing multiple injuries. For <u>Go-Karts</u>, risks are mainly due to driver error (including poor visibility) and/or loss of control and traction, i.e. skidding, due to excessive speed with risks exacerbated by wet track conditions and/or oil present on the track. For <u>Quad-Bikes</u>, risks are mainly due to driver error, including excessive speed, but due to the nature of the track surface, i.e. loose ground, skidding is not a significant risk. 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> Quad-Bikes are speed limited by 'carburettor choking' and Go-Karts by a fixed scotch that restricts accelerator pedal travel. As necessary, instructors can apply additional, local speed controls during use. Instructors to check (prior to session) and monitor (during session) track conditions and, if necessary, restrict (for example speed), suspend or cancel session if track conditions cause safety to be adversely affected, such as icing, excess surface water, etc. All track hazardous areas are identified to participants by the instructor during the pre-start safety briefing which includes a group track 'walk-round' to show the 'hazardous areas'. Instructors to ensure participants wear correctly fitted helmets (Go-Karts, full face; and Quad-Bikes, open face) at all times when in the track area. Where fitted, instructors to ensure participants wear the vehicle seat belt/restraining harness while seated. Go-Karts, instructors to ensure participants' vehicle seat is correctly adjusted and/or a seat insert is used to ensure comfort and safety. Each participant to conduct a successful test lap under the instructor's immediate supervision before being allowed solo track time, including a controlled brake test. <u>Note:</u> On Quad-Bikes, a cable operated emergency stop switch is fitted and is controlled by the instructor during the test lap and then fitted to the participant during solo track time. In the event of a collision, instructor to assess whether to stop vehicles, i.e. to rebuild a barrier, or allow continued, but controlled, use, such as under a warning flag. Session safety briefing covers various issues such as safe driving techniques, key safety requirements, etc. Perimeter barrier to be designed to provide energy-absorbing properties and to avoid vehicles climbing, and including an instructor safe refuge or a water-filled barrier. Perimeter barriers are checked weekly for any signs of degradation and its overall condition, such as sufficient tie-straps, etc or, if water filled, water level, position, etc. 					
MSDSs required for hazardous substances:	None relevant.				
Probability	Low (1)	Severity	Serious (2)	Risk	Acceptable (2)

Hazard:		Fuelling and general vehicle servicing		Hazard reference:		A02/02	
Persons exposed to the hazard	Kingswood Staff			Legal references	6, 8, 13, 15		
Potential injuries, damage, etc	Back strain, minor muscular-skeletal strains, burns, respiratory distress.						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> 1. Handling and carrying '5-gallon Jerricans' creates potential manual handling risks, such as back strains. 2. Transferring fuel creates risks of inhalation and/or skin contamination due to inadvertent exposure to fumes and/or liquids. 3. Ignition of liquid fuel or vapours resulting in fire and/or explosion creates risks of burns. 4. Exposure to oils, etc creates risks of skin contamination due to inadvertent exposure to liquids. 5. Contact with hot parts, entrapment or entanglement with rotating parts, such as drive shafts and/or chain-and-sprocket drives, causing severe lacerations and/or amputation of fingers (see A02/04). 6. Ignition of stored petrol causing fire and/or explosion, such as sparks igniting spilled petrol. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> 1. Vehicles are, usually, fuelled away from track areas in the maintenance area, thereby significantly reducing the amount of or need for manual handling. 2. Vehicles are, usually, fuelled in the open air reducing the potential for exposure to fumes and/or fire. 3. Engine ignition is isolated and hot engine parts, such as exhausts, are allowed to cool for approx. 10 minutes before fuelling takes place to reduce sources of potential ignition. No-smoking requirement applied. 4. Fuelling carried out using a container fitted with a spout to reduce risks of spillages. Any spillages are covered with dry-sand. 5. A fire extinguisher is available during vehicle fuelling. 6. Disposable gloves are provided and worn when changing oils. 7. Brake and clutch materials are non-asbestos based, avoid breathing dusts and wear an appropriate dust mask. 8. Petrol containers to be stored in a locked, ventilated and suitably marked store or 'Flam-Bin'. Potential sources of ignition to be removed. 							
MSDSs required for hazardous substances:			Petrol, service oils and greases and brake and clutch linings.				
Probability	Low (1)	Severity	Serious (2)	Risk	Acceptable (2)		

Hazard:		Track layout and design		Hazard reference:		A02/03	
Persons exposed to the hazard	Participants, Kingswood Staff			Legal references	17		
Potential injuries, damage, etc	Whiplash, bone fractures, cuts and abrasions						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> Instructor on track hit or run-over by vehicles causing multiple injuries. Unauthorised access to track area causing multiple injuries. Barrier design inappropriate and unable to absorb impacts, tends to allow a vehicle to climb (increasing the risks of an overturn), insecure parts falling onto participants, etc causing various injuries. Quad-Bikes, a risk of overturning due to loss of stability due to poor track conditions, e.g. potholes, causing multiple injuries. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> Instructor wears a 'Hi-Viz' vest at all times during the session. Instructor is not to enter/stand on the running track area, except under an emergency, i.e. with a waving red flag and all participant vehicles stopped. Tracked surface and condition (and barrier) checked prior to the start of the session and cleared of any loose materials, debris, etc. Tracked surface and condition (and barrier) checked prior to the start of the session and cleared of any loose materials, debris, etc. Participant waiting area provided outside of the track area, and 'No unauthorised entry' entry to track covered during participant safety briefing. Safety signs displayed. Teacher and/or instructor to monitor for any unauthorised entry into the track area and immediately stop vehicles if identified. Weekly track barrier inspection to check banding and/or any perturbing wires. Remove/repair as necessary. Track layout and 'flag system' diagrams to be provided in participant waiting area, as shown during safety briefing. Communication between instructor and participant based on a two-flag system, where a green flag indicates 'slow down', a stationary red flag indicates 'stop' and a waving red flag indicates 'stop at track entrance'. For 'Quad-Bikes', the track must be set out to avoid any unnecessary potholes that produce a risk of a bike achieving a potential instability angle, such as running with one wheel in a pothole and one wheel at ground-level. 							
MSDSs required for hazardous substances:				None relevant.			
Probability	Low (1)	Severity	Serious (2)	Risk	Acceptable (2)		

Hazard:		Vehicle design, checks and maintenance		Hazard reference: A02/04	
Persons exposed to the hazard	Participants, Kingswood Staff		Legal references	6, 8, 13, 15	
Potential injuries, damage, etc.	Whiplash, bone fractures, cuts and abrasions				
Part 1: Activities giving rise to Health & Safety risks					
<ol style="list-style-type: none"> Contact with hot engine parts causing burns, especially hands. Entrapment or entanglement with rotating parts, such as drive shafts and/or chain-and-sprocket drives, causing severe lacerations and/or amputation of fingers. Equipment misuse and/or unauthorised access causing various potential injuries. Mechanical failure of safety critical parts, such as brakes, steering, accelerator, etc causing loss of control/crash and multiple injuries. Vehicle fires due to ignition of petrol, such as leaking pipes or fractured tank following a collision, etc causing burns. 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> Instructor to brief participants prior to commencing the activity not to touch any engine parts, etc. Instructor to supervise participants climbing into and out of vehicles to ensure they do not touch engine parts. Instructor to ensure all participants are not wearing any loose clothing, jewellery, etc prior to commencing the activity. Participant waiting area provided outside of the track area, and covered during participant safety briefing. Teacher and/or instructor to monitor for any unauthorised entry into the track area and immediately stop vehicles if identified. All vehicles subject to a weekly, recorded check by a suitably qualified mechanic to ensure all safety critical items, as defined, are in satisfactory working order and free of patent defects that could affect safety. All vehicles subject to an annual third-party inspection by a suitably qualified engineer to ensure all safety critical items, as defined, are in satisfactory condition. Instructor undertakes a basic visual check, such as security of guards, fuel leaks, condition of tyres, etc, and functional test, such as accelerator, steering, brakes, etc, of each vehicle prior to commencing the session. All vehicles that do not work correctly are withdrawn from use for repair. All vehicles have a safety logbook identifying safety critical items, defining inspection frequencies and required standards and/or method of conducting checks, and recording outcomes. 					
MSDSs required for hazardous substances:		None relevant.			
Probability	Low (1)	Severity	Serious (2)	Risk	Acceptable (2)

BASELINE RISK ASSESSMENT:		TARGET SPORTS		Ref No: A03
Activity covered by this assessment:	Aeroball, Archery, Fencing, Laser	<u>Hazard references:</u>		
		A03/01 – A03/05		
Assessors:	<u>Internal:</u>	<u>External:</u>		
	John Robson (Group H&S Advisor)			
References:	Grand National Archery Society (GNAS): 'Archery Specific Community Sports Leader Award. Training Manual' (5 th Edition, 2003). Kingswood generic risk assessments (Feb 2007): 'Aeroball, Archery, Fencing, Laser'.			
Date of issue:	February 2008	Planned review date:	End-February 2009	

Description of activities, processes, etc. covered by the assessment:

1. Aeroball:

The aeroball activity uses a trampoline bed surrounded by close-weave netting, all mounted on a metal frame. Four participants take part at once, either on a single trampoline bed divided by net partitions, or on four individual trampolines mounted within the same frame. Participants attempt to throw a ball through goals mounted in the netting behind the other players.

Instructors supervising the activity are trained in-house with the necessary core skills to supervise activities safely. A maximum of 15 participants can be present in each activity group, with a maximum of 4 of these playing at any one time.

2. Archery:

The archery activity takes place on designated ranges. These have defined waiting areas, shooting lines and target lines, with up to 4 targets mounted on stands. The target line is approximately 8 metres from the shooting line.

Ranges are either indoor or outdoor facilities. Indoor ranges have backstop netting hung behind the targets. Outdoor ranges either have a defined overshoot area or are provided with backstop netting. Where two ranges are used next to each other, these are separated either by netting or an alternative barrier.

Equipment provided for participants includes bows in right and left handed versions, aluminium arrows and arm braces.

The activity is supervised by an instructor holding the Grand National Archery Society (GNAS) Leader Award, at a minimum ratio of 1 instructor to 15, with a ratio of 1:6 at the shooting line.

3. Fencing:

Fencing is conducted in a designated indoor space, with separate duelling and spectator areas. The session will be composed of both group activities to practice positions and movement, as well as duelling and other swordplay. All participants when duelling with foils wear jacket, mask, glove and long trousers.

The activity is supervised by an instructor holding the British Fencing Association (BFA) Club Leader Award, at a minimum ratio of 1 instructor to 15 participants.

4. Laser

The Laser activity takes place in either a purpose built permanent indoor arena, an inflatable outside arena, or in an outdoor area designated for the purpose. Participants are equipped with a low powered laser 'pistol' attached to a vest pack on which are target sensors and indicator lights. A number of different games can be played during the activity, suitable to the age group and arena layout.

Instructors supervising the activity are trained in-house with the necessary core skills to supervise activities safely. A maximum of 15 participants can be present in each activity group, with a maximum of 8-15 of these playing at any one time, depending on venue.

Hazard		Aeroball – General participation		Hazard reference:		A03/01	
Persons exposed to the hazard	Team			Legal references	n/a		
Potential injuries, damage, etc.	Abrasions, muscle injury, fractures						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> 1. Climbing into or out of the aeroball can be awkward and risks a fall, and can bring participants into contact with the trampoline springs 2. Bouncing on the trampoline can cause ankle injury or spinal discomfort, particularly if poor posture is adopted by the participant. 3. Contact with the surrounding netting can lead to skin abrasions or entanglement of long hair or loose jewellery. 4. Participants when bouncing on the trampoline may collide with other participants in adjacent courts. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> 1. A cover should be in place over the trampoline springs to prevent fingers being nipped as participants climb in and out of the aeroball. If such a cover is not fitted, the instructor must brief the participants to take care and avoid touching the springs. 2. A sturdy step should be provided to aid participants entering and exiting the aeroball. 3. The instructor must begin the activity with a brief warm-up exercise to minimise later muscle strains. All participants must be briefed by the instructor to lean forward and bend their knees while bouncing. 4. The instructor must check that all participants are wearing low-heeled or flat shoes before entering the aeroball 5. The instructor must check that long hair is tucked away, large or prominent jewellery is removed and that long sleeves and long trousers are worn by all participants 6. Instructor must brief participants not to deliberately bounce against the side netting, and to remain aware of other players in the adjacent aeroball courts. 7. The aeroball structure must be secured against casual access during the evenings or extended periods when not in use, or the trampoline bases partially removed to prevent unsupervised use. 							
MSDSs required for hazardous substances:				None relevant			
Probability	Medium (2)	Severity	Serious (2)	Risk	Marginal (4)		

Hazard		Archery – Range layout and fixtures		Hazard reference:		A03/02	
Persons exposed to the hazard	Team, Public			Legal references	13, 17		
Potential injuries, damage, etc.	Cuts, puncture wounds, eye injuries						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> Participants shooting arrows. This is mainly from the shooting line directly down range to the target line, but could also be across the range to a target not directly in front of the participant, or arrows missing the targets and entering the over-shoot area. Arrows rebounding from targets when the arrow either fails to penetrate the boss sufficiently to be held and bounces back out, or when the arrow strikes the stand or boss frame and rebounds backwards. In both instances the arrow is usually moving at a low level, usually ground level, and at slow speed. Instructor retrieving arrows after each shooting detail. Arrows can be protruding from the ground in front of the targets in which case they can be a hazard to the ankles/lower legs. Alternatively they can be protruding from the bosses at chest/eye height. This latter scenario presents more of a danger when the targets are approached directly from in front, as the arrows are much more difficult to see in cross section Bosses requiring periodic turning or replacement. They can be either straw or foam based types, both of which can be heavy or unwieldy to handle 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> Range laid out to ensure spacing of waiting line, shooting line, target line and any overshoot areas conform to specified 'GNAS' standards. Location and purpose of range features is explained to participants by the instructor as part of the safety briefing. Access points to the range must be marked with warning notices whose design and wording conform to specified 'GNAS' standards. Target stands must be stable and bosses securely placed on them, using additional anchors as necessary. Instructor is the only individual permitted to cross the shooting line to retrieve arrows, and must do so in accordance with safe procedure. Instructors wear protective gloves when lifting/carrying targets, and all targets handled/carried by two people. 							
MSDSs required for hazardous substances:				None relevant			
Probability	Medium (2)	Severity	Serious (2)	Risk	Marginal (4)		

Hazard		Archery – Shooting arrows		Hazard reference:		A03/03	
Persons exposed to the hazard	Kingswood Staff			Legal references	n/a		
Potential injuries, damage, etc.	Back strain, minor muscular-skeletal strains.						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> Shooting technique. Overdrawing the bow, causing the arrow point to be pulled back beyond the support of the arrow rest Equipment failure, either bow string snapping or bow limbs breaking 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> Explanation, demonstration and ongoing coaching are to be provided by an instructor qualified to GNAS Leader Award standard. Each participant is to be provided with a bow whose draw weight and arrows whose lengths conform to specified standards. Arm braces must be provided to be worn during shooting. All bows are subject to a weekly inspection by a Lead Instructor and repaired or replaced as necessary. Session instructors conduct a basic visual/function check. All arrows are subject to an ongoing visual check by the session instructor, and repaired or replaced as necessary. 							
MSDSs required for hazardous substances:				None relevant			
Probability	Medium (2)	Severity	Serious (2)	Risk	Marginal (4)		

Hazard		Fencing – Foil use		Hazard reference:		A03/04	
Persons exposed to the hazard	Team	Legal references	n/a				
Potential injuries, damage, etc.	Cuts, grazes, bruises, punctures, eye injury						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> Participants involved in swordplay/foil use, or the deliberate misuse of foils by participants. Spectators or other non-participants entering the fencing area when foils are in use. Equipment failure; either blade breaking, loss of end button or poorly fitting protective clothing. Unsupervised access to foils by individuals outside of the scheduled activity 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> Explanation, demonstration and ongoing coaching are to be provided by an instructor qualified to BFA Leader Award standard. An area of the fencing facility must be set aside which is either screened or distant from the duelling area, such that spectators waiting within it are protected from the risk of being accidentally struck by a foil in play. Entrances to the fencing facility must be either secured from the inside to prevent casual access. If this is not possible a prominent sign must be displayed indicating that fencing is in progress and non-participants must not enter. Foils are subject to weekly inspections by Lead Instructors, and a pre-use inspection by the session instructor to check that the end button is place. Protective equipment is checked weekly for serviceability by a lead instructor, and the session instructor must ensure participants' protective clothing is correctly fitted before proceeding with foil use. Foils must be kept locked away outside of scheduled session periods to prevent unsupervised access 							
MSDSs required for hazardous substances:		None relevant					
Probability	Medium (2)	Severity	Serious (2)	Risk	Marginal (4)		

Hazard		Laser – General participation		Hazard reference:		A03/05	
Persons exposed to the hazard	Team	Legal references	n/a				
Potential injuries, damage, etc.	Cuts, bruises, sprains, strains, eye injury						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> Participants inside the arena can collide with one another, or with partitions/features of the arena. Particular risk emerges from participants crouching down and not being seen by other players, or concealing themselves round corners and being run into. Where pistols are held at arms length or are waved, this increases the risk of other participants being hit in the face. Pistols operate using laser beams, which may be shone into participants' eyes. Low ambient light levels inside the arena increase risk of participant collision and general slips and trips. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> All arena fixtures, partitions, etc. which present sharp or protruding faces must be padded with a suitable impact absorbing material. All participants must wear long sleeves and long trousers for added protection, have long hair tied back and large or prominent jewellery removed Participants must be briefed prior to entering the arena that they must not run or crouch down. All pistols must be restricted in their movement using a clip or strap that ensures they are held close to the body, or employ a trigger system that forces the user to hold them close. All laser systems employ low powered Class 1 or 2 lasers. Instructor must brief participants not to shine the lasers directly into other players' eyes or aim at their faces as an additional precaution. Feature and effect lighting must be positioned in the arena so as to remove any completely dark areas. If any specific trip hazards are identified which cannot be moved or isolated, these must be illuminated. 							
MSDSs required for hazardous substances:		None relevant					
Probability	Medium (2)	Severity	Minor (1)	Risk	Acceptable (2)		

BASELINE RISK ASSESSMENT:		SWIMMING POOL ACTIVITIES	Ref No: A04
Activity covered by this assessment:	Swimming Canoe Capsize Pool Party	<u>Hazard references:</u> A04/01 – A04/03	
Assessors:	<u>Internal:</u> John Robson (Group H&S Advisor)	<u>External:</u>	
References:	Swimming Pool Activities Generic Risk Assessment February 2007 (Withdrawn)		
Date of issue:	February 2008	Planned review date: End-February 2009	

Description of activities, processes, etc. covered by the assessment:

Swimming pools range in size from those being able to accommodate 60+ bathers to those only able to handle 15. Pools can be indoor or outdoor.

Separate male, female and staff changing rooms are located adjacent to the pool area, with the doors between these and the pool area locked against casual access outside of programmed activity periods.

At the beginning of each pool activity all participants will complete a brief water confidence/swim test under the supervision of the lifeguard.

Each pool activity is led by an instructor trained in their duties to a minimum ratio of 1 instructor to 15 participants. In addition a lifeguard holding the Royal Life-Saving Society (RLSS) 'Pool Lifeguard' qualification will supervise the pool area to a minimum ratio of 1 instructor to 15 participants (including supervising teachers).

Within each pool area is a facility to summon assistance or raise an alarm. This is either a telephone or two-way radio. Rescue aids such as throw bags or reach poles are located within easy reach of the lifeguards on the poolside

The swimming pool accommodates three main activity sessions:

Canoe Capsize

Participants are given a briefing on how to escape from an upturned kayak. They are then seated in a kayak, guided to the centre of the pool and capsized.

Free Swim and Pool Party

These two activities are similar, and involve a mixture of unstructured play and structured games in the pool. 'Pool Party' most often runs as part of the evening programme

Hazard:		Drowning		Hazard reference:		A04/01	
Persons exposed to the hazard	Team			Legal references	17		
Potential injuries, damage, etc.	Death						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> Any pool activities where there are multiple bathers of differing swimming ability engaged in semi-structured activity The canoe capsizing activity requires that participants sit in a kayak cockpit which is then rolled over, thus submerging the occupant Vents and ducts connected with the pool water treatment and heating system terminate in the pool tank walls and bottom, making them accessible to bathers who may become trapped in them 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> All pool activities must be supervised by a lifeguard holding the RLSS Pool Lifeguard Qualification All pool activity participants must receive a safety briefing from the lifeguard prior to entering the water. All pool activities must begin with a water confidence/swim test to alert the lifeguard to participants who may need specific attention. Arm bands/flotation aids must be made available to those who require them. Signs must be displayed at appropriate points that clearly indicate the pool water depth. An instructor must maintain control over the kayak and its occupant at all times that it is in the water, and act to right it should the occupant experience difficulty while under water. Grilles and vents into the pool area must be covered with a mesh fine enough to prevent entrapment of fingers etc. 							
MSDSs required for hazardous substances:				N/a			
Probability	Low (1)		Severity	Major (3)		Risk	Marginal (3)

Hazard:		Neck/Spinal injury		Hazard reference:		A04/02	
Persons exposed to the hazard	Team			Legal references	n/a		
Potential injuries, damage, etc.	Neck/Spinal injury						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> Diving in to pool Jumping in to pool 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> Diving or jumping into swimming pool is not permitted under any circumstances 'No diving' and 'No jumping' signs must be displayed in the pool area All pool activity participants must receive a safety briefing from the lifeguard prior to entering the water, to include instructions on no diving or jumping rules 							
MSDSs required for hazardous substances:				N/a			
Probability	Low (1)		Severity	Major (3)		Risk	Marginal (3)

Hazard description		Poor environmental conditions		Hazard reference		A04/03		
Persons exposed to the hazard	Team			Legal references	6			
Potential injuries, damage, etc.	Paralysis, death							
Part 1: Activities giving rise to Health & Safety risks								
<ol style="list-style-type: none"> 1. Excessive glare from overhead lights or windows reducing visibility by lifeguard 2. Extremes of water temperature 3. Extremes of air temperature 4. Reduced poolside visibility 5. Reduced water clarity 6. Reduced water quality 								
Part 2: Baseline control measures								
<ol style="list-style-type: none"> 1. Glare from windows, lighting etc. should be eliminated by use of suitable diffusing glazing, blinds or light covers. 2. Where glare cannot be eliminated through these means, lifeguards are to position themselves so as to minimise the effects of glare, e.g. by using an elevated lifeguard chair. 3. Pool water temperature is to be checked by lifeguards at the beginning of the activity to ensure it conforms to specified standards. 4. Pool air temperature is to be checked by lifeguards at the beginning of the activity to ensure it conforms to specified standards. 5. Lifeguards are to cancel or curtail activity session if poolside visibility is reduced to an unsafe level. 6. Pool water clarity is to be checked by lifeguards at the beginning of the activity to ensure it conforms to specified standards. 7. Pool water clarity is to be checked by lifeguards periodically to ensure it conforms to specified standards. 								
MSDSs required for hazardous substances:				N/a				
Probability	Low (1)			Severity	Minor (1)		Risk	Acceptable (1)

BASELINE RISK ASSESSMENT		WATERSPORTS		Ref No. A06	
Activity covered by this assessment:	Kayaking/Canoeing & Raft Building			Hazard references:	
				A06/01 - A06/03	
Assessors:	Internal Toby Armley (Group Watersports Manager)	External: Owen Burson (Technical Advisor)			
References:	2007 Risk Assessments				
Date of issue:	January 2008	Planned review date:	December 2008		

Description of activities, processes, etc. covered by the assessment:

Paddle sports are available at specific Kingswood centres, the operations vary in size and type of water whether a lake, reservoir or the sea.

All centres will require a British Canoe Union (BCU) Level 3 Coach (relevant to environment or new 4* relevant to location) to oversee the daily operation.

Instructor competence required is a BCU Level 2 Coach or above to lead activity and UKCC Level 1 Coach to be 2nd Instructor within the Governing Bodies guidelines of 1: 8 ratio (instructor to student).

All instructors will require a valid first aid certificate

Instructor needs extra training delivered by the external Technical Advisor to deliver a Raft Building session.

All staff and students will be provided with appropriate protective equipment i.e Buoyancy Aid, Helmet and full waterproof clothing.

All equipment will be checked every session to ensure is fit for purpose (visually) and all other checks in accordance with company guidelines.

Hazard:		Environment		Hazard reference: A06/01	
Persons exposed to the hazard	Team		Legal references	L77, L22, L114	
Potential injuries, damage, etc	Weather, Hypothermia & Collision				
Part 1: Activities giving rise to Health & Safety risks					
<ol style="list-style-type: none"> 1. Weather need to be prepared for – Sunshine, High Temperatures, lightning, Windy, Cold, Rain etc. 2. Collision or impact with another water user. 3. Immersion in water. 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> 1. Morning Meeting to inform all Watersports Instructors about the weather and plan for the day. 2. Inform Teachers/Participants on suitable clothing and sun protection if appropriate. 3. Watersports Instructors all trained in First Aid. 4. Watersports Instructors to be trained in accordance with Nation Governing Bodies Guidelines (BCU) & Adventure Activities Licensing Service (AALS). 5. All participants must be briefed potential of collision or impact with other water users and be briefed prior to getting on the water for example – fisherman, another Kingswood/Camp Beaumont Group, powerboats, swimmers etc. 6. Watersports do not to go ahead or cease during any Thunder or Lighting. 7. Appropriate clothing for the weather conditions – Group meeting in the morning remind on suitable clothing and medication. 8. Watersports Instructors issued with Personal Protective Equipment PPE i.e Buoyancy Aid etc. 					
MSDSs required for hazardous substances:	None relevant.				
Probability	Medium (2)	Severity	Serious (2)	Risk	Marginal (4)

Hazard		Water				Hazard reference: A06/02	
Persons exposed to the hazard	Team	Legal references		L77			
Potential injuries, damage, etc	Water Quality, Drowning & Entrapment						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> 1. Drowning while taking part in Watersports. 2. Being trapped in a kayak – not be able to get out when capsized. 3. Being trapped a Raft – i.e between the barrels. 4. The quality of the water. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> 1. Watersports Instructors all trained in First Aid. 2. Watersports Instructors to be trained in accordance with Nation Governing Bodies Guidelines (BCU) & Adventure Activities Licensing Service (AALS). 3. Level 2 Coach or above to lead session and level 1 Coach to be 2nd Instructor. 4. Beach Lifeguard must be present on the beach to oversee safety at all times. 5. Identify weak or non swimmers and non water confident individuals prior to the start of the session. 6. All rafts need to be assessed to ensure they are sea worthy prior to launch to prevent the raft collapsing. 7. Participants will wear a Buoyancy Aid & Helmet visually checked and fitted correctly prior to commencing session. 8. Instructors to carry a knife able to use with one hand. 9. All participants are advise to wash/shower after activity and wash hands before eating. 10. Jewellery to be removed where necessary and long hair to be tied back. 							
MSDSs required for hazardous substances:	None relevant.						
Probability	Low (1)	Severity	Major (3)	Risk	Marginal (3)		

Hazard:		Activity		Hazard reference: A06/03	
Persons exposed to the hazard	Team	Legal references			
Potential injuries, damage, etc	Lifting Injuries, Head Injuries, Cuts, Slips, Trips and Falls				
Part 1: Activities giving rise to Health & Safety risks					
<ol style="list-style-type: none"> 1. Lifting/Moving Kayaks/Canoes and Rafts. 2. Impact on the head for example by a paddle. 3. Falling over resulting in impact with ground. 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> 1. Carrying Kayaks and Canoes in accordance with British Canoe Union (BCU) guidelines Equipment Carrying Ratios - Minimum 1 Kayak to 2 Participants - Minimum 1 Canoe to 4 Participants - Minimum 1 Raft to 6 Participants + Instructor 2. Ensure all participants are wearing suitable footwear. 3. Watersports Instructors all trained in First Aid. 4. All participants to wear Buoyancy Aids and Helmets during the activity. 5. Watersports Instructors to carry one First Aid kit per group. 6. Participants will wear a Buoyancy Aid & Helmet visually checked and fitted correctly prior to commencing session 					
MSDSs required for hazardous substances:	None relevant.				
Probability	Medium (2)	Severity	Serious (2)	Risk	Marginal (4)

BASELINE RISK ASSESSMENT		FIELD SPORTS		Ref No. A07	
Activity covered by this assessment:	Circus Skills, Field Games, Frisbee Golf, Parachute Games, Volleyball			<u>Hazard references:</u>	
				A07/01 - A07/03	
Assessors:	<u>Internal</u> John Robson (Group H&S Advisor)		<u>External:</u>		
References:	Kingswood 'Generic Risk Assessments' (Issue: Feb 2007): 'Circus Skills,' 'Mini Olympics,' 'Frisbee Golf,' 'Parachute Games'. (Withdrawn)				
Date of issue:	February 2008		Planned review date:	End-February 2009	

<p>Description of activities, processes, etc. covered by the assessment:</p> <p>All of the field sports activities are supervised by instructors trained in-house with the necessary core skills to supervise activities safely.</p> <p>1. <u>Circus Skills:</u></p> <p>Run both during the day and as part of the 'Twilight Zone' evening programme. Circus Skills involves participants practicing and mastering a number of basic circus performer activities. These include juggling, diabolo, spinning plates, Chinese ribbons, pois and devil sticks. The activity begins with a demonstration from the instructor of the basic technique required for each one, then continues with participants rotating through the different skills in turn in smaller groups.</p> <p>A maximum of 30 participants can be present in each activity group, with all of these participating at any one time.</p> <p>2. <u>Field Games:</u></p> <p>The field games activity can be a mix of formal 'sports' such as rounders, cricket or hockey, or games based on these skills, through to relay races or wide games. When run as part of the evening programme, Field Games may be referred to as 'Mini Olympics.' The equipment used is a basic mix of cones, balls, racquets, and other sports equipment.</p> <p>A maximum of 30 participants can be present in each activity group, with all of these participating at any one time.</p> <p>3. <u>Frisbee Golf:</u></p> <p>Based on the golf concept, participants attempt to get a Frisbee from marked 'tees' to marked 'greens' in a limited number of throws, depending on the par of that particular hole. The course can incorporate various landscape, structural or natural features (such as trees). Where the prevailing conditions are generally too windy for Frisbees, a bat and ball may be used instead.</p> <p>Instructors supervising the activity are trained in-house with the necessary core skills to supervise activities safely. A maximum of 15 participants can be present in each activity group, with all of these participating at any one time.</p> <p>4. <u>Parachute Games:</u></p> <p>Parachute games can run indoors or outdoors, and involves a number of simple teamwork, communication and awareness games.</p> <p>A maximum of 15 participants can be present in each activity group, with all of these participating at any one time.</p> <p>5. <u>Volleyball:</u></p> <p>Volleyball takes place on designated volleyball courts. These may be 'informal' in that they do not incorporate all of the lines and markings of a competition standard court, but incorporate all of the necessary features for a safe activity. The activity will incorporate skill development, game play and competition elements.</p> <p>A maximum of 15 participants can be present in each activity group, with all of these participating at any one time.</p>					
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Hazard:		Activity area		Hazard reference: A07/01	
Persons exposed to the hazard	Participants, Kingswood Staff, Teachers			Legal references	17
Potential injuries, damage, etc	Sprains, strains, cuts, bruises				
Part 1: Activities giving rise to Health & Safety risks					
<ol style="list-style-type: none"> As predominantly outdoor activities, the field sports use playing fields and other open areas. Sustained and varied use by other activities can make these surfaces uneven, risking trips and twisted ankles etc. If areas are used that have lost their grass covering, exposing bare earth, this can liberate stones and create dust in dry conditions. Activities such as circus skills or parachute games are flexible in the spaces they can use. This risks them being run in areas where there are other fixtures, furniture or equipment nearby that presents a hazard to participants. E.g. using an indoor space that has previously been set up as a classroom with tables and chairs. For Frisbee Golf, the course will include sections through trees, undergrowth and across rough ground. These areas will have trip hazards, and the potential for thorny or stinging vegetation. Using open areas and having variable definition in their boundaries, field sports can risk encroaching on other activity areas, and exposing participants to hazards outside the immediate control of the session instructor. E.g. straying into motor sports areas, hard hat zones around ropes course etc. Field sports, particularly Frisbee golf, that require participants to follow a course must be careful not to lead participants, accidentally or otherwise, into out of bounds areas or across internal roads, etc. 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> Instructor leading the activity should ensure the area they are using for the activity has an appropriate surface, free of divots, loose earth, stones, etc. before commencing the activity, and that the area is free of other equipment or obstructions that may be in the way. Wherever possible Frisbee golf courses should be planned to avoid significant areas of trip hazards, and thorny or stinging vegetation should be removed or avoided. They should similarly avoid taking participants on to busy driveways, or close to other out-of-bounds areas. Where this is not practicable, participants must be briefed in advance to take care. Instructors must remain vigilant to the operation of other activities in the vicinity of the field sports activity they are supervising, and watch for participants straying from the designated area into other activity areas. 					
MSDSs required for hazardous substances:			None relevant.		
Probability	Low (1)	Severity	Low (1)	Risk	Acceptable (1)

Hazard:		Equipment use		Hazard reference:		A07/02	
Persons exposed to the hazard	Participants, Kingswood Staff			Legal references	n/a		
Potential injuries, damage, etc	Cuts, bruises, abrasions, rope burns						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> Field games, circus skills, volleyball and frisbee golf all require equipment to be whirled, kicked or thrown. This creates the risk of participants or others being hit by it, either accidentally or intentionally through deliberate misuse. For parachute games, some games involve a participant standing on the parachute and it being rotated to wrap around them. This is a potential strangulation risk if the parachute is allowed to wrap around their neck. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> Instructor must ensure that sufficient space is available for the activity to allow individual participants to engage in activity without encroaching on others. Where equipment is to be kicked, thrown, etc. the instructor must brief the participants to check that no-one is in the way before this happens, and must remain vigilant to infringements of this rule throughout the activity. Games that involve participants being wrapped in a parachute must cease as soon as the parachute reaches the participant's waist level. 							
MSDSs required for hazardous substances:				None relevant.			
Probability	Low (1)	Severity	Low (1)	Risk	Acceptable (1)		

Hazard:		Field Sports – General participation		Hazard reference:		A07/03	
Persons exposed to the hazard	Participants, Kingswood Staff			Legal references	17		
Potential injuries, damage, etc	Cuts, abrasions, bruises, exhaustion						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> Field sports involve activities and games in close company in which the potential for participants to collide with one another is quite high. Activities such as field games and volleyball are physically active, and in hot or humid conditions it is possible that participants can over exert themselves and suffer exhaustion or dehydration Field games and parachute games often involve participants sitting, lying or crawling on the ground, which can lead to grazed or cut knees, elbows or palms, and dirty hands. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> Instructor must ensure that sufficient space is available for the activity to allow individual participants to engage in activity without encroaching on others. Where games inevitably involve close contact, the instructor must brief participants to take care and be aware of who is around them. In hot or humid weather, the instructor must monitor the condition of participants and take sufficient breaks if they feel participants are becoming tired or lethargic. Field games involving lying, sitting crawling etc. must avoid areas of ground with sharp or abrasive surfaces. Additionally, if such games are played participants must wear long sleeves and long trousers 							
MSDSs required for hazardous substances:				None relevant.			
Probability	Low (1)	Severity	Low (1)	Risk	Acceptable (1)		

BASELINE RISK ASSESSMENT:		CHALLENGE ACTIVITIES		Ref No: A08
Activity covered by this assessment:	Indoor Initiatives, Low Ropes, Nightline, Problem Solving, Team Challenge, Team Tech	<u>Hazard references:</u> A08/01 – A08/03		
Assessors:	<u>Internal:</u> John Robson (Group H&S Advisor)	<u>External:</u>		
References:	Kingswood 'Generic Risk Assessments' (Issue: Feb 2007): 'Indoor Initiatives,' 'Low Ropes,' 'Nightline,' 'Problem Solving,' 'Team Challenge,' 'Team Tech'. (Withdrawn)			
Date of issue:	February 2008	Planned review date:	End-February 2009	

Description of activities, processes, etc. covered by the assessment:

All Challenge Activities are supervised by instructors who have been trained in-house with the necessary core skills to supervise activities safely. A maximum of 15 participants can be present in each activity group, with all of these participating in smaller groups simultaneously.

1. Indoor Initiatives:

This activity can take place indoors or outdoors and is based on a series of logic problems, lateral thinking and skill-based tasks using very basic equipment

2. Low Ropes:

The Low Ropes activity uses a purpose built course comprising elements ranging from basic log walks and wobbly surfaces to ropewalks and cargo netting. After completing some basic trust exercises, participants negotiate the course in groups of three, rotating through the roles of climber and two spotters. All participants are issued with helmets for the duration of the activity.

3. Nightline:

Nightline is a communication and team building activity in which participants are blindfolded. Participants complete a number of listening and communication games to raise their awareness, then negotiate a course around a number of purpose built obstacles. These test the participants' powers of description, listening skills and ability to communicate.

4. Problem Solving:

This activity may also appear as 'Outdoor Initiatives,' 'Kingswood Challenge,' or 'TASK.' It is a team building and communication exercise built around groups attempting to solve a number of logic, lateral-thinking or skill based problems. The group will move round purpose built stations in the activity area, each presenting the apparatus or equipment needed for that specific task.

5. Team Challenge:

In the Team Challenge activity, groups negotiate a purpose built obstacle course. Staying together as a single group, participants are coached in communication and team work skills. All participants are issued with helmets for the duration of the activity.

6. Team Tech:

This activity can take place indoors or outdoors. Participants are given construction tasks to complete in teams using plastic bolt-together components. These encourage a team approach to problem solving.

Hazard		Apparatus – design, construction and use		Hazard reference: A08/01	
Persons exposed to the hazard	Participants	Legal references	17		
Potential injuries, damage, etc.	Fractures, cuts, bruises, grazes				
Part 1: Activities giving rise to Health & Safety risks					
<ol style="list-style-type: none"> For the Low Ropes, Problem Solving and Team Challenge activities, pieces of apparatus may move as part of their operation (e.g. suspended tyres), or be intentionally moved by the participants (e.g. planks or tyres on problem solving). This gives rise to the possibility of participants being hit by moving apparatus. Some elements of the Low Ropes, Problem Solving and Team Challenge require participants to balance on low off-ground structures, leading to the risk of falling In wet weather, wooden components on the Low Ropes, Problem Solving and Team Challenge apparatus can become slippery, increasing the chance of participants losing their footing and falling There also remains the possibility that structures can wear and deteriorate over time and fail structurally. 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> Instructor must brief participants to be vigilant of their surroundings and explain any special requirements for particular elements on Challenge Activity apparatus. Instructor must explain and demonstrate appropriate spotting technique for Low Ropes, Team Challenge, Problem Solving etc. and position themselves so as to lend support to participants on off-ground elements as necessary. Correctly fitted helmets must be worn for Team Challenge, Low Ropes and any Problem Solving task that requires participants to be more than 1 metre off the ground. Wooden components across which participants must walk that are liable to become slippery must be provided with an appropriate texture surface to minimise the risk of slipping. Instructors retain the limiting access to slippery sections in particularly wet weather, or for cancelling the activity if, in their opinion, it is too slippery to continue safely. All structures are to be subject to periodic inspection; either annually for Low Ropes and Team Challenge apparatus, or monthly for Problem Solving and Nightline apparatus 					
MSDSs required for hazardous substances:		None relevant			
Probability	Low (1)	Severity	Serious (2)	Risk	Acceptable (2)

Hazard		Challenge Activities – Activity area		Hazard reference: A08/02	
Persons exposed to the hazard	Team	Legal references	17		
Potential injuries, damage, etc.	Cuts, bruises, grazes, stings, allergic reactions, infections				
Part 1: Activities giving rise to Health & Safety risks					
<ol style="list-style-type: none"> For outdoor activity areas, ground surfaces can present slip and trip hazards. For indoor venues, furniture, cables and other equipment can similarly present a slip/trip/fall hazard Outdoor activity areas, particularly Nightline courses, can be affected by thorny, irritant or poisonous vegetation. Crawling through puddles on Nightline and Team Challenge courses can expose participants to waterborne infections, particularly if the water has been allowed to stagnate. Unsupervised access to the apparatus and equipment increases the likelihood of harm to participants. 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> Activity areas must be checked for slip/trip hazards before the activity commences, and any found removed or access restricted before participants begin Wherever possible Challenge Activities should be planned to avoid significant areas of trip hazards, and thorny or stinging vegetation should be removed or avoided. Puddles of water should be removed by either filling in the hollows in which they collect, or if this is not practicable by draining them of water on a daily basis, or re-routing the course away from the areas where water collects. Group Leaders must brief participants as part of their site induction that all activity apparatus and areas are out of bounds to unsupervised participants 					
MSDSs required for hazardous substances:		None relevant			
Probability	Low (1)	Severity	Minor (1)	Risk	Acceptable (1)



Hazard		Challenge Activities – General participation		Hazard reference:	
Persons exposed to the hazard		Team		Legal references	
Potential injuries, damage, etc.		Fractures, sprains, cuts, bruises, grazes, infections, entanglement.			
Part 1: Activities giving rise to Health & Safety risks					
<ol style="list-style-type: none"> Challenge activities take place in close company in which the potential for participants to collide with one another is quite high. This is a particular risk in Nightline, where participants can get kicked etc. if they get too close to a participant climbing through an obstacle. Challenge activities often involve participants sitting or crawling on the ground and handling equipment such as planks or tyres. This can lead to grazed or cut knees, elbows or palms, and dirty hands. Participants who have long hair, large or prominent jewellery, or loose clothing are at risk of entangling or snagging this on helmet straps, courses apparatus, activity equipment etc. For some of the Problem Solving and Team Challenge elements participants must be lifted from the ground by other group members. This raises the risk of a participant being dropped or falling, together with a manual handling risk for those doing the lifting. The wearing of blindfolds can be particularly hazardous for spectacle wearers if the spectacles are placed over the top of or underneath the blindfold. Should the lens break as a result of e.g. a collision, the glass shards are potentially being pressed directly against the eyes. Water thrown over blindfolded participants on the nightline activity can lead to participants instinctively moving out of the way and colliding with other people or structures 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> Instructor is to ensure that participants remain sufficiently spaced. On Nightline, they are to position themselves at the head of each obstacle in turn and control the passage of participants to prevent each being kicked by the previous one. All participants in Challenge Activities must wear long sleeves and long trousers. Those with existing open cuts on their palms, knees etc. must have them covered to prevent infection Instructor must ensure that participants have long hair tied back, loose clothing gathered up, and large or prominent jewellery removed to prevent these getting tangles/snagged on equipment. Participants who are lifted or carried must be adequately supported by sufficient people to prevent them falling. Instructor is empowered to intervene and call a halt to lifting/carrying that they do not consider safe. No participant is to attempt to lift another participant on their own. Wearers of spectacles must remove the spectacles completely and hand them to an accompanying adult for safe keeping before putting on their blindfold. Under no circumstances is water to be thrown over blindfolded participants if they are close to buildings, vehicles, trees, uneven ground or other structures with which they might collide. 					
MSDSs required for hazardous substances:		None relevant			
Probability	Medium (2)	Severity	Serious (2)	Risk	Marginal (4)

BASELINE RISK ASSESSMENT:		ACTION ADVENTURE		Ref No: A09	
Activity covered by this assessment:	Caving, Den Building, Mission Possible, Mountain Biking, Orienteering	<u>Hazard references:</u> A09/01 – A09/05			
Assessors:	<u>Internal:</u> John Robson (Group H&S Advisor)	<u>External:</u>			
References:	Kingswood generic risk assessments (Feb 2007): 'Caving, Den Building, Mission Possible, Mountain Biking, Orienteering,' (withdrawn)				
Date of issue:	February 2008	Planned review date:	End-February 2009		

Description of activities, processes, etc. covered by the assessment:

1. Caving:

Caving takes place in a purpose built structure, either a blockwork construction or textured GRP panels on a timber frame. Tunnels either radiate out from central chamber or form a single route through the cave taking in a central chamber. Additional emergency access hatches are mounted at key points into the system. Most facilities are fitted with emergency lighting and ventilation.

Groups of up to 15 participants equipped with helmets, lamps and battery packs are accompanied by 2 instructors. Instructors supervising the activity are trained in-house with the necessary core skills to supervise activities safely.

2. Den Building:

The Den Building activity takes place outdoors, and utilises logs, tarpaulins, planks, etc. in the groups' construction of shelters. Additional survival skills such as signalling may be involved, or problem solving exercises such as arranging the evacuation of a casualty.

Instructors supervising the activity are trained in-house with the necessary core skills to supervise activities safely. A maximum of 15 participants can be present in each activity group, with all participants engaged simultaneously in smaller groups of 3 – 5.

3. Mission Possible:

Participants in the Mission Possible activity use clues to locate key information leading to their discovery of the whereabouts of a missing agent. Working in groups of 3-5, they will move around site, aided by location clues or a map. At the end of the activity they will report back to base using a two-way radio.

Instructors supervising the activity are trained in-house with the necessary core skills to supervise activities safely. A maximum of 15 participants can be present in each activity group, with all participants engaged simultaneously in smaller groups of 3 – 5.

4. Mountain Biking:

A designated outdoor area within the centre grounds is used to provide an environment in which cycle handling skills can be demonstrated. This is based around negotiating basic trails incorporating turns, changes in level and uneven sections. Participants ride basic mountain bikes with derailleur gears, front and back brakes and are equipped with crash helmets.

Instructors supervising the activity are trained in-house with the necessary core skills to supervise activities safely. A maximum of 15 participants can be present in each activity group.

5. Orienteering

Basic orienteering courses are set up around the centre, with participants following a route around a map to locate the right markers in the right order.

Instructors supervising the activity are trained in-house with the necessary core skills to supervise activities safely. A maximum of 15 participants can be present in each activity group, with all participants engaged simultaneously in smaller groups of 3 – 5.

Hazard		Caving – Facility		Hazard reference:		A09/01	
Persons exposed to the hazard	Team			Legal references	17		
Potential injuries, damage, etc.	Fracture, sprains, head injury, nausea, structural failure						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> The caving tunnels generally have low ceilings, forcing participants to crawl on hands and knees. This creates the risk of banged heads. Escape hatches are mounted at various points on the caving system, typically on the top. Access to the top of the cave by non-participants risks having these individuals fall into the hatches. Additionally, if the hatches are locked and access through them is required this risks delaying evacuation in an emergency. Some tunnels and areas of the cave can be little used. Without the passage of people down the tunnels to create movement in the air, these areas can become stale. Wear and deterioration of the structure over time, or sustained neglect, risks structural failure Unsupervised access to the facility increases the likelihood of harm to participants. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> All participants wear a correctly fitted helmet of an approved type for the duration of the time they are in the cave. All hatches are unlocked by the instructor before the activity commences, with the top of the cave (if this is where the hatches are located) marked as out of bounds with appropriately placed signs. Ventilation systems are built in to the cave facility where there is the possibility for stale air to accumulate. Where opportunities present themselves, the cave is 'aired' by opening all the access doors and hatches and allowing fresh air to circulate. The caving structure is subject to an annual inspection by a competent person to ensure it remains structurally sound and fit for purpose. The facility is secured against casual access outside of supervised activity periods. All access points (entrances/exits/escape hatches) are secured or otherwise arranged to prevent entry. 							
MSDSs required for hazardous substances:				None relevant			
Probability	Low (1)		Severity	Serious (2)		Risk	Acceptable (2)

Hazard		Caving – General participation		Hazard reference:		A09/02	
Persons exposed to the hazard	Team	Legal references	17				
Potential injuries, damage, etc.	Anxiety, panic, eye damage, cuts, bruises, grazes, infection, entrapment,						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> Entry into the caving system involves participants experiencing darkness and enclosed spaces. Some participants can suffer achluophobia or claustrophobia, and be sufficiently anxious to not want to participate in the activity at all, or wish to finish the activity early. When crawling through the tunnels in semi-darkness, participants may get too close to one another and be unintentionally kicked by the participant ahead of them, or have sand kicked up in to their eyes. Crawling on the ground through the tunnels may lead to grazed or cut knees, elbows or palms, and dirty hands. Also, the facilities are not watertight, and ingress of water leaves puddles, particularly after periods of heavy or sustained rainfall. This can expose participants to waterborne infections, particularly if the water has been allowed to stagnate. All the caving entry points can be locked at the end of the activity, and this creates the possibility that participants could be unintentionally locked inside. Some tunnels in the cave are very narrow, or have obstacles placed inside to restrict the size. Larger participants may become stuck in a tunnel, and be unable to free themselves without assistance. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> Participants are briefed by the instructor at the beginning of the activity that there will be multiple lights in the cave, that they will never be left on their own and that there are several emergency hatches in the system to reach the outside quickly. This is to provide reassurance to those who need it. The instructor briefs participants prior to entry into the cave that they should not get too close to each other and that to avoid getting kicked when crawling they should leave plenty of room between themselves and the participant in front. All participants wear long sleeves and long trousers. Those with existing open cuts on their palms, knees etc. must have them covered to prevent infection. Puddles of water are removed by either filling in the hollows in which they collect, or if this is not practicable by draining them of water on a daily basis. The instructor initiates a head count of all participants as soon as they exit the cave to ensure all are present. The second instructor immediately secures the cave to prevent participants re-entering after they have been accounted for. Prior to entering the cave, all participants pass through a test tunnel which is no larger than the smallest part of the cave. This ensures that once inside the cave, no tunnel or obstacle will be smaller than that already successfully negotiated. 							
MSDSs required for hazardous substances:		None relevant					
Probability	Medium (2)	Severity	Minor (1)	Risk	Acceptable (2)		

Hazard		Den Building		Hazard reference:		A09/03	
Persons exposed to the hazard	Team	Legal references	n/a				
Potential injuries, damage, etc.	Cuts, bruises, grazes, stings, allergic reaction						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> During the construction of shelters materials will be lifted, lowered and generally manoeuvred, raising the chance of a participant being struck by a moving log, plank, etc. Den building will involve participants sitting or crawling on the ground and handling construction materials such as poles and logs. This can lead to grazed or cut knees, elbows or palms, and dirty hands. Depending on their design and quality of construction, shelters may collapse under their own weight, or through the rigours of use. This could cause injury to participants inside. Outdoor areas used for den building or survival skills activities can be affected by thorny, irritant or poisonous vegetation. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> Instructor briefs participants to be vigilant of their surroundings and other people, and to exercise caution when moving materials. All participants wear long sleeves and long trousers. Those with existing open cuts on their palms, knees etc. must have them covered to prevent infection. Instructor monitors the construction of each shelter and retains the right to refuse participants entry inside if, in their opinion, it is not sufficiently well designed or constructed, and is liable to collapse. Wherever possible den building should be planned to avoid significant areas of thorny or stinging vegetation, or these should be removed. Where this is not practicable, participants must be briefed in advance to take care. 							
MSDSs required for hazardous substances:		None relevant					
Probability	Low (1)	Severity	Minor (1)	Risk	Acceptable (1)		

Hazard		Mission Possible and Orienteering		Hazard reference:		A09/04	
Persons exposed to the hazard	Participants	Legal references	n/a				
Potential injuries, damage, etc.	Cuts, bruises, sprains						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> As both Mission Possible and Orienteering require participants to find their way around a course, there is the risk that they will stray into out of bounds areas or into other activity areas, not realising their mistake. Where a centre has internal driveways and access roads for e.g. kitchen deliveries or waste disposal lorries, vehicle movements in close proximity to participants raises the possibility of a collision. At larger or complicated sites, participants may become disorientated, separated from the rest of the group or lost. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> Wherever possible, course design should avoid taking participants into out of bounds areas and into areas where vehicles may be moving. Where this is not practicable, instructors should remind participants at the beginning of the activity where the out of bounds areas are and that the participants are not to go there, and the precautions they should take when crossing driveways etc. Instructor must establish a defined meeting point and meeting time to ensure that participants know where and when they have to meet back. Participants must be briefed to stay together in groups of three or more at all times. The instructor must alert the Duty Instructor of any participant that doesn't re-appear, so that a site search as appropriate can be arranged. 							
MSDSs required for hazardous substances:		None relevant					
Probability	Medium (2)	Severity	Minor (1)	Risk	Acceptable (2)		



Hazard		Mountain Biking		Hazard reference:		A09/05	
Persons exposed to the hazard	Team			Legal references	n/a		
Potential injuries, damage, etc.	Cuts, bruises, grazes, fractures, head injury						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> The mountain biking course necessarily incorporates uneven ground and rough surfaces. A rider losing their balance or losing control of their bike will result in them falling off There are many components whose correct fitting and adjustment are critical to the safe operation of the bike. Failure of the brakes, gears, chain, seat or handlebar adjustment could all lead the rider to lose control and fall off. Helmets are issued to all riders, however these will offer little protection if incorrectly fitted. Participants who have long hair, large or prominent jewellery, or loose clothing are at risk of entangling or snagging this on helmet straps, bike chains, etc. The entry into the mountain biking course of non-participants during the activity represents a danger to both these individuals and the riders. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> Participants are briefed on correct operation of the bike, handling techniques and safe speeds prior to cycling the course All bikes are subject to regular checks and necessary remedial maintenance to ensure they are safe to use. All bikes used on the activity have a visual check of components by the instructor at the beginning of the activity. Correctly fitted helmets of an approved design are worn by all participants in the mountain biking activity. Instructor ensures that participants have long hair tied back, loose clothing gathered up, and large or prominent jewellery removed to prevent these getting tangles/snagged on equipment. The mountain biking activity area is marked with signs at appropriate points to warn non-participants to keep out. Instructor will remain vigilant to incursions and halt the activity should an individual come into the area and be in danger. 							
MSDSs required for hazardous substances:				None relevant			
Probability	Medium (2)		Severity	Serious (2)		Risk	Marginal (4)

BASELINE RISK ASSESSMENT:		TWILIGHT ZONE		Ref No: A10	
Activity covered by this assessment:	Campfire, Club Kingswood, Fame Game, Hot Spots/Giant Games, In the Spotlight, Movie Blitz, Quiz, Scrapheap Challenge, Trail of Mystery	<u>Hazard references:</u> A10/01 – A10/03			
Assessors:	<u>Internal:</u> John Robson (Group H&S Advisor)	<u>External:</u>			
References:	Kingswood generic risk assessments (Feb 2007): 'Campfire, Hotspots, Scrapheap Challenge, Trail of Mystery, and Twilight Zone'.				
Date of issue:	February 2008	Planned review date:	End-February 2009		

Description of activities, processes, etc. covered by the assessment:

PLEASE NOTE: For 'Mini Olympics' and 'Pool Party', please refer to the 'Field Sports' and 'Pool Activities' risk assessments respectively

The 'Twilight Zone' programme operates in the evenings and has a more recreational focus than the educational and personal development themes that run through the remainder of a Kingswood day. It also differs in that visiting school or youth groups will usually remain together rather than be split down into smaller groups, and for some of the Twilight Zone activities, participants from different school groups will mix.

Supervision for Twilight Zone activities is on a minimum ratio of 1:30, plus an accompanying adult from each school group. Some activities have additional Kingswood staff members in attendance.

The following activities form the Twilight Zone programme, with further detail as necessary:

- | | |
|------------------------|--|
| 1. Campfire | - |
| 2. Club Kingswood | Disco |
| 3. Fame Game | Talent Show |
| 4. Giant Games | For example Giant Jenga, Hotspots (Twister) |
| 5. In the Spotlight | An 'open mic' activity incorporating karaoke |
| 6. Movie Blitz | Screening of a film in a cinema setting |
| 7. Quiz | - |
| 8. Scrapheap Challenge | Using assembled 'Junk' to build a cradle to protect an egg or water balloon when dropped |
| 9. Trail of Mystery | Like 'cluedo,' but with characters played by real people in real locations |

Hazard		Performance events		Hazard reference:		A10/01	
Persons exposed to the hazard	Team	Legal references	5, 17				
Potential injuries, damage, etc.	Bruises, heat exhaustion, hearing damage						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> 1. Activities such as discos or talent shows can generate large amounts of noise, either through amplified sound systems or through participants cheering, singing, etc. This risks temporary hearing impairment. 2. The use of disco effect lighting, strobe lighting or other intermittent lights can be a trigger for seizures in epilepsy sufferers. 3. Large numbers of participants in small venues can lead to overcrowding. This can effect the time required to evacuate in an emergency, the space available for each participant to undertake the activity, and the ability of the supervising instructors to maintain control. 4. Linked to overcrowding (above), large numbers engaged in indoor events can generate uncomfortable levels of heat if ventilation is insufficient 5. Where a stage is provided, the access arrangements to this or the stage itself may have limits on the number of people that can be accommodated at the same time 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> 1. Instructors supervising loud activities must, where possible, keep the noise levels to an acceptable minimum, or intersperse these periods with quieter activities by, e.g. scheduling talent show acts to distribute the louder ones 2. All participants in sustained noisy events must have the opportunity to have a break from the noise in a quieter area 3. Where a photosensitive epilepsy sufferer is identified, strobe or other flashing lights must not be used. 4. A maximum safe occupancy level for all venues must be identified for all activities likely to be carried on there, and this made available to the Twilight Zone programme organiser to ensure maximum occupancies are not exceeded. 5. Indoor venues where overheating through activity or occupancy levels is identified as a possibility must have some form of ventilation to control heat levels. 6. A maximum safe occupancy level must be identified for all stages, and this information displayed at the entrance to the stage for participants and event organisers to refer to 							
MSDSs required for hazardous substances:		None relevant					
Probability	Low (1)	Severity	Minor (1)	Risk	Acceptable (1)		

Hazard		Apparatus and equipment		Hazard reference: A10/02	
Persons exposed to the hazard	Team	Legal references	9, 13, 15, 17		
Potential injuries, damage, etc.	Sprains/Strains, cuts, trampled fingers, bruises				
Part 1: Activities giving rise to Health & Safety risks					
<ol style="list-style-type: none"> Many venues used for Twilight Zone activities are used for other purposes during the day, and are not necessarily set up for TZ all the time. Furniture, seating, apparatus and other equipment may all be present in the venue, and may be obstacles to the smooth, safe running of the TZ activity. Electrical equipment e.g. movie projectors, karaoke machines, games consoles, effect lights, smoke machines, sound systems, etc. can deteriorate through use or damage and pose an electrical shock and fire risk. If it is portable equipment trailing leads can create a trip hazard. The 'Hotspots' mat used for Giant Games is large and heavy and represents a manual handling risk if it needs to be moved Participants in the hotspots game have to place their hands on to the ground, risking them being trampled by other participants in the game The hotspots game requires players in close contact to adopt contorted positions, which risks them losing balance and falling onto other players. The hotspots mat itself has a smooth surface making it slippery, which can compound this problem. 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> Supervising instructor must check that the venue is ready for use prior to the activity commencing, and that all furniture and equipment not required has been cleared away to leave the venue free from obstructions All electrical equipment must be inspected for defects and subject to periodic testing by a competent person. Any portable equipment that includes cables or leads must have these routed away from walkways where they could pose a trip hazard. Where this is not possible, cable covers must be used to make the cables safe in-situ. The hotspots mat should be left in the room where it is most often used and rolled up when not in use. This removes the need to move it. If it must be moved, an instructor must not attempt to move it alone, but instead should seek the assistance of at least one other person. Participants in the hotspots game must be briefed to take care on the mat, and be aware of participants around them when placing their feet. To avoid participants losing their footing on the smooth mat surface, they must not remove their shoes and socks. 					
MSDSs required for hazardous substances:		None relevant			
Probability	Medium (2)	Severity	Minor (1)	Risk	Acceptable (2)

Hazard		Camp fires		Hazard reference: A10/03	
Persons exposed to the hazard	Kingswood Staff	Legal references	n/a		
Potential injuries, damage, etc.	Burns				
Part 1: Activities giving rise to Health & Safety risks					
<ol style="list-style-type: none"> The camp fire risks burns to participants in the activity and burns to the instructor lighting and controlling the fire. Burns can also result from the fire getting too large and falling over, spreading burning material as it does so, and from burning material being ejected from the fire. The fire may cause damage to buildings or property if it is set too close to a building etc., or if the fire gets out of control and spreads to another area Fire lighting materials e.g. matches, lighters, paraffin based briquettes, etc. can be hazardous if used carelessly or if left too close to the fire once it is alight. 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> All participants are to be kept a minimum 1 metre safe distance from the fire at all times, with instructors remaining vigilant at all times that participants do not approach the flames for any reason Instructors must receive training in safe fire lighting procedure. Petrol or other flammable substances not designed for aiding fire lighting must not be used. Fires must be lit in designated fire pits away from buildings, flammable materials or other flammable structures (e.g. trees) Basic fire fighting equipment, e.g. sand or water buckets, must be on hand to control the size and spread of fires Fire lighting materials (matches, lighters, briquettes, etc.) must not be left unattended at the fire pit, and must be placed in secure storage away from flammable materials. 					
MSDSs required for hazardous substances:		Fire lighting substances as necessary			
Probability	Low (1)	Severity	Serious (2)	Risk	Acceptable (2)

BASELINE RISK ASSESSMENT:		OFF-SITE LEARNING PROGRAMMES		Ref No: A11
Activity covered by this assessment:	All visits off centre. This includes: i) all excursions to third party venues, such as museums or battlefields ii) all field studies visits, such as river or town studies	<u>Hazard references:</u> A11/01 – A11/04		
Assessors:	<u>Internal:</u> John Robson (Group H&S Advisor)	<u>External:</u>		
References:	Kingswood generic risk assessments (Feb 2007): 'Coastal Studies, Ecosystem Studies, Excursions, River Studies, Settlement Studies, and Woodland and Heathland Studies'.			
Date of issue:	February 2008	Planned review date:	End-February 2009	

Description of activities, processes, etc. covered by the assessment:
Groups may visit off-site venues either as part of an educational excursion or field studies programme, or for purely recreational purposes. Groups are accompanied off site at a minimum ratio of 15 students to each instructor, with a minimum of 1 additional accompanying adult for each group leaving site.

For off-site venues that are accessed on foot, groups are briefed on basic road sense and pedestrian arrangements before departing. Adults wearing high-visibility jackets walk at the front and at the back of the group. Set routes are followed in each case.

For sites that require coach transport, groups travel in vehicles provided by approved third party coach operators. Such operators are vetted before first use for their adherence to Kingswood's own 'TravelSafe' standards and to ensure they comply with all local operating requirements, such as those relating to vehicle safety and driver working hours.

Direct supervision is provided for all Key Stage 1 and 2 groups, with visitors always under the supervision of at least one adult, either an instructor or other accompanying adult. For older students, a system of remote supervision may operate, with students given a meeting point and meeting time at which to rendezvous, with contact information available outside of these times should there be a problem.

Coastal Studies
Any beach or coastal visit for any reason. This could be field studies or coursework related, for example looking at beach profiles, rockpools or zonation, through to a purely recreational visit for beach games or seashore exploration. At no point do any students enter the water.

Ecosystem Studies
Field studies visits to sand dunes, nature reserves, tourism sites etc.

Excursions
Excursions are generally treated as a recreational component of the programme, but some have educational purpose. Excursion venues include such things as castles, country parks, shopping centres, historic cities, theme parks, boat trips, visitor centres, etc.

River Studies
River studies involve a variety of fieldwork techniques, from measurement of physical characteristics of the river channel and water flow, through to chemical properties of the water and diversity of invertebrate populations. Study sites are vetted for their suitability prior to use. Students may enter water up to 50cm deep and adults up to 1m deep. In both cases another adult must be present on the bank at all times.

Settlement Studies
Field studies visits to towns, cities and villages of all sizes for assessment of urban form, service provision, history, main industries, comparisons, etc.

Woodland and Heathland Studies
Field studies visits to woodland and other natural sites for investigation of flora, fauna, soils, erosion, management, human use, ecology, etc.

Hazard		Off-site programmes – general issues		Hazard reference:		A11/01	
Persons exposed to the hazard	Team	Legal references	17				
Potential injuries, damage, etc.	Cuts, bruises, grazes, allergic reaction, zoonoses						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> 1. Particularly in circumstances where a system of remote supervision is operating, there is a risk that through inadequate supervision arrangements an individual group member could become separated from the rest of the group or lost. 2. Most off-site visits are to public areas where other activity may be going on. Groups may encounter cyclists, horse-riders, walkers, recreational vehicles, countryside rangers undertaking works, etc. when in outdoor areas such as parks and woodlands. For visits to theme parks, sports centres, towns, shopping malls etc. groups will encounter members of the public and other users of the facilities. 3. Local topography and terrain can increase the likelihood of slips and trips, lost footing and falls, particularly if groups leave marked paths to conduct field work. 4. Countryside locations may have a range of flora and fauna that visitors should be cautious around. Vegetation may have low hanging branches, thorns, stings or poisonous leaves/berries, and fields may contain livestock. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> 1. All participants must be briefed before leaving the site on what the supervision arrangements will be. Under no circumstances are individual participants to go off on their own, regardless of their age. An emergency meeting point must be established at all off-site locations. This will be used as a rendezvous point for participants who become separated from their group. 2. On arrival at the off-site venue, the instructor must show the group where the emergency meeting point is and describe how and when it is to be used. 3. For participants at Key Stage 2 and below, groups must remain under the direct supervision of an instructor or other accompanying adult at all times. 4. For participants at Key Stage 3 and above, remote supervision can be used, depending on the nature of the visit. In these cases systems of contact must be implemented to allow group members to make immediate contact with the instructor or accompanying adult. This can be achieved by issuing mobile telephone numbers, or by permanently stationing an instructor at the emergency meeting point. The instructor must keep with them a group members list, and check at every opportunity that all group members are accounted for. 5. Instructor is to brief participants to be considerate to other site users, and make space for them as necessary. Where the activities of such users may represent a hazard to the group (e.g. brush cutting, tree surgery, grass cutting) the instructor must use an alternative route or study site. Group members must be reminded not to go with strangers under any circumstances. 6. Instructors are to ensure that all group members have clothing and footwear appropriate to the site to be visited before departing the centre, and that they keep to designated paths and study areas once at the site. If terrain is steep or uneven, the instructor must warn participants to take care before fieldwork commences. 7. Off-site locations must be vetted before use for their suitability, and if at all possible should avoid areas where flora may be hazardous. In any instance, instructors must brief participants not to put leaves, berries, etc. in their mouths. 8. If possible, instructors should avoid taking groups through fields of livestock. If this is unavoidable, the instructor should brief the group to walk calmly, confidently and quietly through the field, and not to run under any circumstances. 							
MSDSs required for hazardous substances:		n/a					
Probability	Medium (2)	Severity	Serious (2)	Risk	Marginal (4)		

Hazard		Accessing sites		Hazard reference: A11/02	
Persons exposed to the hazard	Team		Legal references		
Potential injuries, damage, etc.	Cuts, bruises, fractures, serious injury, death				
Part 1: Activities giving rise to Health & Safety risks					
<ol style="list-style-type: none"> Coaches and other vehicles are used to transport groups to most off-site locations. This introduces the risk of being involved in a road accident, caused by driver error or mechanical failure of some aspect of the vehicle's safety equipment. Whether arriving on foot or in a vehicle, alighting into a parking area or other area where vehicles are manoeuvring introduces the risk of a pedestrian being involved in a collision with a moving vehicle. Groups will frequently have to walk alongside or cross roads when accessing off-site locations, or moving between venues. As pedestrians, they are at an increased risk of injury from motorists or other road users. 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> All vehicle operators are approved providers independently vetted for their competency, safety standards and adherence to local operating regulations. All vehicles are fitted with seatbelts which must be worn at all times that the vehicle is in motion. When arriving at an off-site venue by coach, group members must remain seated until the vehicle has come to a halt. The instructor must alight first, and stand by the doorway to guide participants off and to a place of safety. When arriving at an off-site venue on foot, and into an area where vehicles may be manoeuvring, the instructor must use designated paths and walkways where these are available. If not, they must only proceed once vehicles on their route have come to a halt. When walking along roads, instructors must wear high-visibility jackets and have an adult at the front and back of the group. The group must walk in single file and keep to designated footpaths, if these exist. If no path is available the group must walk against the flow of traffic, keeping as close to the edge as possible. When crossing roads, the instructor must select a location with good visibility in both directions. If the road is clear, they should walk to the centre of the road, then direct the group to cross in front of them. 					
MSDSs required for hazardous substances:		n/a			
Probability	Medium (2)	Severity	Serious (2)	Risk	Marginal (4)

Hazard		Rivers		Hazard reference: A11/03	
Persons exposed to the hazard	Participants, Kingswood Staff		Legal references		
Potential injuries, damage, etc.	Drowning, illness				
Part 1: Activities giving rise to Health & Safety risks					
<ol style="list-style-type: none"> Most river-related field study visits require an instructor or group members to enter the water. Doing so creates the risk that they could drown, either through being swept away by strong currents, becoming stuck in the substrate, becoming entangled in a submerged obstacle, or through entering water too deep for their swimming ability, should they lose their footing. Entry and exit to the river channel can be difficult at some sites, with steep, slippery or heavily vegetated banks making access hazardous, and increasing the likelihood that someone falls while stepping into the river or cannot climb out again once in. Some river sites have areas of slow or stationary water. These are frequently in agricultural areas where livestock are present. Standing water can become polluted or diseased if it becomes stagnant or contaminated with faeces, or if algal blooms occur. 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> All river study sites are vetted for their suitability prior to first use. <ul style="list-style-type: none"> Sites that have an strong currents that may sweep away participants must not be used Sites that are excessively muddy and risk a participant getting stuck must not be used Sites that have submerged obstacles that a participant could get caught in must not be used Instructors and accompanying adults must not enter water deeper than 100cm Students must not enter water deeper than 50cm Sites that have steep or awkward bank access must not be used Whenever a participant or other accompanying adult is in the river, an instructor must be positioned on the bank with a reaching aid or throw line to assist them if they get into difficulty. Any water bodies that have no flow, look stagnant or appear to have algae or a bio-film on their surface must not be entered 					
MSDSs required for hazardous substances:		n/a			
Probability	Medium (2)	Severity	Serious (2)	Risk	Marginal (4)

Hazard		Coasts		Hazard reference:		A11/04	
Persons exposed to the hazard	Team			Legal references			
Potential injuries, damage, etc.	Cuts, bruises, broken bones,						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> Coastal sites and beaches are often accessed via cliff-top paths, and once on the beach groups are overshadowed by steep sea cliffs. Straying from these paths and falling, or being struck by falling materials from eroding cliffs once on the beach both represent risks when accessing or using beaches. Some coastal activity involves accessing the beach at one location and walking along it to another location. If this occurs at times when the tide is coming in, there is a risk that the group could become cut-off by the tide. Groups using beaches will encounter coastal defence structures such as sea walls, groynes, revetments and rock-armour boulders. Although stable in themselves and unlikely to give way, they represent a hazard if climbed upon by group members Certain fauna living in rockpools can cause painful stings, for example weaver fish. Equally, crabs and related crustacean can nip fingers if threatened 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> Before leaving the site, instructor must brief participants to keep to the paths and not to stray near to the cliff edge. Once on the beach, participants must not climb on the cliffs, or get close to sections displaying recent instability or erosion. Instructor is to check the tide times prior to departing from the centre and ensure they allow sufficient time to complete the site visit before the tide comes in Instructor is to brief participants on arrival at the beach that they are not to climb on any of the coastal defence structures Instructor must brief participants on arrival at the beach that they must not remove their shoes and socks, and not disturb any creatures they may find 							
MSDSs required for hazardous substances:				n/a			
Probability	Low (1)	Severity	Serious (2)	Risk	Acceptable (2)		

BASELINE RISK ASSESSMENT:	ON-SITE LEARNING PROGRAMMES	Ref No: A12
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Activity covered by this assessment:	All ICT based options Science Programmes Sensory Room	<u>Hazard references:</u> A12/01 – A12/02
Assessors:	<u>Internal:</u> John Robson (Group H&S Advisor)	<u>External:</u>
References:	Kingswood generic risk assessments (Feb 2007): 'ICT & Classroom Delivery, Young Scientist, Sensory Room'.	
Date of issue:	February 2008	Planned review date: End-February 2009

Description of activities, processes, etc. covered by the assessment:

All on-site programmes are run with an instructor trained to in-house standards at a maximum ratio of 15 students to each instructor.

ICT Programmes
All of Kingswood's ICT programmes take place in designated ICT Laboratories. These are indoor facilities, typically housing between 15 and 17 PCs, usually linked to a projector or other display system. The PCs will be mounted on bench tops around the perimeter of the lab or in individual 'pods'. Participants are individually seated on fixed or swivel chairs, or stools.

Participation in the ICT programmes involves interacting with various software, and using computer peripherals such as digital cameras, web cams and headphones.

Science Programmes
The Science programmes, either 'Science Detective or CSI:Kingswood' involve a range of indoor and outdoor investigations using a variety of equipment and materials, including fingerprint power, UV lamps, metal detectors and microscopes.

Sensory Rooms
These house a variety of displays on environmental themes and sensory games, together with live fish, amphibians, reptiles or invertebrates.

Hazard		ICT Labs and classrooms		Hazard reference:		A12/01	
Persons exposed to the hazard	Team	Legal references	9, 10, 15, 17				
Potential injuries, damage, etc.	Eye fatigue, RSI, back pain, heat exhaustion						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> Use of display screen equipment involves sitting at a desk viewing a screen and using a mouse and keyboard. For prolonged periods this can lead to eye strain, fatigue in the fingers and arms and back pain through poor posture. Electrical equipment and its cabling (e.g. computers, monitors, lamps, projectors, etc.) present a risk of electric shocks if damaged, and a trip hazard if not set up to avoid having trailing cables. Computer equipment can give off a lot of heat, particularly when there are multiple machines located in a relatively small room with multiple users present. On hot days the temperature in ICT Labs can become uncomfortable. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> ICT and classroom sessions must be limited to 90 minutes maximum, with the instructor ensuring that participants take breaks from staring at the screen or typing by leading reviews and making the learning interactive. All portable electrical equipment must be inspected periodically by a competent person to ensure its continued safety and serviceability. Sufficient electric sockets appropriately located must be available to avoid having too many multi-socket adaptors plugged in and extensive trailing cables Suitable ventilation must be provided in ICT labs and classrooms to prevent them becoming too hot during use in warm weather. If temperatures climb too high, a rest period must be taken away from the lab. 							
MSDSs required for hazardous substances:		n/a					
Probability	Low (1)	Severity	Minor (1)	Risk	Acceptable (1)		

Hazard		Science/nature investigation		Hazard reference:		A12/02	
Persons exposed to the hazard	Team	Legal references	15				
Potential injuries, damage, etc.	Cuts, bruises, fractures, serious injury, death						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> Conducting some of the science experiments involves use of microscopes and glass slides, UV lamps, soil samples, fingerprint powder, etc. These can cause cuts, burns, illness if ingested and irritation if inhaled. Some creatures kept in sensory rooms may nip or cause irritation if handled incorrectly. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> Equipment likely to cause injury, such as scalpels used for preparing plant cells for microscope slides, must only be handled by the instructor or other accompanying adult. Creatures housed in the sensory room must only be handled under the direct supervision of the instructor. 							
MSDSs required for hazardous substances:		n/a					
Probability	Low (1)	Severity	Minor (1)	Risk	Acceptable (1)		

BASELINE RISK ASSESSMENT:		GENERAL AREAS		Ref No: A13
Activity covered by this assessment:	All 'free time' outside of the scheduled activity and learning programmes, including use of buildings, accommodation, dining areas and the wider site in general	<u>Hazard references:</u> A13/01 – A13/03		
Assessors:	<u>Internal:</u> John Robson (Group H&S Advisor)	<u>External:</u>		
References:	Kingswood generic risk assessments (Feb 2007): 'Site (General), Accommodation, Buildings (General), Dining Hall'.			
Date of issue:	February 2008	Planned review date:	End-February 2009	

Description of activities, processes, etc. covered by the assessment:

Guests staying at the centres will spend part of their time outside the formal supervised activity and learning programmes. These periods may be break times, meal times or the start and end of the days.

During these times, guests are under the supervisory responsibility of the accompanying adults. These can be teachers/adult leaders for Kingswood visitors or Group Leaders during Camp Beaumont summer camps.

Time may be spent in the dining hall during meal service, in the dormitory and accommodation areas, or in general free time outdoor areas around the centre.

Hazard		General areas		Hazard reference:	
Persons exposed to the hazard		Team		Legal references	
Potential injuries, damage, etc.		Cuts, bruises, fractures, crush injuries		17	
Part 1: Activities giving rise to Health & Safety risks					
<ol style="list-style-type: none"> Entry into out of bounds areas, such as maintenance and catering areas, and activity areas when not accompanied by a staff member, potentially exposes visitors to hazardous substances, equipment and processes without the supervision or protective equipment necessary to ensure their safety. Vehicle movements on site include staff and visitors arriving and departing from car parking areas, coaches picking up and dropping off guests, kitchen deliveries, couriers and waste disposal vehicles. Uneven surfaces causing slips, trips and falls Strangers/intruders may access the site with the intention of committing an illegal act, such as property damage, violence against a person or kidnap. 					
Part 2: Baseline control measures					
<ol style="list-style-type: none"> All hazardous service or activity areas must, <ul style="list-style-type: none"> be, if possible, secured against unauthorised casual access have appropriate "No Entry" or "Authorised Personnel Only" signs displayed be indicated on the initial visitor site tour as being out of bounds areas Wherever possible vehicles and pedestrians must be segregated, with vehicle movements contained in designated areas. In addition to this: <ul style="list-style-type: none"> a 5mph speed limit operates at all sites, indicated by warning signs at entrances and other points vehicles must display hazard warning lights when moving on site a traffic marshal must supervise pedestrian and vehicle movements when guests are arriving or departing the centre visitors must be made aware of vehicle hazards on the initial site tour on their arrival day Uneven surfaces must be repaired or removed. If this is not reasonably practicable, they should be access restricted or made highly visible. All adults must be issued with and wear an approved security badge at all times when on site. Anyone not wearing one must be challenged immediately. Accompanying adults must have the division of supervisory responsibility explained to them as part of the initial welcome briefing to ensure they understand who is responsible for looking after guests during non-activity time. Where site layout and local conditions will allow, the centre's boundary must be defined by a perimeter fence, wall or other structure. All buildings must be secured by Duty personnel against unauthorised access during the night. All ground floor windows must be fitted with restrictors to prevent them being pushed wide open. 					
MSDSs required for hazardous substances:			n/a		
Probability	Medium (2)	Severity	Minor (2)	Risk	Marginal (4)

Hazard		Buildings		Hazard reference:		A13/02	
Persons exposed to the hazard	Team	Legal references	17				
Potential injuries, damage, etc.	Cuts, bruises, fractures, burns						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> High spirits and horseplay from young guests in the dormitory areas raises the likelihood of minor injury from e.g. falls from bunk beds, pillow fights, slammed doors, tripping over luggage, etc. Floors in corridors, bathrooms, toilets, etc. can become slippery from cleaning or as a result of splashes from basins and showers. Windows at first floor level and above introduce a fall from height risk if it is possible to open them wide. Placing too many occupants into a single room can cause overcrowding, and increase the likelihood of other minor injury through lack of storage space, restricted movement, etc. Fire 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> Each visiting group's Group Leader must brief the group as part of their initial induction on rules for dormitory areas, including keeping the floors of luggage and other trip hazards, and on sensible conduct. Bathrooms and toilets should be fitted with textured non-slip floor coverings. Cleaning of these areas should take place in periods when they are unlikely to be used, with appropriate warning signs placed to indicate cleaning is underway. Excessive splashes and spills must be reported as soon as possible so they can be cleaned. All windows above the ground floor must be fitted with restrictors to prevent individuals climbing or falling out. Bunk beds must not be placed against windows on any floor, unless suitable guards prevent an occupant falling against the glass. Room occupancy must be limited by the requirement to have a minimum of 76cm/30" between beds. Sufficient space must be available that the room's occupants can store their belongings in wardrobes/lockers/shelves without having to spread items across the floor. All accommodation areas are fitted with smoke detectors and an alarm system. A fire safety plan will be in place at all premises, and a fire drill will be conducted on a group's first evening at the site. 							
MSDSs required for hazardous substances:		n/a					
Probability	Low (1)	Severity	Minor (1)	Risk	Acceptable (1)		

Hazard		Dining Hall		Hazard reference:		A13/03	
Persons exposed to the	Team	Legal references	17				
Potential injuries, damage, etc.	Burns, slips and trips						
Part 1: Activities giving rise to Health & Safety risks							
<ol style="list-style-type: none"> The serving facility becomes intentionally hot to maintain food temperatures. Team members serving or being served food can be exposed to hot surfaces. Spilt food and drinks can become a slip hazard on smooth floors. Food and drinks served at high temperatures risk burns and scalds if consumed while they are still hot or if spilled. 							
Part 2: Baseline control measures							
<ol style="list-style-type: none"> Where hot surfaces are present, where possible these should be guarded from accidental contact. If this is not possible, signs should be placed prominently warning of the danger Staff must be made available with sufficient equipment and materials to clear up large spills as soon as they are reported, or to place out of bounds large spills while clear up takes place Food and drinks must not be served to young guests at such a temperature that they could cause burns or scalds. 							
MSDSs required for hazardous substances:		n/a					
Probability	Low (1)	Severity	Minor (1)	Risk	Acceptable (1)		

Appendix – Risk quantification and explanation of terms

A. Risk quantification model:

A.1 The 'risk quantification model' provides an algorithm that can be used to ensure a consistent approach is used for quantifying risks based on a simple matrix of 'probability of occurrence' and 'severity of outcome'. In effect, risk equals probability multiplied by severity, $Ri = Pr \times Se$.

Probability (Pr) that an event will occur.

Probability (Pr)	Rating	Criteria to consider in relation to the hazard being assessed
Low	1	Where harm will seldom occur. A hazard is rarely approached and/or is infrequently present in the workplace, e.g. a less than 25% chance that the hazard will be experienced.
Medium	2	Where harm will often occur. A hazard is sometimes approached and/or is frequently present in the workplace, e.g. between a 25% and 75% chance that the hazard will be experienced.
High	3	Where it is certain that harm will occur. A hazard is always approached and/or is permanently present in the workplace, e.g. a greater than 75% chance that the hazard will be experienced.

Severity (Se) of the outcome if the event is realised.

Severity (Se)	Rating	Criteria to consider in relation to the hazard being assessed
Minor	1	Injuries that are unlikely to be reportable under RIDDOR, e.g. superficial or minor first-aid injuries such as minor cuts, bruises, eye irritation, nuisance skin irritation, transient or non-persistent coughing etc; and small fires with little or no disruption.
Serious	2	Injuries that are likely to be reportable as a >3-day injury under RIDDOR, such as lacerations, burns, strains and sprains, minor fractures to the fingers or toes, non-permanent work-related upper limb disorders, eye irritation, persistent coughing, nausea, breathing distress, dermatitis, chrome and other ulcerations; and minor fires causing transient disruption.
Major	3	Injuries that are likely to be reportable as major injuries under RIDDOR, such as fatalities, amputations, major fractures, multiple injuries, permanent work-related upper limb disorders, poisonings, permanent or semi-permanent blindness, occupational cancers, acute or severely life-shortening diseases, occupational asthma, etc; and fires causing significant disruption and/or major loss to or destruction of property or premises.

A.2 The following explains the typical actions required to manage different risks categories. In simple terms, the higher the risk category, the greater the potential for a serious incident, injury or fire and, consequently, greater controls are required.

(i) An unacceptable (or high) risk, a risk rating of 9.
Such risks in the workplace are unacceptable and work should not commence. If work is in progress, it must be stopped immediately until such actions are taken as to reduce or control the risk to an acceptable level. Temporary controls, except in an emergency situation (such as may be necessary during an emergency plant shutdown), would not be sufficient to justify work commencing or continuing. Risk reduction plans should be documented and fully implemented before recommencing work.

(ii) A moderate risk, a risk rating of 6.
Such risks are unacceptable and work should not commence. If work is already in progress, it should be suspended until such actions are taken as to reduce or control the risks. This could include the use of temporary control measures until a permanent solution is implemented. Existing controls require careful management and supervision to ensure their effective implementation. A written action plan should be developed to further reduce or control the risks.

(iii) A marginal risk, a risk rating of 3 or 4.
Such workplace risks are tolerable and, generally, work can commence or continue. However, if appropriate, a written action plan should be developed to further reduce or control the risks to a more acceptable level. The existing control measures are generally appropriate to control or manage the risks, but require on-going management supervision, such as by an audit, to ensure their continuous implementation.

(iv) An acceptable (or low) risk, a risk rating of 1 or 2.
Such risks are, generally, seen as being acceptable without any specific workplace controls being required. Any existing controls are appropriate to manage the risks. Management supervision and employee training are required to ensure the existing controls, including the use of personal protective equipment (PPE), are implemented.

B. Legal references:

B.1 The following, non-exhaustive, table provides the principal hazard-based Health & Safety regulations that apply to the majority of work activities. Where a regulation has an approved code of practice or other legal guidance, its reference number is shown in the last column.

	Hazard-based legislation reference	ACOP and/or other legal guidance
1	Adventure Activities Licensing Regulations 2004	L77
2	Confined Spaces Regulations 1997	L101
3	Construction (Design and Management) Regulations 2007	L144
4	Control of Asbestos Regulations 2006	L127, L143
5	Control of Noise at Work Regulations 2005	L108
6	Control of Substances Hazardous to Health Regulations 2002	L5, L8, L55
7	Control of Vibration at Work Regulations 2005	L140, L141
8	Dangerous Substances and Explosive Atmospheres Regulations 2002	L138
9	Electricity at Work Regulations 1989	HS(R)25
10	Health and Safety (Display Screen Equipment) Regulations 1992	L26
11	Gas Safety (Installation and Use) Regulations 1998	L56
12	Lifting Operations and Lifting Equipment Regulations 1998	L113
13	Manual Handling Operations Regulations 1992	L23
14	Pressure Systems Safety Regulations 2000	L122
15	Provision and Use of Work Equipment Regulations 1998	L22, L114
16	Work at Height Regulations 2005	
17	Workplace (Health, Safety and Welfare) Regulations 1992	L24

C. Persons exposed:

C.1 The following, non-exhaustive, table lists the categories of persons liable to be exposed to hazards and should be considered when conducting risk assessments.

Title:	Participants	Kingswood Staff	Teachers	Team	Public	All
Description:	Anyone taking part in an activity.	Any 'Kingswood' employee.	An accompanying teacher or other member of staff.	Categories 1 to 3 combined.	Anyone present on site but not listed in categories 1 to 4.	Categories 1 to 5 combined.