

# The Trekking Company Ltd.

## Risk Assessments



These Risk Assessments are carried out by an appropriately qualified competent person.

Revised January 2019

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1. There is no section outlining ‘Who Might be harmed’ –it is assumed that anyone in the vicinity of any incident is at risk including, ‘Students, teachers, visitors and staff.’ – as was previously repeated in every section, so it has been removed.

## Outdoor Activities – General

What are the hazards?	What are you already doing?	What needs doing and other remarks
Traffic accident en route to an activity.	All TrekCo minibus drivers hold the relevant driving qualification and, where applicable, are subject to retesting at the appropriate intervals. Students are supervised at road crossings/on roads.	Any diversions, hazards on route etc. are passed on to all drivers.
Injury due to failure of activity equipment	An inspection system is in place for general equipment and PPE equipment. Records of inspections are kept in the site office. All PPE equipment is subject to a thorough scheduled inspection by a competent person. Daily before use and after use inspections are carried out by all users. Platforms, ropes and fixings inspected according to schedule. All staff are trained and encouraged to report any suspect equipment immediately.	Any suspect equipment is quarantined and inspected by a competent person, and is discarded, scheduled for more frequent inspection, or returned to use as appropriate. This is recorded in the equipment inspection system.

## Activities

Rock Climbing		
What are the hazards?	What are you already doing?	What needs doing and other remarks
Fall due to belayer inattention.	Use experienced and qualified instructors. Use age and experience appropriate belay method for group. Use buddy system to cross check and back up. Instructor belays where appropriate.	Staff observations are carried out throughout the year.  The operating procedures are available at all times to the instructional staff.
Fall due to lowering incorrectly.	Use experienced and qualified instructors. Instructor stress to group importance of lowering. Instructor supervises/operates lower when needed. Changes of equipment (new ropes/belay devices) can cause changes in the dynamics of lowering – this is included in instructor training and briefings.	Staff observations are carried out throughout the year.  The operating procedures are available at all times to the instructional staff.
Struck by a falling object	All persons at the bottom of a crag to wear climbing helmets (safe zone for taking off helmets may be established). All climbing equipment is carried in rucksacks. Any equipment not being used is returned to the rucksack and the sack secured or positioned in a place where it is not a hazard to those below.	Any instructor who revisits the top of a crag should recheck the position and security of the rucksack, and check for loose rocks to prevent rock fall.
Fall from top of crag whilst not secured	Instructors setting up at the top of a crag are to wear harnesses and ensure they are secure before approaching an edge. Students and teachers waiting to descend an abseil or at the top for any other reason are to be positioned in a secure area and/or connected to a safety rope before approaching an edge.	Any instructor who is working at or revisits the top of a crag should secure themselves before approaching any edge.

<b>Hillwalking</b>		
<b>What are the hazards?</b>	<b>What are you already doing?</b>	<b>Remarks</b>
Adverse weather conditions	<ol style="list-style-type: none"> <li>1. Sufficient instructor/participant ratios</li> <li>2. Spare clothing carried as needed</li> <li>3. Check weather forecast</li> <li>4. Group shelters carried</li> <li>5. Bad weather descent options prepared</li> </ol>	
Slips, trips and falls	<ol style="list-style-type: none"> <li>1. Footwear checked prior to walk</li> <li>2. Planned routes agreed by instructors based upon conditions and ability</li> <li>3. First aid kits carried by instructors</li> <li>4. Instructors hold first aid qualification</li> </ol>	
Fatigue	<ol style="list-style-type: none"> <li>1. Sufficient instructor/participant ratios</li> <li>2. Physical assessment of group made prior to and during the walk</li> <li>3. Sufficient rest breaks taken</li> <li>4. Instructor vigilance</li> </ol>	
Thirst, hunger	<ol style="list-style-type: none"> <li>1. Food and water carried by all</li> <li>2. Spare water and food carried by instructors</li> </ol>	
Problems on steep descents	<ol style="list-style-type: none"> <li>1. Confidence rope carried</li> </ol>	Only in areas or situations where such descents might be anticipated
Effects of heat and cold, hypothermia and hyperthermia	<ol style="list-style-type: none"> <li>1. Thorough briefing prior to walk covering weather, equipment &amp; clothing</li> <li>2. Check of clothing and equipment</li> <li>3. Recognition of symptoms</li> <li>4. Instructor carries additional clothing</li> </ol>	
Sunburn	<ol style="list-style-type: none"> <li>1. Ensure screen is applied before and during the walk as needed</li> </ol>	Care – child protection issues.
Blisters	<ol style="list-style-type: none"> <li>1. Check footwear fits correctly</li> <li>2. Check quality of socks</li> <li>3. Correct first aid administered when required</li> </ol>	
Roads and traffic	<ol style="list-style-type: none"> <li>1. Briefing and control of group when crossing roads</li> <li>2. Instructors monitor traffic and control movement of the group</li> </ol>	
Lyme's disease from tick bites	<ol style="list-style-type: none"> <li>1. Instructors monitor advice regarding reported tick infestations</li> <li>2. When in an area with ticks present advise the wearing of long trousers and the use of insect repellent.</li> </ol>	

	<p>3. Remind everyone to check for ticks that evening</p> <p>4. In such areas, advise everyone of the signs and symptoms of Lyme's disease and emphasise the need to go to the doctor if any symptoms occur.</p>	
Stomach upsets from drinking polluted water	1. Provide advice and be selective regarding where water is taken from to drink on the hill	
Medical problem with existing condition	<p>1. Consult teachers prior to walk</p> <p>2. Ensure medication carried</p> <p>3. Inform all instructors</p>	

<b>Abseiling - Towers</b>		
What are the hazards?	What are you already doing?	Remarks
Falling from the tower platform or tripping down the stairs.	Instructors follow Safe Operating Procedures for use of the Tower by clipping in all participants and themselves to the safety lines attached at the top of the Tower. Participants are briefed at the beginning of and during the session on how to use the safety lines correctly.	Extra care must be taken when multiple ropes are being used, ie: 3 ropes on one side of the tower. There will be multiple participants arriving to abseil and all instructors must be aware of the dangerous situation. Wherever possible a senior instructor will be present. On occasion, participants may be belayed up the steps if a special requirement has been identified, normally in liaison with school beforehand.
Being hit by falling objects	Items being dropped from top of Tower causing potential head injuries. Hard Hat Area clearly designated and enforced.	

Falling on the stairs. Participants – running down/up the stairs; cuts, bruises or breaks	All participants to be reminded to walk up the stairs and not to run during the initial briefing and repeated during the session as required.	
Fall from incorrectly fitted equipment.	Safe Operating Procedures adhered to. All equipment fitted and checked by a qualified Instructor. Chest harnesses must be used where applicable.	
Rope burns	Instructor must be aware of speed of abseiler and have this under control.	
Catching fingers, hair or loose clothing in abseil systems.	Safe Operating Procedures adhered to. All equipment fitted and checked by a qualified Instructor. Ensure participant ties their hair back and removes loose or baggy clothing. Constant observation required by the instructor. Releasable abseil must be built into the system.	
Inclement weather	Activity stopped during Electrical Storms, Heavy Rain and High Wind and all participants taken to a safe place until the weather improves.	

**Rock Scrambling**

*NB this type of rock scrambling is known as scrambling or weaselling, but is not scrambling as defined in Mountain Training guidelines, which refers to roped mountain scrambling. The activity described here takes place in small, low areas of rocks, and involves squeezing through gaps, easy climbing and movement around the rocks requiring no equipment. It is designed to be a fun activity for children.*

What are the hazards?	What are you already doing?	Remarks
Traffic accident on route to the venue.	All TrekCo minibus drivers hold the relevant driving qualification and, where applicable, are subject to retesting at the appropriate intervals.	Any diversions, hazards on route etc. are passed on to all drivers.
Injury from slips and trips.	Appropriate footwear is checked. Briefing and demonstration of good foot placements is carried out. Safe areas are designated as areas to wait for further instruction when at height. Helmets are worn. Participants are 'spotted' or 'spot' each other at appropriate points.	Constant monitoring of the group is carried out and advice offered.
Hit by falling objects.	Instructor will assess the venue upon arrival and helmets are worn at all times.	Constant group management and assessment of weather and potential falling hazards is made throughout the session.
Hit by another person falling.	Instructor will position themselves between the climbing person and other group members and spot the climber, or use others to spot.	Good group management is carried out at all times to prevent injury.
Fall from height	Instructor selects routes and locations away from danger of large falls; advises of dangers; creates 'safe zones' and gives clear instructions on where to stand etc – i.e. group management.	

<b>Canoeing and Kayaking</b>		
<b>What are the hazards?</b>	<b>What are you already doing?</b>	<b>Remarks</b>
Drowning due to immersion in water.	Buoyancy aids of the correct size are given to all participants. These are then adjusted to fit each person.	The correct fitting of buoyancy aids is monitored continually throughout the session.
Traffic accident travelling to the venue.	All TrekCo minibus drivers hold the relevant driving qualification and, where applicable, are subject to retesting at the appropriate intervals.	Any diversions, hazards on route etc. are passed on to all drivers.
Injury due to being struck by a paddle	Awareness of the paddle length and movement is demonstrated during the pre-paddle brief on shore.	Instructors constantly remind users of the dangers of the paddle to others in the vicinity.
Injury from objects on reservoir bottom.	A check of suitable footwear is made during the pre-paddle brief. Unsuitable footwear is changed and all footwear is checked for tightness of fit.	After immersion in water further checks of footwear are made to ensure protection is still being given.
Trapped under capsized boat.	Instructors always aware of the number in each boat and will carry out a head count after capsize and take suitable action.	Communication between instructors will take place throughout the session as to numbers in each boat etc.
Weil's Disease	Whilst it is impossible to identify or diagnose the disease on a canoe session, any reports of illness must be followed up. Visiting staff made aware of the existence of the disease, and that they should report back to us of any suspected cases following the visit.	

<b>Mountain Biking</b>		
What are the hazards?	What are you already doing?	Remarks
Injury due to falling off bike.	A detailed brief and demonstration of riding and braking techniques is carried out before a session can begin.	Risk is assessed throughout the session by the instructors and routes chosen to reduce the chances of falls.
Injury due to being struck by a low branch or other obstacle	Low branches on marked trails are monitored by the centre staff and cut where necessary. Instructors coming across low branches will remove them or alter the route for the group.	Low branches are reported to the centre staff at the end of a session and the appropriate action taken.
Injury caused by defective cycle	Cycles inspected by qualified/experienced mechanics. When hired, use reputable organisation and senior staff to liaise beforehand with that organisation as to safety and procedures	Cycles used are usually from Deers Leap Bikes, owned by TrekCo Director Steve Ranger. All procedures followed.
Injury due to collision with other bikes.	Distances to be maintained by riders are detailed in the initial brief and reinforced throughout the session.	Constant monitoring of distances is made throughout the session.

<b>Tunnels</b> 'Tunnelling' is an activity which takes place in man-made tunnel complexes constructed with pipes which may be concrete or plastic, intended to simulate easy caving.		
What are the hazards?	What are you already doing?	Remarks
Minor injury due to crawling in the tunnels.	Tunnelling techniques are demonstrated during the pre-activity brief. Clothing is checked for suitability, long sleeved tops and long legged trousers are recommended. Helmets are worn at all times.	Constant monitoring of clothing is carried out (tops removed etc.)
Injury due to protruding metal/wood.	Tunnel complexes have various methods of covering exits when not in use. These can cause injury & must be pointed out if hazardous.	Any protruding metal/wood is pointed out to the students as part of the safety brief.
Falling into a tunnel entrance/exit.	Awareness of the dangers of being off balance when entering and exiting small tunnel complexes is reinforced.	When not taking part in the activity participants are kept well away from entrances/exits.

<b>The Perch (also known as 'Leap of Faith')</b>		
<b>What are the hazards?</b>	<b>What are you already doing?</b>	<b>Remarks</b>
Injury falling from ladder or pole.	The ladder is tied to the pole by the instructor at the start of the session. Clear instructions are given in the correct techniques to be used to avoid injury.	Movement of the ladder is monitored and the session is halted to carry out adjustments. The instructor constantly offers advice on technique.
Rope burn whilst jumping off pole.	Before taking the participants weight in the harness to jump off and descend the instructor warns the participant to let go of the rope so any slack can be taken in.	Monitor the participant's reflex movement to grab the rope.
Injury from heavy landing.	Lowering is only done by the instructor.	Monitor the speed of the rope through the lowering device whilst in use.

<b>Postman's Walk</b>		
What are the hazards?	What are you already doing?	Remarks
Injury falling from ladder, tree or cables.	The ladder is tied to the tree by the instructor at the start of the session. Clear instructions are given in the correct techniques to be used to avoid injury.	Movement of the ladder is monitored and the session is halted to carry out adjustments. The instructor constantly offers advice on technique.
Rope burn whilst stepping off cable.	Before taking the participants weight in the harness to jump off and descend the instructor warns the participant to let go of the rope so any slack can be taken in.	Monitor the participant's reflex movement to grab the rope.
Injury from heavy landing.	Lowering is only done by the instructor.	Monitor the speed of the rope through the lowering device whilst in use.

Tarzan Vine		
What are the hazards?	What are you already doing?	Remarks
Injury falling from ladder, tree or cables.	The ladder is tied to the tree by the instructor at the start of the session. Clear instructions are given in the correct techniques to be used to avoid injury.	Movement of the ladder is monitored and the session is halted to carry out adjustments. The instructor constantly offers advice on technique.
Rope burn whilst stepping off cable.	Before taking the participants weight in the harness to jump off and descend the instructor warns the participant to let go of the rope so any slack can be taken in.	Monitor the participant's reflex movement to grab the rope.
Injury from heavy landing.	Lowering is only done by the instructor.	Monitor the speed of the rope through the lowering device whilst in use.

Tree Climb		
What are the hazards?	What are you already doing?	Remarks
Injury falling from ladder, tree or blocks.	The ladder is tied to the tree by the instructor at the start of the session. Clear instructions are given in the correct techniques to be used to avoid injury.	Movement of the ladder is monitored and the session is halted to carry out adjustments. The instructor constantly offers advice on technique.
Rope burn whilst stepping off blocks.	Before taking the participants weight in the harness to jump off and descend the instructor warns the participant to let go of the rope so any slack can be taken up.	Monitor the participant's reflex movement to grab the rope.
Injury from heavy landing.	Lowering is only done by the instructor.	Monitor the speed of the rope through the lowering device whilst in use.

Jacob's Ladder		
What are the hazards?	What are you already doing?	Remarks
Injury falling from ladder, tree or rungs.	The ladder is tied to the tree by the instructor at the start of the session. Clear instructions are given in the correct techniques to be used to avoid injury.	Movement of the ladder is monitored and the session is halted to carry out adjustments. The instructor constantly offers advice on technique.
Rope burn whilst stepping off the final rung.	Before taking the participants weight in the harness to jump off and descend the instructor warns the participant to let go of the rope so any slack can be taken in.	Monitor the participant's reflex movement to grab the rope.
Injury due to colliding with a rung whilst being lowered.	The instructor communicates with the participant throughout the descent.	Monitor the speed of the rope through the lowering device whilst descending.
Injury from heavy landing.	Lowering is only done by the instructor.	Monitor the speed of the rope through the lowering device whilst in use.

<b>Tree Abseil</b>		
What are the hazards?	What are you already doing?	Remarks
Injury falling from ladder or tree.	The ladder is tied to the tree by the instructor at the start of the session. Clear instructions are given in the correct techniques to be used to avoid injury. Participants are belayed up the ladder and tree.	Movement of the ladder is monitored and the session is halted to carry out adjustments if needed.
Rope burn whilst abseiling.	Before commencing the abseil descent the participant is instructed in the correct techniques and told to let go of the static abseil rope if burning occurs.	Monitor the participant's descent and instruct to let go of the rope if necessary.
Injury from heavy landing.	Monitoring if the speed of descent using the safety rope by the instructor.	
Struck by falling object.	All equipment is carried in rucksacks. Any equipment not being used is returned to the rucksack and the sack secured or positioned in a place where it is not a hazard to those below.	Any instructor working at height should recheck the position and security of the rucksack.

Log Walk		
What are the hazards?	What are you already doing?	Remarks
Injury falling from ladder, tree or off the log.	The ladder is tied to the tree by the instructor at the start of the session. Clear instructions are given in the correct techniques to be used to avoid injury.	Movement of the ladder is monitored and the session is halted to carry out adjustments. The instructor constantly offers advice on technique.
Rope burn whilst jumping of the top section.	Before taking the participants weight in the harness to jump off and descend the instructor warns the participant to let go of the rope so any slack can be taken up.	Monitor the participant's reflex movement to grab the rope.
Injury due to striking the log when jumping off.	The instructor communicates with the participant throughout the descent.	Monitor the speed of the rope through the lowering device whilst descending.
Injury from heavy landing.	Lowering is only done by the instructor.	Monitor the speed of the rope through the lowering device whilst in use.

<b>Zipwire</b>		
What are the hazards?	What are you already doing?	Remarks
Injury falling from the ladder.	The ladder is tied to the tree by the instructor at the start of the session. Participants are belayed up the ladder. Clear instructions are given in the correct techniques to be used to avoid injury.	Movement of the ladder is monitored and the session is halted to carry out adjustments. The instructor constantly offers advice on technique.
Injury due to entanglement in the equipment.	Before dispatching the participant the instructor checks all connected ropes and devices and hand positioning to prevent entanglement. Long hair is tied back to protect the student.	The bottom instructor instructs the participant to remove their hands from all equipment before beginning the descent process.
Injury from heavy landing.	Operation of the lowering device is done by the participant and backed up by the instructor holding the dead end of the rope and pulling tight.	Monitor the speed of the rope through the lowering device whilst in use and pull down on the dead end if required.
Injury due to being struck by the tail end of the rope whilst spectating.	The bottom instructor keeps everyone well back during the first part of the descent to avoid being struck by the trailing rope.	The tail end of the rope is tied using a slip knot and is left long enough to be reached from the ground by the second instructor, therefore cannot be eliminated completely.

<b>All Aboard (or 'High All Aboard')</b>		
<b>What are the hazards?</b>	<b>What are you already doing?</b>	<b>Remarks</b>
Injury falling from ladder, pole or off the platform.	The ladder is tied to the pole by the instructor at the start of the session. Clear instructions are given in the correct techniques to be used to avoid injury.	Movement of the ladder is monitored and the session is halted to carry out adjustments. The instructor constantly offers advice on technique.
Rope burn whilst jumping off the platform.	Before taking the participants weight in the harness to jump off and descend the instructor warns the participant to let go of the rope so any slack can be taken in.	Monitor the participant's reflex movement to grab the rope.
Injury from heavy landing.	Lowering is only done by the instructor.	Monitor the speed of the rope through the lowering device whilst in use.
Injury from swinging back and striking the platform when jumping off.	The instructor instructs the participants to face inwards and jump off backwards therefore allowing them to use their hands to prevent injury when swinging back towards the platform.	A reminder of the dangers of swinging back into the platform is given just before jumping off.

<b>Ball Jump</b>		
What are the hazards?	What are you already doing?	Remarks
Injury falling from ladder, tree or platform.	The ladder is tied to the tree by the instructor at the start of the session. Clear instructions are given in the correct techniques to be used to avoid injury.	Movement of the ladder is monitored and the session is halted to carry out adjustments. The instructor constantly offers advice on technique.
Rope burn whilst jumping off the platform.	Before taking the participants weight in the harness to jump off and descend the instructor warns the participant to let go of the rope so any slack can be taken up.	Monitor the participant's reflex movement to grab the rope whilst reaching to strike the ball.
Injury from heavy landing.	Lowering is only done by the instructor.	Monitor the speed of the rope through the lowering device whilst in use.

<b>Crate Challenge</b>		
What are the hazards?	What are you already doing?	Remarks
Injury due to falling crates.	The crate stack is carefully monitored by the instructor and the positions of all other group members are also monitored.	Other group members are made aware of the safe areas to remain in whilst the stack is high.
Rope burn whilst falling off the crates.	Before taking the participants weight in the harness to jump off and descend the instructor warns the participant to let go of the rope so any slack can be taken up.	Monitor the participant's reflex movement to grab the rope when the stack begins to fall.
Injury from heavy landing.	Lowering is only done by the instructor.	Monitor the speed of the rope through the lowering device whilst in use.

<b>Indiana Bridge</b>		
What are the hazards?	What are you already doing?	Remarks
Injury falling from ladder, tree or cables.	The ladder is tied to the tree by the instructor at the start of the session. Clear instructions are given in the correct techniques to be used to avoid injury.	Movement of the ladder is monitored and the session is halted to carry out adjustments. The instructor constantly offers advice on technique.
Rope burn whilst stepping off cable.	Before taking the participants weight in the harness to jump off and descend the instructor warns the participant to let go of the rope so any slack can be taken in.	Monitor the participant's reflex movement to grab the rope.
Injury from heavy landing.	Lowering is only done by the instructor.	Monitor the speed of the rope through the lowering device whilst in use.

<b>Ninja Climb</b>		
What are the hazards?	What are you already doing?	Remarks
Injury falling from cargo net, climbing wall section or rungs.	The cargo net is tensioned to the ground anchors by the instructor at the start of the session. Clear instructions are given in the correct climbing techniques to be used to avoid injury.	Tension of the cargo net is monitored and the session is halted to carry out adjustments. The instructor constantly offers advice on technique.
Rope burn whilst stepping off the final rung.	Before taking the participants weight in the harness to jump off and descend the instructor warns the participant to let go of the rope so any slack can be taken in.	Monitor the participant's reflex movement to grab the rope.
Injury due to colliding with a rung or climbing wall whilst being lowered.	The instructor communicates with the participant throughout the descent.	Monitor the speed of the rope through the lowering device whilst descending. Ensure participant walks down the wall section to avoid injury from the holds.
Rope burn from the vertical hawser assistance ropes.	Knots have been tied in the ropes to provide purchase and avoid excessive downward slippage.	The participant is always on a tight safety rope to prevent excessive slippage downwards if loss of grip occurs.
Injury from heavy landing.	Lowering is only carried out by the instructor.	Monitor the speed of the rope through the lowering device whilst in use.

Low Ropes activities – Titanic, Slackline, and others		
What are the hazards?	What are you already doing?	Remarks
Injury from falling from platforms or low ropes/slackline	The platforms and ropes are low to the ground Groups spot active participants as appropriate to each task	Behaviour of group members is constantly monitored. If the group is too large then some members remain to one side.
Injury from swinging back into a platform.	Participants are instructed to grab high up the rope so that when swinging back they land on their feet.	Behaviour and ability of the group members is constantly monitored.
Injury from rope burn.	The rope used is of a large diameter and is offers good grip.	Students are encouraged to maintain a firm grip.
Fall from inattention of spotters	Importance of spotting emphasised Demonstrate good spotting Mats used where appropriate (slackline)	Participants told that spotting is not catching
Injury from hitting rope	Awareness emphasised; don't let rope swing back unattended	Large rope knot can cause bruising

**Blackland Farm Low Ropes**

This refers to the activity as rented from Blackland Farm

What are the hazards?	What are you already doing?	Remarks
Injury due to falling off an obstacle.	A walk through demonstrating all the obstacles is carried out prior to the group attempting the course on their own.	The instructor constantly monitors the group and advises against techniques that are likely to cause harm or injury.
Injury due to heavy landing.	Spotters are used throughout the activity to reduce the chances of a heavy fall/landing.	The instructor constantly monitors the group and advises against techniques that are likely to cause harm or injury.

Archery		
What are the hazards?	What are you already doing?	Remarks
Misdirection when shooting arrows.	The initial safety brief and demonstration covers the danger of misdirection when shooting arrows.	The instructor constantly monitors the technique and aim of archers.
Archer being hit by an arrow.	The initial safety brief and demonstration covers the awareness of the position of other archers when shooting arrows.	The instructor constantly monitors the technique and aim of archers and their position in relation to other archers.
Non-archer being hit by an arrow.	Non-archers are seated in a safe area well back from danger.	The instructor constantly monitors the location of non-archers.
Minor injury from bow string or arrow.	The initial safety brief and demonstration covers the correct techniques to be used.	The instructor constantly monitors the technique and aim of archers.

<b>Orienteering</b>		
What are the hazards?	What are you already doing?	Remarks
Injury due to slips, trips or falls.	The instructor will fully brief the group in all aspects of orienteering including obstacle crossing and current conditions underfoot.	The instructor constantly monitors the group and advises about areas that are likely to cause harm or injury.
Hypothermia.	Constantly monitor the weather, brief the students prior to orienteering regarding suitable clothing etc.	The instructors constantly monitor the group and provide spare clothing etc. where necessary.
Dehydration.	Constantly monitor the weather, brief the students prior to orienteering regarding suitable clothing, fluid intake before, during and after the session.	The instructors constantly monitor the group and carry spare fluids etc.
Exhaustion.	Constantly monitor the weather, brief the students prior to orienteering regarding suitable clothing, fluid intake before, during and after the hike.	The instructors constantly monitor the group and observe levels of fitness and fatigue. Action is taken to return exhausted students to adult supervision and first aid.
Collision with road traffic.	The students are made aware of the dangers of nearby roads and that the road is generally the boundary of the course and will not need to be crossed.	Instructors and staff constantly monitor the group's whereabouts with regard to the road.
Panic and disorientation.	Instructors roam around the area providing assistance and reassurance throughout the session.	End times are agreed with the groups and instructors search for missing groups immediately.

## Problem Solving (All Problems)

What are the hazards?	What are you already doing?	Remarks
Injury due to overbalancing.	When the task is set up the cordoned off area is made of such as size as to remove the need to overbalance to complete the task.	
Injury due to mishandling items of equipment.	The instructor will advise as to what is permissible with regards to the equipment supplied to complete the task.	
Injury due to falling whilst blindfolded.	Spotters are used to guide blindfolded group members.	
Facial/head injury due to protruding branches.	The instructor checks the route prior to the group undertaking the task.	
Back injury due to poor lifting technique.	The instructor will advise the correct lifting techniques during the initial brief of the task and raise awareness of the possible dangers.	
Injury due to being dropped by other group members.	The instructor will advise the correct lifting techniques during the initial brief of the task and raise awareness of the possible dangers.	
Ski task - Ankle or other injury due to falling from skis.	The instructor will advise the correct 'skiing' techniques during the initial brief of the task.	
Ski task - Injury due to being fallen on by another person.	The instructor will advise the correct 'skiing' techniques during the initial brief of the task and raise awareness of the possible dangers.	
Titanic - Minor rope burns from holding ropes.	Knots are tied in the rope to aid grip and help prevent slippage/burning.	

Michelin challenge - Injury due to being hit by a tyre.	The instructor will enforce the rule that only one tyre is moved at a time therefore reducing the chances of a tyre falling or being dropped.	Behaviour of group members is constantly monitored.
Rope triangle task - Ankle or other injury due to falling from a plank.	The instructor will advise the correct techniques during the initial brief of the task.	
Splinters from handling planks.	All problem solving equipment is subject to a thorough inspection. Daily before use and after use inspections are carried out by all users.	
Injury due to being fallen on by another person.	The instructor will advise the correct techniques during the initial brief of the task and raise awareness of the possible dangers.	
Stick task - Eye injury from the stick.	The instructor will not release the stick until all group members are correctly positioned.	

## Other Activities and Campsite Games

Bivouac Building		
What are the hazards?	What are you already doing?	Remarks
Injury from slips, trips, falls and low branches.	The area selected for bivouac building should be free from trip hazards and low overhanging branches.	Constant monitoring of the group is carried out and advice offered.
Injury from splinters and thorns.	If trees and bushes in the surrounding area are to be used to aid bivouac building then immediate on site advice is given by the instructor present.	Constant monitoring of the group is carried out and advice offered.
Burn injury from reflective fire.	If a reflective fire is built to aid warmth the instructor will recommend a suitable distance from the bivouac to prevent injury.	Water kept close by.
Injury from knife.	If a knife is to be used to fashion tent pegs etc. then a demonstration of the correct techniques to be used is given by the instructor present.	A first aid kit is available for immediate use.

<b>Swimming</b>		
What are the hazards?	What are you already doing?	Remarks
Injury due to slips, trips or falls.	The initial brief enforces the need to walk not run and be aware of wet surfaces.	The lifeguard constantly monitors the session and behaviour of the group.
Drowning.	A national governing body qualified lifeguard is present at all times.	The lifeguard constantly monitors the session and behaviour of the group.
Spinal injury due to diving into the shallow end.	The initial brief enforces the dangers of diving in at the shallow end and points out where the shallow end begins and ends.	The lifeguard constantly monitors the session and behaviour of the group.
Injury due to entanglement in the suction filters.	The initial brief enforces the need to be aware of inlet and outlet filters.	The lifeguard constantly monitors the session and behaviour of the group.

<b>Night Hike</b>		
What are the hazards?	What are you already doing?	Remarks
Injury due to slips, trips or falls.	The instructor will fully brief the group in all aspects of the hike including obstacle crossing and conditions underfoot.	The instructor constantly monitors the group and advises about areas that are likely to cause harm or injury.
Hypothermia.	Constantly monitor the weather, brief the students prior to the hike regarding suitable clothing etc.	The instructors constantly monitor the group and carry spare clothing etc.
Dehydration.	Constantly monitor the weather, brief the students prior to the hike regarding suitable clothing, fluid intake before, during and after the hike.	The instructors constantly monitor the group and carry spare fluids etc.
Exhaustion.	Monitor the weather, brief the students on several occasions prior to the hike regarding suitable clothing, fluid intake before, during and after the hike.	The instructors monitor the group and observe levels of fitness and fatigue. Action is taken to return exhausted students to the campsite where necessary.
Collision with road traffic.	The students are made aware of the dangers of walking on the road, single file movement with high visibility vest front & back of group and torches is carried out.	Instructors and staff constantly monitor traffic and the group's adherence to moving quickly and in single file.

<b>Games General</b>		
What are the hazards?	What are you already doing?	Remarks
Injury due to slips, trips or falls.	The instructors will fully brief the group in all aspects of campsite games including current conditions underfoot.	The instructor constantly monitors the group and advises about areas that are likely to cause harm or injury.
Ankle and other injuries due to running on uneven ground.	Instructors will select ground suitable for the type of game and take into account the weather conditions during and before the activity.	The instructors will monitor the weather and ground conditions throughout and stop the game or move locations as necessary.
Injury due to falling carrying equipment, jumping over obstacles etc.	The type of game played and equipment used will be chosen to suit the ability, age etc. of the group. Concise briefs and demonstrations are given to reduce the chance of injury.	The instructors monitor the games closely and adapt to prevent possible injuries.
Minor burns due to sparks or contact with bonfire flames.	Areas are allocated for campfires with seating situated a suitable distance from the fire.	The fire is monitored and students moved further back if necessary.

Games – Heartbreak Ridge		
What are the hazards?	What are you already doing?	Remarks
Injury due to slips, trips or falls.	The instructors will fully brief the group in all aspects of Heartbreak Ridge including current conditions underfoot.	The instructor constantly monitors the group and advises about areas that are likely to cause harm or injury.
Ankle and other injuries due to running on uneven ground.	Instructors will select ground suitable for the game and take into account the weather conditions during and before the activity.	
Collision with road traffic.	The students are made aware of the dangers of nearby roads and that the road is generally the boundary of the course and will not need to be crossed.	
Injury due to collision with low branches, thorn bushes, low cables and other hazards etc.	The students are made aware of the dangers of the area including trees, undergrowth and bushes and other local hazards.	

Games - Gladiators		
What are the hazards?	What are you already doing?	Remarks
Fall due to belayer inattention.	All belayers are experienced fully qualified instructors and are briefed prior to the game taking place.	
Fall due to lowering incorrectly.	All belayers are experienced fully qualified instructors and are briefed prior to the game taking place. The contest is ended by a whistle blast followed by a controlled descent.	
Struck by a falling object	Helmets are worn by all participants. Security of footwear is checked prior to climbing. The spectators are positioned far enough back to prevent falling objects striking them.	
Injury by contact with another contestant.	The rules are clearly explained during the initial brief and reinforced before each contest.	The referee will blow a whistle to stop any contest if a blow is struck with a foot or hand.

## Peak District, Lake District, other UK areas – Specific Activities

Peak District – Stoney Middleton Wormhole		
What are the hazards?	What are you already doing?	Remarks
Crossing the road.	Instructors position themselves both sides of the group, monitor traffic and give the signal to cross.	If dark upon arrival torches are used to make drivers aware of the group's presence.
Scrambling up to the cave entrance.	The instructors will assess the condition of the rock (wet, dry, loose etc.) and demonstrate the climbing techniques then spot the group members.	If dark upon arrival torches are used to light the route to be taken by the group.
Minor injury due to crawling in the tunnels.	Tunnelling techniques are demonstrated during the pre-activity brief. Clothing is checked for suitability, long sleeved tops and long legged trousers are recommended. Helmets are worn at all times. Torches are carried.	Constant monitoring of clothing is carried out (tops removed etc.)
Death/injury by falling from cliff edge at far end of the cave.	An instructor makes their way to the cave exit on the cliff edge whilst the group is making its way up to the entrance and will remain at the cave exit until the end of the session.	Communications between the instructors at each end of the cave is made with radios or mobile telephone.

<b>Tyrolean Traverse – Yarncliffe Quarry</b>		
<b>What are the hazards?</b>	<b>What are you already doing?</b>	<b>Remarks</b>
Hit by falling objects.	Instructor will assess the venue upon arrival and helmets are worn at all times.	Constant group management and assessment of weather and potential falling hazards is made throughout the session.
Fall from height.	The group is positioned in a safe area away from any edge. Suitable PPE equipment is used on the Tyrolean traverse. A safe and efficient rope system is employed.	Constant monitoring of the group and the rope system is carried out.
Equipment failure.	Running ropes over edges is avoided, rope protection is used, and anchors are checked and backed up. Harnesses are checked.	Constant adjustment and monitoring of the rope system is carried out.
Entanglements.	Participants are checked for loose clothing, jewellery etc. Gloves are issued for protection of hands.	Constant monitoring of the group and the rope system is carried out.

<b>Stream/Gorge Walking</b>		
What are the hazards?	What are you already doing?	Remarks
Drowning.	Assessment of water levels and force of water is checked upon arrival at the venue. Non-swimmers are identified. Appropriate instructor/student ratio is adhered to.	Constant monitoring of the group is carried out.
Hypothermia.	Constantly monitor the weather, brief the students prior to the activity regarding suitable clothing etc.	The instructors constantly monitor the group and provide spare clothing etc. where necessary.
Fall from height.	Careful route choice is made by an experienced instructor based upon knowledge and current conditions. Helmets are worn. Spotting is carried out where appropriate.	Constant monitoring of the group is carried out.
Injury from slips and trips.	Appropriate footwear is checked. Briefing and demonstration of good foot placements is carried out.	Constant monitoring of the group is carried out and advice offered.
Injury from jumps or slides.	Pools are checked carefully for hazards prior to use. Pools and slides are entered feet first. Slide landing areas are checked prior to use.	Constant monitoring of the landing areas is carried out.
Weil's Disease	Alert teachers to the possibility for future monitoring	Whilst it is not possible to know whether Weil's is present nor whether it has been contracted, information for future monitoring of students who have been stream walking is useful for the teacher in charge.

<b>Weaselling</b>		
What are the hazards?	What are you already doing?	Remarks
Injury from slips and trips.	Appropriate footwear is checked. Briefing and demonstration of good foot placements is carried out. Safe areas are designated as areas to wait for further instruction when at height. Helmets are worn.	Constant monitoring of the group is carried out and advice offered.
Hit by falling objects.	Instructor will assess the venue upon arrival and helmets are worn at all times.	Constant group management and assessment of weather and potential falling hazards is made throughout the session.
Hit by another person falling.	Instructor will constantly monitor the position of the group, especially when a group member is at height.	Good group management is carried out at all times to prevent injury.
Minor injury due to crawling in the tunnels.	Tunnelling techniques are demonstrated during the pre-activity brief. Clothing is checked for suitability, long sleeved tops and long legged trousers are recommended. Helmets are worn at all times. Torches are carried.	Monitoring of clothing is carried out (tops removed etc.)

<b>Bouldering</b>		
What are the hazards?	What are you already doing?	Remarks
Fall due to spotter inattention.	The initial safety brief and demonstration covers the role of the spotter when bouldering.	Constant monitoring of the group is carried out and advice offered.
Injury due to bad landing on crash mat/landing area.	The initial safety brief and demonstration covers the use of crash mats or a designated landing area.	Constant monitoring of the group is carried out and advice offered.
Injury due to impact on ground missing crash mat/landing area.	The initial safety brief and demonstration covers the use of crash mats or a designated landing area and the need to move the mats as appropriate.	Constant monitoring of the group is carried out and advice offered.
Injury due to climber falling from height onto another climber below.	The initial safety brief and demonstration covers the dangers of bouldering and awareness of the position of others.	Constant monitoring of the group is carried out and advice offered.

<b>Endurance</b>		
What are the hazards?	What are you already doing?	Remarks
Injury due to contact with food which the person is allergic to.	All staff are made aware of pupils who are sensitive to foods and food additives. Students questioned regarding allergies individually at the start of the game.	Staff should be aware of ingredients/food additives present in foodstuffs being used.
Injury due to contact with vomit.	Contestants are briefed to make the staff aware if they feel the urge to vomit and a container is made available.	The spectators are placed in a position where they are removed from the danger.

Use of Outdoor Cooking Stoves		
What are the hazards?	What are you already doing?	Remarks
<p>Burns resulting from use of Methylated Spirit (Meths) Trangia-type Stove</p>	<p>Qualified and approved staff to supervise the activity.            First aid kit to be carried by staff.            Participants to be made aware of risks, and appropriate behaviour and have an input in identifying the risks.            Participants/group to carry appropriate emergency equipment including first aid kit.            Training only to be undertaken by a person competent in the operation of the Trangia stove and who is able to teach the key aspects safely.            Training to include advice on lighting and extinguishing stove, refilling and use.            Training to include actions to be taken in event of burns and inadvertent ingestion of Meths.            Instruction to be given with the make of stove to be used on expedition, demonstrating lighting and refuelling the stove, young people are to be positioned out of range of possible flash back.</p>	
<p>Burns resulting from use of Methylated Spirit (Meths) Trangia-type Stove            2. Operation</p>	<p>Only use safety matches, or preferably long nosed electronic lighters. Cigarette lighters are not to be used. Strike match away from body and light stove from the side not above.            Ensure that stoves are operated in a clear open area at least 1 metre (preferably 3 metres) from tents. Under no circumstances are stoves to be operated inside tents.            Long hair should be tied back.            Ensure that stove is placed on firm flat surface and that the pan/kettle is properly set on stove.            Young people to be briefed on the measures to be taken in the event of burns when out on expedition.</p>	

	<p>Stove to be attended and left burning until it has used all fuel and allowed to cool before handling.</p> <p><b>Try to avoid using the supplied 'extinguishing ring' wherever possible.</b></p>	
<p>Burns resulting from use of Methylated Spirit (Meths) Trangia-type Stove</p> <p>3. Misuse</p>	<p>Burners only to be refilled from polythene or alloy fuel bottles (max 1 litre capacity) fitted with a Trangia safety valve (Part No. 506000).</p> <p>A suitable remote refuelling point is to be identified. Refuelling is to be carried out by one person with the others standing clear.</p>	
<p>Burns resulting from use of Methylated Spirit (Meths) Trangia-type Stove</p> <p>4. Packing away</p>	<p>Ensure that <b>flame is extinguished</b> before refilling by testing with the use of wooden/paper splint.</p> <p>Ensure that the <b>burner is cool to touch</b>.</p> <p><b>Burner must be removed from stove and</b> carried to fuel and not refuelled in the Trangia body.</p> <p><b>Consider use of a second burner. (This is highly recommended and is best practice).</b></p> <p>All spillage to be immediately wiped up and any contaminated material isolated from naked flames until the fuel has fully evaporated.</p> <p>Tighten Trangia safety valve immediately after use.</p> <p>The fuel bottle is to be stored away from personal kit and placed in plastic bag when carried in rucksack.</p> <p>Meths is not to be left in the Trangia fuel cell. Surplus fuel should be 'burnt-off' before the stove is packed.</p> <p>All cooking pots and utensils to be thoroughly cleaned to remove all trace of food.</p>	
<p>Burns resulting from use of Methylated Spirit (Meths) Trangia-type Stove</p> <p>5.Storage of fuel and potential for ingestion.</p>	<p>Bottles of Meths to be only stored in fit-for-purpose and clearly- marked storage container.</p> <p>If within a secure locker, meths may be stored in original plastic container but must be decanted into a bottle fitted with a Trangia safety valve before filling stove.</p> <p>Ensure that container holding Meths is clearly marked and cannot be mistaken.</p>	

Abseiling – Cathedral Quarry		
What are the hazards?	What are you already doing?	Remarks
Hazards of an old mine/quarry environment	Briefing sessions are given by National Trust, owners of the quarry. Bruce Lee and Steve Ranger have attended these and receive email updates from NT; sessions to be run according to latest information given.	
Access walk in tunnel,  Uneven roof	Briefing before entering tunnel and all participants must wear a helmet and carry a torch.	
Access walk in tunnel and main Cathedral Cavern,  Roof collapse or rock fall	Briefing on safe areas as trained by National Trust, use only these areas, check yellow paint markers for rock movement, wear helmets at all times.	
Waiting at the bottom of the abseil,  Stone fall, branches dead wood, somebody throwing or dropping kit	Limit waiting time at bottom, stand to one side and out from bottom of abseil, don't allow wandering off around the quarry, wear helmets at all times in the lower parts of the quarry and good group control and briefings.	

Moving walking around top of quarry edge,  Falling, slipping or tripping.	Briefing, group control, no group members near edge unless roped or belayed.	
Walking generally anywhere in quarry area,  Slip or trip on polished rocks and/or sharp slate.	Site local knowledge, group management, briefing on footwear, extra care when wet or icy.	
Anchor failure.	Trained qualified staff to set up, ensure back up redundancy in anchor system. PPE equipment regularly inspected and checked. Use bolts wherever possible.	
Abseiler lets go of their control rope.	Control measure - independent safety rope controlled/operated by Instructor.	
Abseiler's descender becomes jammed.	Briefing and using releasable abseil rope system.	
Abseiler descends too quickly, burns hand, lets go.	Instructor both brief and control safety rope to prevent too much speed.	
Swing or pendulum injury.	Briefing and good group control and observation by instructor.	

<b>Bridge Abseil – Bridge 75, Miller’s Dale, Peak District</b>		
<b>What are the hazards?</b>	<b>What are you already doing?</b>	<b>Remarks</b>
Hazards as for ‘Abseiling on made made Structures’ above	See above	
Local conditions particular to Bridge 75	Comply with Peak District NPA regulations regarding Bridge 75 Hold PDNPA Bridge 75 Abseiling Licence All staff trained on Bridge 75	Conditions include use of specific belay anchors, number of students on bridge, display licence, etc – see Operating Procedures.
Fall from bridge	Brief students not to stand on low wall whilst watching others Brief on dangers of opposite wall	
Hair caught in belay device	Brief students to allow instructor working space	Hair can become caught in belay device if students watching their friends get too close to instructor

<b>Bushcraft and Shelter Building</b>		
What are the hazards?	What are you already doing?	Remarks
Trips, slips and falls in woodland	Emphasise care and observation when in wooded areas	
Injuries from knives, saws	Instruction in proper safe use of sharp instruments – cut away, hand over by handle etc.	Never assume children can use/have used sharp instruments before
Injuries from branches, roots	Stress slow movement – no running Care when building shelter and passing/handling branches	
Burns	Water present when using fire Emphasise fire safety	

## Camping, General Site Activity, Outdoor Environment and Accommodation

Indoor Accommodation		
TrekCo does not own accommodation and therefore these are general risk assessments related to the use of a variety of accommodation facilities.		
What are the hazards?	What are you already doing?	Remarks
Slips trips and falls	No running or playing advised in dorm rooms, space provided for storage of baggage and equipment. Recommendation that all games and exuberant play be supervised by an adult using appropriate control. Use mop on wet floors between showers to minimise excess water. Gangways & exits not blocked. Hooks and storage areas used properly.	
Stacked Chairs/tables toppling or falling	Unused chairs or tables should be stacked in the correct manner in the correct place to avoid becoming a hazard.	
CO2 Poisoning	Yearly check on boiler – check date. CO2 detector installed by management	
Fire hazard	Fire evacuation routes clearly visible. Signage to recommend keeping escape routes clear, storage provided for equipment and baggage. Check fire procedures on arrival. Brief all on fire drills when arrive. Check fire alarms early during each visit/ ask when most recent test was carried out.	
Personal Injury (cuts, scalds, burns, electrocution)	Building and contents maintained and inspected regularly any damage or disrepair dealt with at first opportunity. Guidance and instructions for all equipment provided for visitors. Signage prohibiting children from the kitchen area. Throw away damaged items. Regular inspections by accommodation's own staff	
Falls from top bunk beds.	The beds have a rail on the top bunk, checks should be made to ensure the rail and ladder are fit for purpose. Vulnerable children (e.g. sleepwalkers) should not be placed in upper bunks by teachers.	

<p>Child protection related to use of buildings</p>	<p>Ensure immediate accommodation is exclusive to your group.          Ensure wherever possible that access to the group's accommodation is restricted.          Young people are checked into rooms at 'lights out'          Staff must be available to students throughout the night.</p>	
<p>Collision with road traffic.</p>	<p>The students are made aware of the dangers of nearby roads and site traffic.</p>	
<p>Injury from open log fire.</p>	<p>If an open log fire is available for use and used care should be taken to ensure there is adequate ventilation, safety and fire fighting equipment available.          A fire-guard should be used to contain sparks and embers. The fire should be completely extinguished before leaving the premises or retiring to bed.</p>	

Campsites		
What are the hazards?	What are you already doing?	Remarks
<p><b>Cold/ Wet</b> = Hypothermia Hypothermia usually occurs gradually, and often you may not even be aware that you need help.</p>	<p>Ensure appropriate clothing Waterproof clothes. Ensure adequate change of clothes in the event those they are wearing are wet. Ensure tents have ground insulation. Sleeping bags &amp; tents are in good condition.</p>	<p>Subsequent observations are carried out throughout the year.</p> <p>The operating procedures are available at all times to the instructional staff.</p>
<p><b>Warm &amp; sunny</b> = Sun burn/sun stroke</p>	<p>Keep group hydrated, ensure they drink lots of fluid (take water with you). Ensure group use sun protection SPF 15 (minimum recommended). Stay in the shade where possible, wear a hat and loose fitting clothes.</p>	
<p>Injuries from running into/falling over guy lines, tent pegs etc</p>	<p>Group members should be briefed and specific areas identified. Guy lines should be kept short where feasible and away from main access routes. Group members should use torches/head torches at night.</p>	
<p>Adequate Lighting, Injuries: Trips/falls</p>	<p>All adults to have torches. Consider all group members having a torch and have spare batteries available.</p>	

Damp Ground conditions	Ensure all tents have waterproof ground sheets. Encourage group to sit on waterproof clothing or have clothing to change into.	
Hygiene – Washing & Toilets	Always wash hands after toilet and before meals.	
Proximity of other activities	Archery and grass sledging are nearby at the site in Sussex, there will always be an archery instructor present and will be aware of campers nearby. Grass sleds are locked away when not in use.	
Campfire - Burns	Only TrekCo staff to light the fire. Control distance between the fire and young people. Ensure group know, understand and adhere to camp fire rules. Ensure no overcrowding, adults to be placed among young people ensuring good 'sightlines' around the fire. Re-fuelling should be undertaken by TrekCo staff. The fire to be kept to a reasonable size and put out at the end of each session.	
Proximity of roads	Campers should be made aware of the hazards of traffic, particularly in rural areas where the perception may be that roads are safer.	
On site traffic (Blackland Farm)	On site traffic is minimal, parking for Kingfisher is in the adjoining field (Chiff Chaff). Any traffic entering Kingfisher is strictly limited to 5mph. The vehicle track is separated from the camping field by a wooden fence.	
Security of young people (Blackland Farm)	All TrekCo staff are CRB checked and identifiable by their uniform. All staff are aware of the dangers of strangers on the site and will challenge anyone they do not recognize. At Blackland farm there is always a TrekCo staff member on 'Nightwatch' from the hours of 11pm until breakfast. This person is awake throughout the night and carries out regular patrols. The school staff tents are situated 25-50 metres from the young people and between the road and the camping area. TrekCo staff are located between the site and the access from the road. The access gate is locked from 1030pm until breakfast. Toilet facilities are sole use only and not shared with any other campers.	

Emergency plan	During the initial briefing designated muster areas will be pointed out in the event of an emergency.	
Proximity of wooded areas	All of the campsites are surrounded by wooded areas on the downslope. Care should be taken if allowing the children to use the woods as play areas, close supervision is recommended.	
Ticks and Lyme Disease	Lyme Disease is becoming more prevalent. Appropriate mention on First Aid courses. Staff reinforce message to be aware for ticks, particularly in bracken. Observe for ticks and make visiting staff aware of the issue. Information published on the TrekCo website for teachers to follow up.	

<b>Food Hygiene &amp; Serving Food</b>		
What are the hazards?	What are you already doing?	Remarks
Injury from hot liquid or food.	Adequate space is available to open and serve hot food without risk of scalding or burning.	Course leader controls the flow of persons to be fed so as to prevent jostling and pushing in the vicinity of hot food.
Injury from slips, trips and falls.	The serving tables are located away from guy ropes, posts and tent pegs.	Course leader ensure appropriate footwear is worn so as to prevent tripping.
Injury from food poisoning.	All persons involved in the serving of food have a valid food hygiene certificate. All surfaces where food is to be served from are cleaned with an anti bacterial cleaner.	Hands are washed before serving food, cuts are covered and long hair is tied back.

<b>Tent Erection      Group Tents ('Patrol Tents')</b>			
What are the hazards?	Who might be harmed?	What are you already doing?	Remarks
Injury from tent collapse.	Staff	Ensure an experienced instructor is supervising pitching and striking of each patrol tent and that all participants have been given instruction on safe practice techniques for pitching and striking the relevant tents.	Sufficient numbers of staff are employed when pitching and striking tents.
Injury from hitting in pegs	Staff	Care should be taken when hitting pegs into ground. Staff will be instructed in safe practice techniques by an experienced instructor.	The appropriate hammer/mallets are provided.
Injury from the tent equipment e.g. Pinching skin between pole joints, splinters from poles, poking in eye with tent poles especially the metal points and being hit by a tent pole.	Staff	All participants will be made aware of tent erection instructions and safe practice techniques for each type of tent. Equipment well maintained by regular inspection and repair.	Sufficient numbers of staff are employed when pitching and striking tents and an experienced instructor is present.
Strained muscle from lifting tent bags.	Staff	Heavy tent bags are lifted by two persons and if required to be moved over a long distance are placed inside a vehicle.	Sufficient numbers of staff are employed when pitching and striking tents and an experienced instructor is present.

Cleaning		
What are the hazards?	What are you already doing?	Remarks
Injury due to contact with cleaning products.	Although there are few substances used which could be deemed seriously hazardous to health, some liquid chemical or sanitation products are used. Many of these products are used daily, in small quantities and as directed by manufacturer's guidelines.	The course leader reminds the users of the dangers of the products being used and the need to read the manufactures information on the container.
Incorrect storage of cleaning products.	All chemicals should be contained in their original packaging and advice, warnings or tamperproof devices should not be removed.	Users ensure they replace any lids and store the products in the hut and not leave them in the toilet blocks/communal areas where students can be exposed to the danger.

## **Important notes on Risk Assessments**

The Risk Assessments above provide an overview of how risks are assessed on outdoor activities. However there are many situations arising which cannot be included in the Risk Assessments; and it is not possible to produce a complete list of every combination of activity and location.

When on any activity, an instructor may decide that certain factors dictate against continuing the course of action or activity – a change in the weather or condition of the group for example. In these circumstances the instructor will need to change the plan of action and may decide to change route, location etc. The instructor then undertakes a 'dynamic risk assessment' – i.e. assesses the relative hazards and merits of the new plan of action. The instructor is trained and able to do this within the remit of their qualification. This would most commonly, but not uniquely, occur in an activity such as hillwalking.

Where an activity is described in the Risk Assessments as taking place in one area, this may be transferable to another area if it is within the remit of the qualification of the instructor. For example Gorge Walking is described for the Peak District and Lake District as these are the most common areas used. However our Operating Procedures permit this activity wherever the Technical Advisor deems it appropriate. The best guide to the suitability of an activity is the qualification of the instructor leading the activity; in all cases the Technical Advisor decides.

The only region with a completely separate set of Risk Assessments is the French Alps which presents a unique set of activities and risks not comparable to those in the document above.

We do produce a Risk Assessment for the Duke of Edinburgh's Award; however this is a modification of the document above which simply includes such factors as hill walking and the use of spirit stoves etc.

Many schools now are asking us to send them a copy of our Risk Assessments. This creates some administrative burden as we deal with many schools, and a lot of paper is involved. Schools usually ask for this as they've been told they need to by their LEA. However, the job of the Adventurous Activities Licensing Authority is (amongst other things) to inspect our Risk Assessments and procedures. This work is therefore something that has already been done by a Government agency.

The 'Risk Assessment' that schools are required to do is not a detailed assessment of each activity, as teachers are not generally experts in these outdoor activities. The school's 'Risk Assessment' should simply state that the risk of outdoor activities has been controlled by the measure of appointing a verified outdoor provider licensed by AALA - the activities themselves are covered by our own Risk Assessments.

We are of course willing to provide this information (it is published above), but it might be worth considering the following:

The head of AALA (part of HSE and therefore a Government body) is apparently of the opinion that by seeing our Risk Assessments a school is

accepting a part of the legal responsibility for them, and thereby becomes partly liable in law should anything covered by them go wrong. This is probably connected with the principle that the school becomes cognisant of the risks involved, and if you are asking to see the assessments it is assumed that you have read and understand and accept everything in them; and with the best will in the world people from one industry will not usually be able fully to understand the intricacies of another.

Please note that we are not legally trained of course; however this point deserves some thought and you need to be informed before looking at the Risk Assessments.