

# Risk Assessment Activity – Abseiling

<b>Pioneer Centre</b>	<b>Assessed by: James Kniffen</b>	<b>Assessed/ Reviewed:</b>	<b>Next Review Date</b>
		09/01/2023 06/01/2025	09/01/2026
<b>Reviewed by:</b>	Assist Chief: Max Bishop	Jan 2025	
<b>Reviewed by:</b>	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny		

**Overview:** Abseiling is carried out on three purpose-built towers supplied and erected by JM Adventure and Adventure Rope Co Ltd. An annual inspection is carried out by High Times Technical Consultants. Regular bimonthly inspection checks are also carried out on equipment by activities staff as well as a quarterly structural check. A qualified Winter Mountaineering and Climbing Instructor (WMCI) Chief Instructor has overall responsibility. All other instructors are RCI or CWI qualified, or in-house trained using NGB recognized techniques. An examination to check competency of staff is completed on each staff member by the external and independent Technical Advisor which is valid for 3 years. This process is periodically checked and validated by the Technical Advisor and senior staff members do continual monitoring throughout the year. Preferred Staff to Client ratio is 1:12 and a maximum of 1:16 under supervision (under instruction 1: 1 instructor to abseiler ratio). All appropriate personal protective equipment is worn during these sessions. All instructors are first aid trained and emergency procedures are in place in case of a major accident.

<b>Hazards</b>	<b>Groups of People at Risk from the Hazards Identified</b>	<b>Probability</b>	<b>Control Measures – Reduces the severity and lowers the probability to acceptable levels</b>
		<b>Severity</b>	
		<b>Risk Category</b>	
Structural Failure	Instructors, staff and guest/participants	Very unlikely	Towers are built by approved contractors, and external annual inspections are carried out and repairs and guidance from reports are followed. Quarterly structural checks are carried out. The maximum number of participants on a tower is 15 plus staff on the activity.
		Fatal	
		Medium	
Falling objects	Instructors, staff and guest/participants	Unlikely	Helmets are worn by anyone in the area when activities are being delivered or maintenance is being done and guests briefed on how to stand to protect themselves if objects are dropped. All equipment at top of tower secured and emergency procedures in place in case of an accident. Guests advised to remove things from pockets or have them stored safely in zipped pockets.
		Major	
		Medium	
Unauthorized access to Towers	Guest/participants, and general public	Very likely	Tower doors locked and shut when not in use and the abseiling ropes are pulled up to the top of the tower between sessions to avoid people climbing up them. The only access
		Fatal	

		High	to towers is via a trained member of staff. No access signs are clearly displayed. The groups are given a brief of areas that are prohibited to enter without Centre staff.
Rope burns	Instructors, staff and guest/participants	Unlikely	Group briefed on correct clothing. Instructor supervises guests contact with rope. Instructors are trained in safe lowering practices (lowering slowly and smoothly) and are given gloves that can be used to belay in which helps reduce the risk of friction burns.
		Minor	
		Low	
High level fall	Instructors, staff and guest/participants	Very Unlikely	Detailed in-house training & assessments are carried out on activity staff to ensure safe access and practice is used for the activities and the correct use of all equipment. A permanent lanyard/staff safety is left up on abseiling to allow instructors to access the tower edge without risk on setup and pack down. All PPE is checked and recorded bimonthly. Clear briefing on accessing the edge for abseiling is given and instructors ensure that no one goes out the gate for abseiling without being clipped into a safety rope. Instructors ensure participants are wearing all PPE before partaking in abseiling. Gates are monitored by staff and group leaders encouraged to help monitor the gates to prevent unclip participants heading out onto the abseil platform.
		Fatal	
		Medium	
Environmental Hazards	Instructors, staff and guest/participants	Unlikely	All participants are briefed on proper clothing for the current weather conditions. Instructors are issued appropriate PPE waterproof jacket, warm layers, and gloves to use for activity delivery. Towers not used or sessions cancelled in the event of thunder & lightning (activities can resume 30mins after last thunder sound was heard) and/or wind gusts above 40/45mph (senior staff may reassess and end sessions below this level or may let continue if direction is suitable and hazards are managed). Also, further control measures under the Adverse Weather Risk Assessment are to help with environmental hazards.
		Fatal	
		High	
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Maintenance of site is done by the activities team and maintenance team. Instructors visually check the area upon arrival. General brief and group management is provided by instructors to ensure activities are run safely and guests should follow the no running safety rule when in the activity area.
		Minor	
		Medium	
Soft tissue injury	Instructors, staff and guest/participants	Unlikely	Instructors are aware of group's capabilities and encourage group to warm up/warm down as needed.
		Minor	
		Low	
Physiological effects	Guest/participants	Very unlikely	Instructors are aware of the group's needs and medical issues. Challenge by choice brief is given and instructors will respect participants' choices and be sensitive and adapt to their reactions to the activity they are invited to participate in.
		Major	
		Medium	
Stress / Panic Attack	Guest/participants	Unlikely	

		Major / trauma	Challenge by choice brief is given and instructors will respect participants' choices. Instructors will err on the side of caution if participants start to panic or have strong emotional reaction to the activity. The instructors will react quickly to ensure the level of stress is brought back down to an acceptable level. This should help ensure the activity runs well for all those involved.
		Medium	
Helmet suspension (caught on an element)	Instructors, staff and guest/participants	Very Unlikely	Lowering practices taught that prevent helmets catching on elements e.g. slow careful lowering of participants in the correct position.
		Major	
		Medium	
Hair/Fingers caught in belay device	Guest/participants	Likely	Instructors to give a clear demo at the beginning of the session and remind participants as they go down to keep their hands and hair away from belay device. Hair will be encouraged to be tied back. Rescues are learned by all staff delivering abseil sessions and practice done once a quarter as a minimum to refresh the procedures.
		Minor	
		Medium	

# Risk Assessment Activity – General

<b>Pioneer Centre</b>	<b>Assessed by: Josh Thompson</b>	<b>Assessed/ Reviewed:</b>	<b>Next Review Date</b>
		01/02/2023	10/01/2026
<b>Reviewed by:</b>	Josh Thompson, Head of Centre	03/02/2023	
<b>Reviewed by:</b>	James Kniffen, Chief Instructor	09/01/2025	

**Overview:** To ensure the continued safety of staff and guests, wider factors have been considered which may impact *all* activities. Where these factors have specific relevance to individual activities, these will be recorded and addressed on the individual activity risk assessments. It is not necessary or possible to consider every unusual or freak event, however the expertise and dynamic assessment will be applied to any case that arises.

<b>Hazards</b>	<b>Groups of People at Risk from the Hazards Identified</b>	<b>Probability</b>	<b>Control Measures – Reduces the severity and lowers the probability to acceptable levels</b>
		<b>Severity</b>	
		<b>Risk Category</b>	
Infectious Disease (including covid)	Instructors, staff and guest/participants	Very unlikely	<ul style="list-style-type: none"> <li>• Good hygiene practice and sanitizer available</li> <li>• Any guest suspected to have a contagious disease would be prohibited from activity, isolated and required to be collected from site asap</li> <li>• Instructors and pioneer staff to monitor participants visible health and to be informed by any leader/responsible adult of any change to a participant’s health immediately</li> <li>• No participant should attend activity with an infectious disease, as supported by our T&amp;Cs</li> <li>• Staff to follow sickness and absence policy</li> <li>• Any activity (hard surfaces) suspected of being contaminated by an infectious disease, would be sanitized using clearly labelled and staff trained sanitizer products; appropriate separate sanitizer product to be used safely and correctly on safety PPE or ropes as required. Quarantine process can be utilized where necessary, dependent on infectious disease. Infection control process to be followed</li> <li>• Regular cleaning practices observed</li> <li>• All activities should have adequate ventilation</li> </ul>
		Fatal	
		Low	

			<ul style="list-style-type: none"> <li>All participants (and those with parental responsibility) must determine if they are at undue risk (due to their health or vulnerability) prior to attending site and to seek medical guidance if unsure of any increased risk by participation. NO GUARANTEE IS PROVIDED to any guest that transmission can be reduced to zero, and this remains the choice of the participant.</li> <li>The centre <i>reserves the right</i> where infection control and increased transmission are a concern to <u>reduce/increase</u> group size; session times; activity provision or type; meeting location or briefings or PPE required.</li> <li>Any and all current government guidance will supersede guidance in this document</li> </ul>
Staff Inappropriate Use of activities	Instructors + participants	Unlikely	<ul style="list-style-type: none"> <li>Any use of activity equipment onsite must be instructed by a uniformed pioneer centre staff member who is currently 'passed off' (recorded by senior activity staff) on the activity in use</li> <li>Senior/Chief instructors to be made aware of intended use and where necessary a sign-up procedure to be followed</li> <li>Activities not to be used after hours (10.30pm -7am)</li> <li>All current operating procedures and activity risk assessments to be followed</li> <li>Inappropriate and dangerous use will result in disciplinary procedures which may include dismissal</li> <li>Regular monitoring of staff to ensure standards are continuously met</li> </ul>
		Fatal	
		Low	
Unauthorized Intruder	Guest/participants, and general public	Very unlikely	<ul style="list-style-type: none"> <li>Private and closed site – trespassing taken seriously and dealt with as an urgency</li> <li>Public path clearly marked and mistaken access redirected as necessary</li> <li>Individually secured lodges for guest use / group leader control</li> <li>Windows feature restrictors to reduce access</li> <li>Main doors secured at night</li> <li>Uniformed centre staff is a visible deterrent</li> <li>Large number of staff living onsite provides additional deterrent</li> <li>Suspicious activity to be raised with senior staff immediately</li> <li>Adults to be challenged if not wearing badge (in accordance with site rules)</li> <li>CCTV covering the vehicle access to the site, with additional CCTV which covers other areas to enable unauthorized access to be uncovered, recorded and issues resolved.</li> <li>Carparking signage clearly indicates no unauthorised parking</li> <li>Police can be called by staff or guests, where concerned</li> <li>Good relationship with local neighbours</li> </ul>
		Fatal	
		Very Low	

Challenging Behaviour of participant during an activity	Instructors, staff and guest/participants	Unlikely	<ul style="list-style-type: none"> <li>• <u>Taking off or loosening safety equipment</u>, in particular height safety equipment – staff to stop the session immediately and address the issue. If participant does not comply if there is imminent danger to life, then physical intervention is needed. Any physical intervention would require immediate backup from group leader and additional pioneer centre staff. Session would be ended, and extreme caution before any other session with the participant who exhibited the challenging behaviour would be considered.</li> <li>• Behavioural issues should be identified and reported to instructor prior to session starting</li> <li>• Additional assistance where a group leader knows behavioural issues are a concern – this should also be discussed with options and solutions with the instructor in charge prior to session</li> <li>• De-escalation where possible should be employed by pioneer staff and guest leaders</li> <li>• <u>Physical violence</u> against pioneer staff will not be tolerated, and as per site T&amp;Cs, any guest who harms another staff member or guest would be required to leave site</li> <li>• Police to be involved as necessary</li> </ul>
		Fatal	
		Medium	
Lost child	Participant – child only	Likely	<p><i>Pioneer is a large site and there is potential for a child to either get lost on site or wander off site. Also, with some groups who bring children who have challenging behaviour there is an increased risk of a child trying to run away with subsequent difficulty locating them.</i></p> <ul style="list-style-type: none"> <li>• Safety brief on arrival for all activity groups, highlighting boundary and safe areas. Also, reception is identified in case they are lost and want to ask for help.</li> <li>• Maps and signage placed around site</li> <li>• Unauthorised areas clearly marked to restrict accidental access</li> <li>• Locked / secured buildings, with security procedures to ensure reduced unauthorised access</li> <li>• CCTV can be used to note times, locations and directions of individuals lost</li> <li>• Site boundaries are fenced and marked</li> <li>• Groups have duty of care at all times, and should attend in correct supervisory ratios in accordance with the needs and behaviours of the group</li> <li>• Pioneer Staff will aid any search, using knowledge of locale and site, to find any lost child.</li> <li>• <b>Lost child protocol</b> to be followed including necessary steps of contacting police</li> </ul>
		Fatal	
		Medium	

			<ul style="list-style-type: none"> <li>• A child that is lost (not directly supervised) has the increased risk of injury/death from drowning in waterways (or mini lake on site) or being hit by a vehicle.</li> <li>• Onsite speed limits and monitored vehicle access is applied which reduces risk to any lost child whilst onsite</li> <li>• Locating a lost child is a key priority in reducing risk and harm</li> <li>• Restraint techniques maybe needed where the safety of a runaway child is at risk; the group leader should be able to provide professional help in this case. Pioneer staff will aid where it is possible and safe to do so.</li> <li>• Regular checks on group numbers are made by instructing staff. This should also be undertaken by group leaders</li> <li>• Group leaders are required to be in loco parentis at all times (as agreed in our site T&amp;Cs) and must remain responsible for children in any free time.</li> </ul>
Activity use under influence of drugs/alcohol/medication	Staff and guests	Unlikely	<ul style="list-style-type: none"> <li>• Activities cannot be used under the influence of drugs and alcohol</li> <li>• Staff subject to disciplinary procedures, including dismissal</li> <li>• No alcohol or drugs available on site, and guests required to leave if this rule is broken (as per T&amp;Cs)</li> <li>• Staff monitor participants and would refuse use of activities should they have concerns over anyone acting as though they are under the influence, staff decisions are final</li> </ul>
		Fatal	
		Medium	
Night-time usage – High ropes and raft build	Staff	Likely	<ul style="list-style-type: none"> <li>• Adjusting, checking and correcting PPE must be completed in a well-lit area</li> <li>• All external lighting should be switched on before using any activity area</li> <li>• Activities dynamically risk assessed, and activity would not go ahead unless the group, weather and conditions are favourable, and no additional hazards or risks presented</li> <li>• Alternative activities are made available as first choice</li> <li>• No activity should be undertaken where staff or participants are tired</li> <li>• Activities between 10.30pm – 7am are prohibited</li> </ul>
		Fatal	
		High	
External use – non site inducted instructors	Guests	Likely	<ul style="list-style-type: none"> <li>• Instructors to be uniformed when leading any activity group to help visibly identify where unauthorised use of an activity occurs</li> <li>• Unauthorised use to be reported to senior staff immediately</li> <li>• Serious breaches may result in participant having to leave site</li> <li>• Safety briefings and information to groups is clear on use of activity equipment</li> </ul>
		Fatal	
		High	
Extreme Weather	All	Likely	<ul style="list-style-type: none"> <li>• Certain activities are not to be used in extreme weather (like lightning or high winds)</li> <li>• During extremes in temperature action plans are followed. This might result in activities changes. High heat involves hydrating, taking shade and additional breaks; Low Cold involves ensuring correct warm layers, using</li> </ul>
		Fatal	
		Medium	

			<p>indoors, regular checks on physical appearance of group and active moving around sessions</p> <ul style="list-style-type: none"> <li>• Kit lists are available online to ensure participants know the correct clothing to be brought. Centre does not provide clothing, and this is highlighted to guests.</li> </ul>
Health Conditions and pre-existing injuries	Guests	Likely	<ul style="list-style-type: none"> <li>• Health participation restrictions are in place and may be different for different activities – individual activity risk assessments should be consulted</li> <li>• Attending groups MUST have signed medical consent forms and detailed medical histories, as per T&amp;Cs</li> <li>• Group leaders/teachers to report to liaison any existing injuries which are then highlighted to the group instructor and programs may be altered accordingly</li> <li>• All our activities require participants to have good health, and the instructing staff will monitor participation and address concerns</li> <li>• The inherent risk of participation is identified</li> <li>• No participant to enter the mini lake (raft building activity) with an open wound as this can lead to secondary infection</li> <li>• Any participant who is pregnant, has a heart or back condition or any other health condition which would be exacerbated by participation in the activity should raise this prior to starting the activity and may be prohibited from the activity where a safety concern is noted by the instructor</li> <li>• Any participant using medication which can affect their ability to follow instruction, or which may affect them safely participating in the activity should be raised prior to starting the session</li> </ul>
		Major	
		High	



## Risk Assessment Activity – Activity Hall

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			03/01/2022 06/01/2025	
Reviewed by:	Assist Chief: Max Bishop		Jan 2025	10/01/2026
Reviewed by:	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny			
<p><b>Overview:</b> The Sports Hall is an open indoor space for use as an indoor activity venue. Activities include five-a-side football, fencing, basketball and as an indoor venue for the Inflatable Challenge. All instructed activities have their own risk assessment for indoor sessions e.g. inflatable challenge - otherwise, this is just an open space indoors to be used by groups at their own risk. When use is given over to groups, they are instructed that a responsible adult must always be present during the groups use.</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
Falls onto exit gate, wall corners and goal post corners	Everyone	Likely	Sharp edges padded as required. Monitor & evaluate frequency of incidents and first aid kits in the sports hall and reception.	
		Minor		
		Medium		
Carpet Burns	Everyone	Likely	A group is to take responsibility and ensure their group has appropriate clothing to prevent carpet burns.	
		Minor		
		Medium		
Falling onto open exit gates	Everyone	Very Likely	The group is to ensure gates are kept closed during play.	
		Major		
		Medium		
Fall from Height	Everyone	Unlikely	“NO CLIMBING” signs painted all around room.	
		Major		
		Medium		

Low gates partially block fire exists when closed	Everyone	Very Unlikely	Gates are only closed when ball games are being played.
		Fatal	
		Medium	

# Risk Assessment Activity – Adverse Weather

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			03/01/2023 06/01/2025	10/01/2026
Reviewed by:	Assist Chief: Max Bishop	Jan 2025		
Reviewed by:	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny			
<p><b>Overview:</b> There are a number of adverse weather issues we have had to face over the last couple of years which seem to be more frequent, so flexibility to our programmes is key to navigate the more extreme weather that we are getting. Due to the weather being outside of our control and a good number of our clients booking well in advance, the sessions will be adapted, changed, or even cancelled due to weather related issue. Our T&amp;C for weather state:</p> <p><i>“In the event of activities being cancelled by the centre because of adverse weather or other causes beyond the control of the centre alternatives may be offered but are subject to availability and other constraints. No refund can be made in the event of an activity session or sessions being cancelled because of adverse weather or other conditions beyond the control of the centre and alternatives declined by the Hirer.”</i></p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
Hypothermia – Cold Exposure (snow, cold water, wind and rain)	Instructors, guest/participants	Risk Category	<p>Kit list is sent out to group which ensure group members bring adequate clothing and use it out on session when needed.</p> <p>Instructors have the right PPE (waterproofs, warm layers, gloves, and hats) so they can perform their role and duty of care to participants in cold conditions. Sessions will be cut short if the group are struggling with the elements and retreat indoors to warm up.</p> <p>Instructors are first aid trained and will be ready to give treatment and prevent more severe hypothermia.</p>	
		Likely (in colder periods of the year)		
		Major		
		High		

Heat Exhaustion (Extreme Heat Exposure)	Instructors, guest/participants	Likely (in summer period)	Sessions to be adapted to have regular breaks for drinking and cooling down. Spraying down stations to be at water points. Instructors are to seek out shade points for participants waiting on activities. Programme to be adapted as much as possible for the indoor sessions to be done during the hottest part of the day or session times changed to prevent being out during the hottest part of the day. Session can be cut short to help mitigate the heat.
		Major	
		High	
Strong Winds (hard impact by falling objects and being blown into activity elements)	Instructors, guest/participants	Likely	Roped and activities under tree cover to be stopped if gusts reach 40/45mph and possibly before if senior staff deem it necessary. Large elements on courses such as on High Ropes and Trek Course to be secured and groups to be managed on courses to prevent participants being pushed/blown into course element and hurting themselves via hard impact. Parts of courses may be chosen to not be used, and belay techniques will be adapted to prevent the above.
		Major	
		High	
Thunder and Lightning	Instructors, guest/participants	Likely	Weather is checked daily, and arrangements are made in the case that Thunder and Lightning are in the forecast – sessions that can be change or moved inside will be if the thunderstorm looks to be materialising. All activities at height and on water will be suspended if thunder starts to be heard by staff and will not resume until there has been 30mins since the last thunder sound was heard.
		Major	
		High	
Snow, Frost and freezing temperatures (slip on ice)	Instructors other centre staff, guest/participants public	Likely (in the winter)	Grit to be spread on all used paths by maintenance and activities team. Towers to be swept clear of snow to help prevent ice build-up.
		Minor	
		Medium	

## Risk Assessment Activity – Aerial Trek Course

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			09/01/2023 07/01/2025	10/01/2026
Reviewed by: Assist Chief: Max Bishop	Jan 2025			
Reviewed by: Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny				
<p><b>Overview:</b> The at height (11 metres) obstacle course is purpose built between two towers and was supplied and built by JM Adventure. An annual inspection is carried by High Times Technical Consultants. Regular bimonthly inspection checks are also carried out on equipment by activities staff as well as a quarterly structural check. A qualified Winter Mountaineering and Climbing Instructor (WMCI) Chief Instructor has overall responsibility. All other instructors are RCI or CWI qualified, or in-house trained using NGB recognised techniques. An examination to check competency of staff is completed on each staff member by the external and independent Technical Advisor. This process is periodically checked and validated by the Technical Advisor and senior staff members do continual monitoring throughout the year. Preferred Staff to Client ratio is 1:12 and a maximum of 1:16 under instruction with a maximum of 14 clients out on the Trek Course at a time. All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
Structural Failure	Instructors, staff and guest/participants	Risk Category	The course is built by approved contractors, and external annual inspections are carried out. Quarterly structural checks are carried out. Use of the course is limited to one participant on an element at a time and two participants on a platform and max weight of a participant is 100kg. The maximum number of participants on a tower is 15 plus staff on the activity.	
		Very unlikely		
Falling objects	Instructors, staff and guest/participants	Fatal	Helmets are worn by anyone in the area when activities are being delivered or maintenance is being done and guests briefed on how to stand if objects fall to	
		Medium		
		Unlikely		
		Major		

		Medium	protect themselves. All equipment at top of tower secured and emergency procedures in place in case of an accident. Guests advised to remove things from pockets or have them stored safely in zipped pockets.
Unauthorized access to Towers	Instructors, staff, guest/participants and general public	Very likely	Tower doors locked and shut when not in use. Only access to towers is via a trained member of staff. No access signs clearly displayed.
		Fatal	
		Medium	
Rope burns	Instructors, staff and guest/participants	Unlikely	Group briefed on correct clothing. Instructor supervises guests contact with rope.
		Minor	
		Low	
High level fall	Instructors, staff and guest/participants	Very Unlikely	Detailed in-house training & assessments are carried out on activity staff to ensure safe access and practice is used for the activities and the correct use of all equipment. All PPE is checked and recorded bimonthly, and Instructors ensure participants are wearing all PPE before partaking in Trek Course. Clear briefing on accessing the aerial trek course is given and instructors ensure that no one goes out the gate without being clipped into a safety rope and instructors encourage group leaders to help manage the gate and if participants unable to follow instructions, then the activity will be stopped until the instructor deems it safe to continue.
		Fatal	
		Medium	
Environmental Hazards	Instructors, staff and guest/participants	Unlikely	All participants are briefed on proper clothing for the current weather conditions. Instructors are issued appropriate PPE, waterproof jacket, warm layers, and gloves to use for activity delivery. Towers not used or sessions cancelled in the event of thunder & lightning (activities can resume 30mins after last thunder sound was heard) and/or winds gusts above 40/45mph (senior staff may reassess and end sessions below this level or may let continue if direction is suitable and hazards are managed). Also, further control measures under the Adverse Weather Risk Assessment are to help with environmental hazards.
		Fatal	
		High	
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Maintenance of site is done by the activities team and maintenance team. Instructors visually check the area upon arrival. General brief and group
		Minor	
		Medium	

			management is provided by instructors to ensure activities are run safely and guests should follow the no running safety rule when in the activity area.
Soft tissue injury	Instructors, staff and guest/participants	Unlikely	Instructor aware of group's capabilities and encourage group to warm up as needed.
		Minor	
		Low	
Physiological effects	Guest/participants	Very unlikely	Instructors are aware of the group's needs and medical issues. Challenge by choice brief is given and instructors will respect participants choices and be sensitive and adapt to their reactions to the activity they are invited to participate in.
		Major	
		Medium	
Stress / Panic Attack	Guest/participants	Likely	Challenge by choice brief is given and instructors will respect participants choices. Instructors will err on the side of caution if participants start to panic or have strong emotional reaction to the activity the instructors will react quickly to ensure the level of stress is brought back down to acceptable level. This should help ensure the activity runs well for all those involved.
		Major or traumatizing	
		High	
Small injuries – cuts and splinters	Instructors, staff and guest/participants	Unlikely	The course was sanded down when built, and regularly inspected/maintained to prevent cuts and splinters.
		Minor	
		High	
Entrapment	Instructors, staff and guest/participants	Very Unlikely	Guests briefed as to any dangers of entrapment. Guests stay on one side of "spiders web" element to avoid entanglement with lanyard. Guests are on a rope adjusted to a height suitable for them to avoid entrapment issues in obstacle elements below them such as hanging ropes etc.
		Major	
		Medium	
Unconscious participant	Instructors, staff and guest/participants	Very Unlikely	Rescue procedures are in place and practice by lead and senior instructors who would carry out the rescue if needed. Rescue equipment is all set and checked on a bimonthly basis by lead and senior staff and is accessible at the towers in one of the equipment sheds.
		Major	
		Medium	

# Risk Assessment Activity – Archery

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			09/01/2023 07/01/2025	
Reviewed by:	Assist Chief: Max Bishop		Jan 2025	10/01/2026
Reviewed by:	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny			
<p><b>Overview:</b> Archery takes place in an indoor range. An instructor with the Archery GB Instructor Award or in-house training leads each session. Preferred Staff 1:12 with maximum of 1:16, maximum of 1:4 under instruction. Archery GB comes in every year to provide the Archery GB Award and provide input and are available to consult as required. All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures	
		Risk Category		
Being shot	Instructors, staff and guest/participants	Very Unlikely	All instructors have gone through in-house training and assessment and detailed safety rules given to group that help manage the risk e.g. no going beyond the shooting line, etc which are enforced by instructors and the session will be stopped if participants cannot comply.	
		Fatal		
		Medium		
Sharp objects – falling or walking into	Instructors, staff and guest/participants	Very unlikely	Instructors are aware of group and potential behavioral issues. Visiting group leader present to help control group. Sharp equipment is always stored properly or in arrow quivers/holders to prevent injury. Only the instructor collects arrows from targets. Correct shoes worn, no open toes shoes.	
		Major		
		Medium		
Unauthorized access to equipment e.g. arrows	Instructors, staff and guest/participants	Unlikely	Door to shooting range is locked when authorized staff not present. Equipment is stored away overnight or when not going to be used.	
		Major		
		Medium		



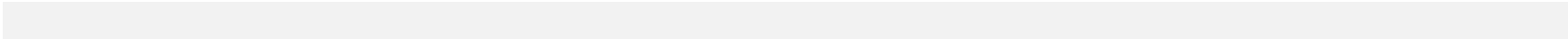
String Slap & String catching hair, clothing, or piercings.	Instructors, staff and guest/participants	Likely	Correctly fitted armguards worn by anyone shooting. Instructors to brief participants and monitor use. C.H.I.P.S – Clothing worn should not be loose or dangling to avoid being caught in the shot. Hair should be tied back to avoid being caught in the shot. Injuries checked before. Piercings checked and removed, if necessary, no dangly piercings.
		Minor	
		Medium	
Muscle strain	Instructors, staff and guest/participants	Unlikely	Instructors to ensure participants use the right size bow for their size.
		Minor	
		Low	
Equipment failure – snapping & breaking	Instructors, staff and guest/participants	Unlikely	Equipment is checked bimonthly by staff to ensure it is fit for purposes. If the equipment is, damaged or not functioning properly it is immediately taken out of action for further inspection and repair or decommissioning.
		Major	
		Medium	
Fire	Instructors, staff and guest/participants	Very Unlikely	Centre fire procedures in place. All ranges have at least two exits and heaters and lights turned off at the end of the day.
		Fatal	
		Medium	

## Risk Assessment Activity – Assisted Climbing (Hoist & Pulley system)

Pioneer Centre	Assessed by: James Kniffen	Assessed/ Reviewed:	Next Review Date
		13/01/2023 07/01/2025	10/01/2026
<b>Reviewed by:</b>	Assist Chief: Max Bishop	Jan 2025	
<b>Reviewed by:</b>	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny		
<p><b>Overview:</b> Assisted climbing sessions are carried out on two purpose-built towers supplied and erected by JM Adventure. An annual inspection is carried out by High Times Technical Consultants. Regular bimonthly inspection checks are also carried out on equipment by activities staff as well as a quarterly structural check. A qualified Winter Mountaineering and Climbing Instructor (WMCI) Chief Instructor has overall responsibility. All other instructors are RCI or CWI qualified, or in-house trained using NGB recognized techniques. An examination to check competency of staff is completed on each staff member by the external and independent Technical Advisor. This process is periodically checked and validated by the Technical Advisor and senior staff members do continual monitoring throughout the year. Preferred Staff numbers are a minimum of 3 for the group (any size). Minimum 2 instructors to run the Hoist system and minimum of 1 to run the Pulley rope (simultaneously or separately). All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>			
Hazards	Groups of People at Risk from the Hazards Identified	Probability Severity Risk Category	Control Measures – Reduces the severity and lowers the probability to acceptable levels
Structural Failure	Instructors, staff and guest/participants	Very unlikely Fatal Medium	Towers are built by approved contractors, and external annual inspections are carried out. Quarterly structural checks are carried out.
Falling objects		Unlikely	

	Instructors, staff and guest/participants	Major	Helmets are worn by anyone in the area when activities are being delivered or maintenance is being done and guests briefed on how to stand if objects fall to protect themselves. All equipment at top of tower secured and procedures in place in case of an accident.
		Medium	
Unauthorized access to Towers	Instructors, staff, guest/participants, and general public	Very likely	Tower doors locked and shut when not in use. Only access to towers is via a trained member of staff. No access signs are clearly displayed. Group are given a brief of areas that are prohibited to enter without Centre staff.
		Fatal	
		High	
Rope burns	Instructors, staff and guest/participants	Unlikely	Group briefed on correct clothing. Instructor supervises guests contact with rope. Instructors are trained in safe lowering practices of lowering slowly and smoothly.
		Minor	
		Low	
High level fall	Instructors, staff and guest/participants	Very Unlikely	Detailed in-house training & assessment are carried out on activity staff to ensure safe practice is used for the activities and the correct use of all equipment. All PPE checked and recorded bimonthly. Instructors ensure participants are wearing all PPE before partaking in the assisted climbing activities and are clipped into safety rope/system before proceeding.
		Fatal	
		Medium	
Low level fall	Instructors, staff and guest/participants	Unlikely	Instructors belay and manage the rope systems to ensure a tight rope is maintained while climbing. This is to prevent a participant hitting the floor with rope stretch and if there was too much lack in the system.
		Major	
		Medium	
Environmental Hazards	Instructors, staff and guest/participants	Very likely	All participants are briefed on proper clothing for the current weather conditions. Instructors are issued appropriate PPE, waterproof jacket, warm layers, and gloves to use for activity delivery. Towers are not used, or sessions cancelled in the event of thunder & lightning (activities can resume 30mins after last thunder sound was heard) and/or winds gusts above 40/45mph (senior staff may reassess and end sessions below this level or may let continue if direction is suitable and hazards are managed). Also, further control measures under the Adverse Weather Risk Assessment are to help with environmental hazards.
		Fatal	
		High	
Slips, trips and falls	Instructors, staff and guest/participants	Likely	
		Minor	

		Medium	Maintenance of site is done by the activities team and maintenance team. Instructors visually check the area upon arrival. General brief and group management is provided by instructors to ensure activities are run safely.
Soft tissue injury	Instructors, staff and guest/participants	Unlikely	Instructor aware of group's capabilities. Warm up/warm down as needed.
		Minor	
		Low	
Physiological effects	Guest/participants	Very unlikely	Instructors are aware of the group's needs and medical issues. Challenge by choice brief is given and instructors will respect participants' choices and be sensitive and adapt to their reactions to the activity they are invited to participate in.
		Major	
		Medium	
Equipment/rope system failure	Instructors, staff and guest/participants	Very Unlikely	All activity equipment and PPE are checked and recorded bimonthly. The rope systems are set up and operated by trained staff.
		Fatal	
		Medium	
Injury due to improper lifting techniques	Instructors	Likely	In-house training and assessment for instructors, put through manual handling training. Senior staff monitor and correct lifting techniques when needed.
		Minor	
		Medium	
Stress / Panic Attack	Guest/participants	Likely	Challenge by choice brief is given and instructors will respect participants' choices. Instructors will err on the side of caution if participants start to panic or have strong emotional reaction to the activity the instructors will react quickly to ensure the level of stress is brought back down to an acceptable level. This should help ensure the activity runs well for all those involved.
		Major / trauma	
		High	
Helmet suspension (caught on an element)	Instructors, staff and guest/participants	Unlikely	Lowering practices taught to prevent helmets catching e.g. slow careful lowering of participants in the correct position.
		Major	
		Medium	



## Risk Assessment Activity – Campfire

<b>Pioneer Centre</b>	<b>Assessed by: James Kniffen</b>	<b>Assessed/ Reviewed:</b>	<b>Next Review Date</b>
		09/01/2023 07/01/2025	10/01/2026
<b>Reviewed by:</b>	Assist Chief: Max Bishop	Jan 2025	
<b>Reviewed by:</b>	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny		

**Overview:** Campfires take place at several sites in specially prepared areas. Fires are kept small/medium, to remain easily manageable yet still fun. The instructors who are leading the session will have been in-house trained. Staff running session are First Aiders and have easy access to a first aid kit in each of the campfire areas as well as a fire safety kit. All instructors are first aid trained and emergency procedures are in place in case of a major accident.

<b>Hazards</b>	<b>Groups of People at Risk from the Hazards Identified</b>	<b>Probability</b>	<b>Control Measures – Reduces the severity and lowers the probability to acceptable levels</b>
		<b>Severity</b>	
		<b>Risk Category</b>	
Slips & trips	Instructors, staff and guest/participants	Likely	Recorded bimonthly inspection of site. Instructors visually check the site upon arrival when used. The group are walked over in a controlled manner. A clear boundary around the fire marks distance from fire that is to be kept to, and instructors monitor group to ensure this is kept to.
		Major	
		High	
Burns	Instructors, staff and guest/participants	Unlikely	A bucket of sand and water (water source), fire blanket and fire extinguisher are always available on session. Procedure in place to safely escort the group from the fire area at end of the session and a clear boundary to keep group from being too close to fire. Only trained instructors are to feed the fire. Food is not cooked on fires to prevent burns.
		Major	
		Medium	
Objects flying out of fire	Instructors, staff and guest/participants	Very unlikely	Only wood burnt on fire. Group briefed as not to throw things onto fire and a safe distance from the fire is ensured by instructors.
		Major	
		Low	
Smoke inhalation	Instructors, staff and guest/participants	Likely	Only clean wood burnt. Fire kept fed to limit smoke. The group will be moved out of wind direction if needed.
		Minor	
		Low	

Allergic reaction (banana eating challenge)	Instructors, staff and guest/participants	Very Unlikely	Group sheets checked to see if any known allergies and the staff liaison check with group leaders to check for issues.
		Fatal	
		Low	

# Risk Assessment Activity – Caving

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			09/01/2023 07/01/2025	10/01/2026
Reviewed by:	Assist Chief: Max Bishop	Jan 2025		
Reviewed by:	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny			
<p><b>Overview:</b> Caving takes place in one of (out of two) the man-made wooden tunnel systems that has fibre-glass sections within a wooden structure. Bimonthly safety checks of the caving systems is done and recorded. The instructors will have been in-house trained who are leading the session. Preferred Staff to client ratio 1:12 with a maximum of 1:16. All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
		Risk Category		
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Recorded bimonthly safety checks, instructor first aid trained, with first aid kit readily available in the building that hosts both caving systems. General group management is provided by activity instructor, and the caving system and briefing rooms are managed by activities and maintenance team.	
		Minor		
		Medium		
Fingers trapped under emergency hatches	Instructors, staff and guest/participants	Unlikely	Marked hatches, guests warned of danger and instructed only to bang on hatches and not try and push them open. Hydraulic door closer are in place to prevent hatches closing quickly.	
		Major		
		Medium		
Abrasions from tunnel walls & ceiling	Instructors, staff and guest/participants	Likely	Bimonthly safety checks of equipment and caving systems to ensure caving systems are in good working order and participants wear helmets and kneepads while using the caves.	
		Minor		
		Low		
Participants getting stuck	Instructors, staff and guest/participants	Very unlikely	Test holes used at start of session. Instructor supervises smaller tunnels and clear instructions are given on proper use. False ceiling can be lifted in smallest tunnels to get stuck participants out. Instructors ensure that participants know where they can turn around in the system (larger areas) otherwise instructed to reverse same way they went in (not turning around) This shown to participants when doing their initial tour of the systems.	
		Major		
		High		

Being caught under the Hatch door in Old Caving system	Instructors, staff and guest/participants	Very unlikely	Hatch door bolted open, and guests told not to mess with it so that it isn't released, and staff are trained on use of the systems and are aware of the potential hazard.
		Medium	
		Low	
Falling down of open hatches	Instructors, staff and guest/participants	Very Unlikely	Safe walkways are clearly marked. Hatches shut during normal sessions and a hydraulic door closer are in place to prevent hatches closing quickly. Building locked shut when not in use to prevent unsupervised use.
		Major	
		Medium	
Fire	Instructors, staff and guest/participants	Very Unlikely	Fire Alarms are in place along with emergency procedures. Emergency lights are in the carving system if participants do not hear alarms. Staff are trained in emergency procedures.
		Fatal	
		Medium	



## Risk Assessment Activity – Challenge Course

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			09/01/2023 07/01/2025	10/01/2026
<b>Reviewed by:</b>	Assist Chief: Max Bishop	Jan 2025		
<b>Reviewed by:</b>	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny			
<p><b>Overview:</b> This takes place within a designated area and is out of bounds unless instructors are present. Instructors provide supervision of the group during this activity and have been in-house trained to lead the sessions. The course is inspected on an annual basis by High Times Technical Consultants to ensure all activities are in good working order and any recommended repairs are sorted based on urgency and bimonthly safe checks of equipment are carried out by staff. Preferred Staff to Client ratio 1:12 with a maximum of 1:16 – up to two groups on the course at one time. All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
		Risk Category		
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Maintenance of the site is done by the activities team and maintenance team. Instructors visually check the area upon arrival. General brief and group management are provided by instructors to ensure activities are run safely.	
		Minor		
		Medium		
Incorrect use of equipment/elements leading to injury	Instructors, staff and guest/participants	Unlikely	Guests briefed on hazards as they move around the course and the instructor and group leader supervise the use of elements. Helmets are worn by participants and instructors have gone through in-house training to ensure correct use of equipment and elements. It is advised by instructors not to hold onto wooden parts due to splinters as well as best not to put fingers in chains or hands on metal fixings.	
		Major		
		Medium		
Fall from height on some of the elements	Instructors, staff and guest/participants	Unlikely	A clear briefing on how to use and access course elements with height is given by instructors and instructors monitor and are ready to step in to prevent a fall.	
		Major		
		Medium		
Unauthorized access of equipment	Instructors, staff and guest/participants	Likely	“No Access” signs are in place on the fenced off area and gates. Guests are briefed about not accessing activities without staff.	
		Major		
		Medium		

Equipment & Element Failure	Instructors, staff and guest/participants	Very Unlikely	Annual inspections of course by accredited inspector raise issues and repairs are carried out by activities and maintenance team. Bimonthly safety checks of equipment and elements are carried out by the activities team and issues raised to senior staff. Visual inspection on the day of delivery done by staff running the session and any issues raised with the senior team.
		Major	
		Medium	

## Risk Assessment Activity – Circus Skills

<b>Pioneer Centre</b>	<b>Assessed by: James Kniffen</b>	<b>Assessed/ Reviewed:</b>	<b>Next Review Date</b>
		09/01/2023 07/01/2025	10/01/2026
<b>Reviewed by:</b>	Assist Chief: Max Bishop	Jan 2025	
<b>Reviewed by:</b>	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny		

**Overview:** This is a chance to learn new skills. Circus skills usually take place inside or within a contained area. The instructors who are leading the sessions will be in-house trained. Preferred Staff to Client ratio 1:12 with a maximum of 1:16. All instructors are first aid trained and emergency procedures are in place in case of a major accident.

<b>Hazards</b>	<b>Groups of People at Risk from the Hazards Identified</b>	<b>Probability</b>	<b>Control Measures – Reduces the severity and lowers the probability to acceptable levels</b>
		<b>Severity</b>	
		<b>Risk Category</b>	
Sharp Objects	Instructors, staff and guest/participants	Unlikely	Bimonthly safety checks of equipment are carried out. The instructor gives the group a brief on rules and safe use of equipment and supervises the session.
		Minor	
		Low	
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Maintenance of the site is done by the activities team and maintenance team. Instructors visually check the area upon arrival. General brief and group management is provided by instructors to ensure activities are run safely.
		Minor	
		Medium	
Incorrect use of equipment	Instructors, staff and guest/participants	Likely	The group briefed on correct use of equipment and supervised throughout the session by instructors. Equipment packed away at the end of the session.
		Minor	
		Medium	
Fire	Instructors, staff and guest/participants	Very unlikely	Fire alarms and procedures are in place and staff are trained to carry out procedures.
		Major	
		Medium	

# Risk Assessment Activity – Climbing

Pioneer Centre	Assessed by: James Kniffen	Assessed/ Reviewed:	Next Review Date
		10/01/2023 07/01/2025	10/01/2026
Reviewed by: Assist Chief: Max Bishop	Jan 2025		
Reviewed by: Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny			
<p><b>Overview:</b> Climbing is carried out on three purpose-built towers supplied and erected by JM Adventure and Adventure Rope Co Ltd. An annual inspection is carried out by High Times Technical Consultants. Regular bimonthly inspection checks are also carried out on equipment by activities staff as well as a quarterly structural check. A qualified Winter Mountaineering and Climbing Instructor (WMCI) Chief Instructor has overall responsibility. All other instructors are RCI or CWI qualified, or in-house trained using NGB recognized techniques. An examination to check competency of staff is completed on each staff member by the external and independent Technical Advisor. This process is periodically checked and validated by the Technical Advisor and senior staff members who do continual monitoring throughout the year. Preferred Staff to Client ratio is 1:12 and a maximum of 1:16 under supervision (under instruction 1: 2 instructor to climbers ratio). All appropriate personal protective equipment is worn during sessions. All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>			
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels
		Severity	
		Risk Category	
Structural Failure	Instructors, staff and guest/participants	Very unlikely	Towers built by approved contractors and external annual inspections are carried out and repairs and guidance from reports are followed. Quarterly structural checks are carried out to ensure all is in good working order.
		Fatal	
		Medium	
Falling objects	Instructors, staff and guest/participants	Unlikely	Helmets are worn by anyone in the area when activities are being delivered or maintenance is being done and guests briefed on how to stand if objects fall to protect themselves. All equipment at top of tower secured and emergency procedures in place in case of an accident. Guests advised to remove things from pockets or have them stored safely in zipped pockets.
		Major	
		Medium	
Unauthorized access to Towers		Very likely	Tower doors locked and shut when not in use. Only access to towers is via a trained member of staff. No access signs clearly displayed.
		Fatal	

	Instructors, staff, guest/participants, and general public	Medium	
Rope burns	Instructors, staff and guest/participants	Unlikely	Group briefed on correct clothing. Instructor supervises guests contact with rope. Instructors are trained in safe lowering practices of lowering slowly and smoothly.
		Minor	
		Low	
High level fall	Instructors, staff and guest/participants	Very Unlikely	Detailed in-house training & assessment are carried out on activity staff to ensure safe access and practice is used for the activities and the correct use of all equipment taught and monitored by senior staff. The use of climbing ropes to safeguard participants and Gri-Gri belay devices are used to adds another level of safety to prevent High Level Falls. All PPE checked and recorded bimonthly. Instructors ensure participants are wearing all PPE before using the climbing routes. See supporting documents for safety practices.
		Fatal	
		Medium	
Low level fall	Instructors, staff and guest/participants	Unlikely	Instructor supervises belaying to ensure tight rope is maintained while climbing. Particular attention paid when taking first steps up wall (e.g. tight rope on climber) to ensure in the event of a fall the climber will be caught by the rope.
		Major	
		Medium	
Environmental Hazards	Instructors, staff and guest/participants	Very likely	All participants are briefed on proper clothing for the current weather conditions. Instructors are issued appropriate PPE, waterproof jacket, warm layers, and gloves to use for activity delivery. Towers not used or sessions cancelled in the event of thunder & lightning (activities can resume 30mins after last thunder sound was heard) and/or winds gusts above 40/45mph (senior staff may reassess and end sessions below this level or may let continue if direction is suitable and hazards are managed). Also, further control measures under the Adverse Weather Risk Assessment are to help with environmental hazards.
		Fatal	
		High	
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Maintenance of the site is done by the activities team and maintenance team. Instructors visually check the area upon arrival. General brief and group management is provided by an instructor to ensure activities are run safely and guests should follow the no running safety rule when in the activity area.
		Minor	
		Medium	
Soft tissue injury	Instructors, staff and guest/participants	Unlikely	Instructors are aware of group's capabilities and encourage group to warm up/warm down as needed.
		Minor	
		Low	

Physiological effects	Guest/participants	Very unlikely	Instructors are aware of the group's needs and medical issues. Challenge by choice brief is given and instructors will respect participants' choices and be sensitive and adapt to their reactions to the activity they are invited to participate in.
		Major	
		Medium	
Stress / Panic Attack	Guest/participants	Likely	Challenge by choice brief is given and instructors will respect participants' choices. Instructors will err on the side of caution if participants start to panic or have strong emotional reaction to the activity the instructors will react quickly to ensure the level of stress is brought back down to an acceptable level. This should help ensure the activity runs well for all those involved.
		Major injury or trauma	
		High	
Helmet suspension (caught on an element)	Instructors, staff and guest/participants	Unlikely	Lowering practices taught that prevents helmets catching on elements e.g. slow careful lowering of participants in the correct position. Hand Ascender is accessible for rescue and staff taught the rescue procedures and periodically practice the rescue.
		Major	
		Medium	
Frozen climber (on the wall)	Guest/participants	Unlikely	Rescue procedures are in place and practice once a quarter by staff with prevention being the aim by using 'challenge by choice' and building up participants slowly.
		Minor	
		Low	

## Risk Assessment Activity – Disco

<b>Pioneer Centre</b>	<b>Assessed by: James Kniffen</b>	<b>Assessed/ Reviewed:</b>	<b>Next Review Date</b>
		10/01/2023 07/01/2025	10/01/2026
<b>Reviewed by:</b>	Assist Chief: Max Bishop	Jan 2025	
<b>Reviewed by:</b>	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny		

**Overview:** This is an instructor-led activity, taking place in Thunder Bay and occasionally in other meeting venues on site. Staff that run the session have been in house trained. On occasions this activity can be used by groups “Group Led” and activity staff set up, turn on, explain how the equipment works to ensure equipment is used properly. All instructors are first aid trained and emergency procedures are in place in case of a major accident.

<b>Hazards</b>	<b>Groups of People at Risk from the Hazards Identified</b>	<b>Probability Severity Risk Category</b>	<b>Control Measures – Reduces the severity and lowers the probability to acceptable levels</b>
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Instructors brief the group at the start of the session with safety rules and make sure the area is clear and clean. Wild dancing will be stopped immediately, and the dance floor cleaned if spillages happen.
		Minor	
		Medium	
Effect of Flashing lights	Instructors, staff and guest/participants	Unlikely	Staff check with group leaders to see if anyone is known to be at risk and if so, then flashing lights won’t be used.
		Major	
		Medium	
Asthma	Instructors, staff and guest/participants	Likely	Group sheets checked to see if any known asthmatics. Liaison staff check with group leaders to catch any issues and make suitable changes and adaptations and ensure group leaders have inhalers on hand for the session.
		Major	
		High	
Fire	Instructors, staff and guest/participants	Very unlikely	Fire alarms and procedures are in place and staff are trained to carry out procedures.
		Major	
		Medium	
Noise levels – damage to ears	Instructors, staff and guest/participants	Likely	Staff have been trained to set the volume to an acceptable volume level. The staff check with group leaders if anyone is known to be at risk of high noise
		Minor	



		Medium	levels, and if so, the volume brought down to a level that accommodates those at risk in the group. Other adaptations can be made with group members that are sensitive to loud noises which will be worked out with the group leader and liaison and instructor on the session.
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# Risk Assessment Activity – Fencing

<b>Pioneer Centre</b>	<b>Assessed by: James Kniffen</b>	<b>Assessed/ Reviewed:</b>	<b>Next Review Date</b>
		10/01/2023 07/01/2025	10/01/2026
<b>Reviewed by:</b>	Assist Chief: Max Bishop	Jan 2025	
<b>Reviewed by:</b>	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny		

**Overview:** Pioneer is approved by British Fencing as Instructors will be trained by the B.F. instructors to Core Coach standard and/or in-house trained. All procedures are in accordance with B.F. guidelines. All appropriate personal protective equipment is worn during sessions. Equipment is maintained on a regular basis with Bimonthly checks. Preferred Staff to Client ratio 1:12 with a maximum of 1:16 (14 Fencing at any one time). All instructors are first aid trained and emergency procedures are in place in case of a major accident.

<b>Hazards</b>	<b>Groups of People at Risk from the Hazards Identified</b>	<b>Probability</b>	<b>Control Measures – Reduces the severity and lowers the probability to acceptable levels</b>
		<b>Severity</b>	
		<b>Risk Category</b>	
Sharp objects – falling or walking into	Instructors, staff and guest/participants	Very unlikely	Bimonthly safety checks are carried out. All foils must have a rubber button on end. Masks, jackets, and gloves must be worn while handling foils. The instructor briefs the group on safety rules, provides group management and ensures equipment stays fit for use on session and any kit that gets damaged or broken is taken out of use until repaired or replaced.
		Major	
		Medium	
Slips, trips and falls	Instructors, staff and guest/participants	Likely	The instructor visually checks the area upon arrival. Participants are briefed on hazards and group management provided by the instructor.
		Minor	
		Medium	
Unauthorized access to equipment e.g. foils	Instructors, staff and guest/participants	Very unlikely	Equipment like foils are stored away when not in use or when an instructor is not going to be present.
		Major	
		Medium	
Incorrect use of equipment	Instructors, staff and guest/participants	Unlikely	The instructor supervises all use of equipment. Participants briefed in detail on the use of fencing equipment and managed by instructor. If participants cannot comply with instructors, the session will stop and only restarted if the instructor deems it safe to proceed with participants following directions or removed from the session.
		Major	
		Medium	

Foil hitting face	Instructors, staff and guest/participants	Unlikely	Instructors always brief the group to keep masks down in the active fencing zones and to always face partner and never turn away and will shout Stop/Halt in the event of a guest becoming unmasked whilst fencing is taking place.
		Major	
		Medium	

# Risk Assessment Activity – Giant Swing

<b>Pioneer Centre</b>	<b>Assessed by: James Kniffen</b>	<b>Assessed/ Reviewed:</b>	<b>Next Review Date</b>
		10/01/2023 07/01/2025	10/01/2026
<b>Reviewed by:</b>	Assist Chief: Max Bishop	Jan 2025	
<b>Reviewed by:</b>	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny		

**Overview:** Giant Swing was purpose built by JM Adventures (approved contractor) March 2020. The Giant Swing is 11-meter giant swing and is suitable for participants between 20kg and 120kg. Trained staff do a visual check at the beginning of the day, when used, to ensure all equipment and elements are in good working order. There is annual independent inspection by High Times Ltd. A quarterly inspection of the structure is carried out by trained staff and recorded. All the equipment inspection procedures are established and overseen by the Chief instructor who is a qualified Winter Mountaineering and Climbing Instructor (WMCI). Staff are in-house trained and assessed. Preferred Staff to Client ratio 2:12 and a maximum of 2:16 under supervision (under instruction when being clipped in, hoisted up and released for the swing instructor/participant 1:1/1:2/1:3). All instructors are first aid trained and emergency procedures are in place in case of a major accident.

<b>Hazards</b>	<b>Groups of People at Risk from the Hazards Identified</b>	<b>Probability</b>	<b>Control Measures – Reduces the severity and lowers the probability to acceptable levels</b>
		<b>Severity</b>	
		<b>Risk Category</b>	
Structural Failure	Instructors, staff and guest/participants	Very unlikely	Giant Swing structure was built by approved contractors, and external annual inspections are carried out and any issues and guidance given is sorted and followed. Quarterly structural checks are carried out. Structure built of a suitable material.
		Fatal	
		Medium	
Falling objects	Instructors, staff and guest/participants	Unlikely	Helmets are worn by anyone in the area when activities are being delivered or maintenance is being done and guests briefed on how to stand if objects fall to protect themselves. The guests advised to remove things from pockets or have them stored safely in zipped pockets. Safe areas clearly marked, with a physical barrier (fence) for the swing path in place.
		Major	
		Medium	
Unauthorized access to the Giant Swing		Unlikely	When not being used on session the ladders are removed and padlocked away. Also, elements required to use the swing are packed away or removed.
		Fatal	

	Instructors, staff, guest/participants and general public	Medium	
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Maintenance of the site is carried out by the activities and maintenance team. Instructors visually check the area upon arrival. General brief and group management are provided by instructors to ensure play is safe. Gravel base suitable for activity. Solid and stable platform for accessing the swing bar.
		Minor	
		Medium	
Swinging on the bar or climbing access poles without being clipped into the bar or secured with belay	Instructors, staff and guest/participants	Unlikely	A trained instructor is present during the session and is the only person to clip the participants into the bar and who secures a secondary safety connection. The instructor checks the harness and helmet before participants are connected to the swing bar. When not in use ladders and swing stored away by securing them to a fixed-point using locks and tightened maillons.
		Fatal	
		High	
Pulley/hoist system locking up/jamming	Instructors, staff and guest/participants	Very Unlikely	Daily visual inspection before use is done to ensure smooth running of the pulley/hoisting system. Safe securing of the pulling rope system enables access to unjam or unlock pulley system.
		Major	
		Medium	
Finger caught in pulley	Instructors, staff and guest/participants	Unlikely	Staff are trained in safe practice and will make clear to participants how to handle and use the rope pulley system and monitor and correct use to prevent fingers being caught in the pulley system.
		Major	
		Medium	
Over raising swing which could lead to incorrect use and injury (damage elements, equipment that could lead to other issues and compromise safety)	Instructors, staff and guest/participants	Likely	Staff are trained at max height for raising participants. They will monitor the hoisting team and progress of the swing. If raised too high staff are trained in how to lower the swing to the right height.
		Major	
		High	
Equipment failure / malfunction	Instructors, staff and guest/participants	Unlikely	PPE and other equipment visually checked before use, and a further bimonthly check takes place to ensure the equipment is in good order. Any suspected equipment is immediately taken out of use and possibly replaced if deemed damaged or worn to access. Quarterly inspections of the structure and its elements are carried out and recorded and an annual independent inspection is carried out and issues raised followed up on and remedied.
		Major	
		Medium	
Physiological effects	Guest/participants	Unlikely	Instructors are aware of the group's needs and medical issues. Challenge by choice brief is given and instructors will respect participants' choices and be sensitive to participants' reactions to the activity they are invited to participate in. Control on when to release is left with participants and

			stopping the swing and then slowly lowering can be done by instructors if needed due to participants changing their minds about doing the swing.
Stress / Panic Attack	Guest/participants	Unlikely	Challenge by choice brief is given and instructors will respect participants' choices. Instructors will err on the side of caution if participants start to panic or have strong emotional reaction to the activity the instructors will react quickly to ensure the level of stress is brought back down to acceptable level. This should help ensure the activity runs well for all those involved.
		Major or traumatizing	
		Medium	
Medical issues – pregnant, heart complaint, spinal injury or weak spine or medical conditions that could be exacerbated by the swing	Instructors, staff and guest/participants	Likely	Instructors check medical sheets to see if any participants need to not participate in the swing due to sitting in a harness and medical issues (exacerbate medical conditions).
		Major	
		Medium	
Long Hair/Loose Clothing caught in elements of the activity and causing harm	Instructors, staff and guest/participants	Unlikely	Instructors to ensure participants tie their hair back and loose clothing removed or zipped up before participants start the activity.
		Major	
		Medium	
Obstacle, including platform or participants in the swing path / area	Instructors, staff and guest/participants	Likely	Instructors to brief on where to stand and highlight areas that participants are not allowed to go. The area is clearly marked with a safety fence. Activity is stopped if public/guests or participants access the swing path when swing is being operated e.g. people on the swing. Platform is moved out of the swing path prior to commencing the pulley system. Participants are not allowed to touch or hold the pulley system until an instructor has safely clipped in participants and moved platform and secured it via chain and carabiner to the pole that is clear of the swing path.
		Major	
		High	
Human error- in correct clipping of the harness to bar	Instructors, staff and guest/participants	Unlikely	Staff are appropriately trained and monitored, and two points of connection are used to help ensure participants are clipped in before being hoisted up to height.
		Fatal	
		High	
Swing equipment straps and connector	Guest/participants	Unlikely	Straps/slides have been made stiff with plastic tubes to prevent them and connectors hitting participants. If an issue of it hitting participants arises then
		Minor	

hitting participants		Low	the instructor will default to operate with two (adults only as the issues doesn't occur with kids) on the outsides of the swing bar, leaving the middle space clear (slings and connector path of travel when release).
Tracer cord getting wrapped around limbs of swing participants	Guest/participants	Unlikely	Instructors to monitor cord and taken in slack and clip in to dedicated maillon /pole near the pro-traxion/rope system which helps keep the cord clear of participant's limbs.
		Major	
		Medium	
Weather hazards – including lightning, and strong winds	Instructors, staff and guest/participants	Unlikely	All participants are briefed on proper clothing for the current weather conditions. Instructors are issued appropriate PPE, waterproof jacket, warm layers, and gloves to use for activity delivery.
		Major	The swing will not be used, or sessions cancelled in the event of thunder & lightning (activities can resume 30mins after last thunder sound was heard) and/or winds gusts above 40/45mph (senior staff may reassess and end sessions below this level or may let continue if direction is suitable and hazards are managed). Also, further control measures under the Adverse Weather Risk Assessment are to help with environmental hazards.
		Medium	

# Risk Assessment Activity – High Ropes

<b>Pioneer Centre</b>	<b>Assessed by: James Kniffen</b>	<b>Assessed/ Reviewed:</b>	<b>Next Review Date</b>
		11/01/2023 07/01/2025	10/01/2026
<b>Reviewed by:</b>	Assist Chief: Max Bishop	Jan 2025	
<b>Reviewed by:</b>	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny		

**Overview:** The three High Ropes courses have an annual inspection which is carried out by High Times Technical Consultants that ensure the courses are in safe working order. Regular bimonthly inspection checks are also carried out on equipment by activities staff as well as a quarterly structural check. All rope techniques, together with equipment and its life inspection procedures are established and overseen by a Winter Mountaineering and Climbing Instructor (WMCI) Chief instructor. Staff are in-housed trained using NGB recognised techniques, and all other instructors are RCI, CWI or ERCA qualified. An examination to check competency of full-time staff is completed on each staff member by the external and independent Technical Advisor. This process is periodically checked and validated by the Technical Advisor and senior staff members do continual monitoring throughout the year. Preferred Staff to Client ratio is 2:12 and a maximum of 2:16 under supervision (under instruction 1: 1 instructor to climber ratio). All instructors are first aid trained and emergency procedures are in place in case of a major accident.

Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels
		Severity	
		Risk Category	
Structural Failure	Instructors, staff and guest/participants	Very unlikely	High Ropes Courses have an external annual inspection. Any action points followed up e.g. repairs and replacements. Quarterly structural checks are carried out as well as a visual check on the day of delivery.
		Fatal	
		Medium	
Falling objects	Instructors, staff and guest/participants	Unlikely	Helmets are worn by anyone in the area when activities are being delivered or maintenance is being done and guests briefed on how to stand if objects fall to protect themselves. All equipment at top of tower secured and procedures in place in case of an accident and guests advised to remove things from pockets or have them stored safely in zipped pockets.
		Major	
		Medium	

Unauthorized access to High Ropes Courses	Instructors, staff, guest/participants and general public	Very likely	Fencing surrounds the High Ropes courses with a dedicated gate. There is 'no access' signs on the fencing and participants are told not to enter fenced activity areas without staff. All staples and ladders are locked away when the areas are not in use and instructors are not present.
		Fatal	
		Medium	
Rope burns	Instructors, staff and guest/participants	Unlikely	Group briefed on correct clothing. Instructor supervises guests' contact with rope. Instructors are trained in safe lowering practices of lowering slowly and smoothly.
		Minor	
		Low	
High level fall	Instructors, staff and guest/participants	Very Unlikely	Detailed in-house training & assessment are carried out on activity staff to ensure safe access and practice is used for the activities and the correct use of all equipment taught and monitored by senior staff. Participants are secured to a safety rope before heading up on elements and a Gri-Gri belay device used which adds another level of safety to prevent High Level Falls. All PPE checked and recorded bimonthly. See supporting documents for safety practices. A clear briefing on when participants can start an activity is given. Instructors ensure participants are wearing all PPE be for partaking in the HRC.
		Fatal	
		Medium	
Environmental Hazards	Instructors, staff and guest/participants	Very likely	All participants are briefed on proper clothing for the current weather conditions. Instructors are issued appropriate PPE, waterproof jacket, warm layers, and gloves to use for activity delivery. Courses are not used, or sessions cancelled in the event of thunder & lightning (activities can resume 30mins after last thunder sound was heard) and/or winds gusts above 40/45mph (senior staff may reassess and end sessions below this level or may let continue if direction is suitable and hazards are managed). Also, further control measures under the Adverse Weather Risk Assessment are to help with environmental hazards.
		Fatal	
		High	
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Maintenance of site is done by the activities team and maintenance team. Instructors visually check the area upon arrival. General brief and group management is provided by instructors to ensure activities are run safely and guests should follow the no running safety rule when in the activity area.
		Minor	
		Medium	
Soft tissue injury	Instructors, staff and guest/participants	Unlikely	Instructor aware of group's capabilities and encourage group to warm up as needed.
		Minor	
		Low	
Physiological effects	Guest/participants	Very unlikely	Instructors are aware of the group's needs and medical issues. Challenge by choice brief is given and instructors will respect participants choices and be



		Major	sensitive and adapt to their reactions to the activity they are invited to participate in.
		Medium	
Stress / Panic Attack	Guest/participants	Likely	Challenge by choice brief is given and instructors will respect participants' choices. Instructors will err on the side of caution if participants start to panic or have strong emotional reaction to the activity the instructors will react quickly to ensure the level of stress is brought back down to acceptable level. This should help ensure the activity runs well for all those involved.
		Major / trauma	
		High	
Helmet suspension (caught on an element)	Instructors, staff and guest/participants	Unlikely	Lowering practices taught that prevents helmets catching on elements e.g. slow careful lowering of participants in the correct position. Hand Ascender is accessible for a rescue and staff taught the rescue procedures and periodically practice the rescue.
		Major	
		Medium	
Frozen climber (on an element)	Guest/participants	Unlikely	Rescue procedures are in place and practice once a quarter by staff with prevention being the aim by using 'challenge by choice' and building up participants slowly.
		Minor	
		Low	

## Risk Assessment Activity – Inflatables (Indoors)

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			11/01/2023 07/01/2025	10/01/2026
Reviewed by:	Assist Chief: Max Bishop		Jan 2025	
Reviewed by:	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny			
<p><b>Overview:</b> The inflatable obstacle course offers two people the opportunity to compete over a 20-metre course. This instructed activity takes place in the Sports Hall on site at Pioneer Centre. The session also offers inflatable ‘Dodgeball’ and ‘Beat The Goalie’ (football) elements. Staff that run the sessions are in house trained. Staff to Client ratios is 2 or more staff depending upon the group size. Maximum number of participants is 60. An annual inspection will be carried out by an external inspector who will come in and check the suitability of all the inflatables and any actions will be followed up in an appropriate manner by the senior activities team. All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
		Risk Category		
Slips, trips and falls	Instructors, staff and guest/participants	Likely	A brief is given on the safety rules to ensure proper use of courses and spotters and crash mats are positioned at key points around the courses. No food or drink, incl. chewing gum is allowed in the sports hall. Participants only go on courses when inflated and instructors are present to run and supervise the sessions.	
		Minor		
		Medium		
Bumping into one another	Instructors, staff and guest/participants	Likely	Safety talk warns about this, and instructors remove participants acting boisterously. Instructors run and supervise the sessions and ensure the group is following safety rules and instructions.	
		Minor		
		Medium		
Awkward landings	Instructors, staff and guest/participants	Likely	Instructors brief about “no flips on the elements” and give guidance for movement where needed.	
		Major		
		High		
Hair caught on Velcro	Instructors, staff and guest/participants	Unlikely	Instructors brief about hair tied back and appropriate clothing.	
		Minor		
		Low		
Equipment Failure	Instructors, staff and guest/participants	Very unlikely	Inflatables made by registered suppliers and maintained to a good standard. Bimonthly safety checks are carried out on all equipment and an annual	
		Major		

		Medium	inspection is carried out by an external company to ensure equipment and elements are still in good working order. Staff are in-house trained in set up procedures to ensure equipment functions as it should and visual inspections care carried out on the day of delivery and any issues raised with senior staff.
Collision into walls	Instructors, staff and guest/participants	Unlikely	Hanging crash mats are in place where collisions are possible, and staff supervise and control groups to avoid collision.
		Major	
		Medium	
Injury due to incorrect lifting techniques	Instructors & Staff	Likely	Instructors are put through a training and sign off recorded to ensure correct lifting techniques are known and used. This is done via a manual handling training video. Always a minimum of two instructors involved in transfer and unpacking/repacking elements.
		Major	
		Medium	
Unauthorized or inappropriate use	Instructors, staff and guest/participants	Unlikely	Instructors always present for use of inflatables and equipment deflated whenever not being supervised. And monitoring and group managed by staff and session stopped if participants unable to follow instructions.  The Sports hall locked shut when not in use.
		Major	
		Medium	
Friction Burns	Instructors, staff and guest/participants	Unlikely	Guests advised to wear long sleeves and trousers over short sleeved t-shirts and shorts to help avoid friction burns on knees and elbows.
		Minor	
		Low	
Fire	Instructors, staff and guest/participants	Very unlikely	Fire alarms and procedures are in place and staff trained to carry out procedures.
		Major	
		Medium	

## Risk Assessment Activity – Initiative Games

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			11/01/2023 07/01/2025	10/01/2026
Reviewed by:	Assist Chief: Max Bishop	Jan 2025		
Reviewed by:	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny			
<p><b>Overview:</b> There are a wide variety of activities that fall into this category requiring different levels of skills and abilities. All sessions are supervised, and equipment used is regularly checked and maintained with bimonthly safety checks. Staff that run the session are in house trained. Preferred Staff to Client ratio 1:12 with a maximum of 1:16. All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
Slips, trips and falls	Instructors, staff and guest/participants	Risk Category	Likely	Maintenance of site is done by the activities team and maintenance team. Instructors pick suitable areas and do a visual check on the day of delivery. Instructors keep control of the group and address issues that arise quickly. Bimonthly safety checks of equipment are carried out to ensure all equipment is in good working order. When using crates for a game the guests are encouraged to stand normally and not to mess around to avoid falling off.
		Minor		
		Medium		
Harm caused by incorrect use of equipment	Instructors, staff and guest/participants	Unlikely	Minor	Group briefed on correct use of equipment and supervised throughout the session by instructors. Participants failure to follow instruction will lead to instructors correcting or even stopping the session and only restarting when they deem participants will follow instruction.
		Minor		
		Low		
Injury due to incorrect lifting techniques	Instructors, staff and guest/participants	Unlikely	Low	In-house training and assessment for instructors and put through manual handling training. Guests briefed on correct manual handling; instructor ensures guests being lifted are adequately supported and correctly lifted.
		Minor		
		Low		
Fire	Instructors, staff and guest/participants	Very unlikely	Major	Fire alarms and procedures are in place and staff trained to carry out procedures.
		Major		
		Medium		

# Risk Assessment Activity – Laser Tag

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			031/01/2023 07/01/2025	
<b>Reviewed by:</b>	Assist Chief: Max Bishop		Jan 2025	10/01/2026
<b>Reviewed by:</b>	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant			
	Lead Instructors: Ronan Halpenny			
<p><b>Overview:</b> Laser tag is run in one of the woodland areas onsite and has a purpose-built element to make the session fun and educational and indoor laser can be done in one of the larger halls for the winter period if deemed appropriate. The aim of the session is to encourage teamwork through using the Plan, Do, Review framework with the participants throughout the session. The area is maintained by the activities and maintenance team and bimonthly safety checks carried out to ensure all elements and equipment are in good working order and safe for use. Instructors provide supervision of the group during this activity and have been in housed trained to lead the sessions. Preferred Staff to Client ratio 2:15 with a maximum of 2:30. All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
		Risk Category		
Slips, trips & falls	Instructors, staff and guest/participants	Likely	A bimonthly safety check inspection of the area is carried out by instructors. Instructors visually check the site on day of delivery. The group are walked over in a controlled manner. Safety Rule (given during briefing) – No running during the session which instructors ensure with diligent group monitoring and correcting. The area is regularly monitored for trip hazards and removed upon discovery.	
		Major		
		High		
Running/walk into a tree/ branch or course element	Instructors, staff and guest/participants	Likely	Safety Rule (given during briefing) – No running during the session and a clear demonstration on how to use the course elements is given. Removal of all low-lying branches from trees, everything under 6 foot as a minimum done and maintained on a monthly safety check and if discovered on session the area will be blocked off till cut back or cut back immediately. The area is checked monthly and maintained by the Activities department and maintenance team. The instructors also ensure groups keep to the dedicated area to prevent injury from wild forest areas – brief given on boundary and monitored and ensured by instructors.	
		Major		
		High		
Being hit with a gun		Very unlikely		

(Children may hit each other with guns during the session)	Instructors, staff and guest/participants	Minor	Safety Rule (given during briefing) – No Violence, anyone showing violence during the game will be removed from the session.
		Low	
Falling Hanging Deadwood (Branches falling from the trees)	Instructors, staff and guest/participants	Very unlikely	Helmets to be worn when activity is taking place. Area continually monitored; any hanging deadwood removed beforehand – maintenance team to check and cut back every 6 months. Instructors will report any suspect branches/trees immediately to senior staff and maintenance and block off the area while being dealt with.
		Major	
		Medium	
Environmental Hazards	Instructors, staff and guest/participants	Unlikely	All participants are briefed on proper clothing for the current weather conditions. Instructors are issued appropriate PPE, waterproof jacket, warm layers, and gloves to use for activity delivery. Forest areas are not used in the event the winds gusts above 40/45mph (senior staff may reassess and end sessions below this level or may let continue if direction is suitable and hazards are managed). Also, further control measures under the Adverse Weather Risk Assessment are to help with environmental hazards.
		Fatal	
		High	
Collisions between people	Instructors, staff and guest/participants	Likely	Helmets are to be worn when activity is taking place. Participants are warned of the hazard colliding and instructors are present to keep control of the group and maintain a safe playing of planned activities.
		Minor	
		Medium	
Medical needs (Asthma, injuries, Heart issues – anything that could be affected by exercise)	Instructors, staff and guest/participants	Likely	All Medical needs checked and recorded on medical form, and anything needed to be carried such as Inhalers/EpiPens should be present and easily accessible with a responsible adult. Regular rest breaks are taken between rounds to allow for recovery and prevent medical issues from flaring up. Participants are not allowed to partake in the session without required medical equipment/medication.
		Fatal	
		High	
Epileptic reaction due to flashing lights	Instructors, staff and guests/participants	Very Unlikely	All medical needs checked and recorded on medical form; instructors can change settings on the weapons to remove the flashing lights that may cause a fit.
		Major Injury	
		Medium	

# Risk Assessment Activity – Low Ropes

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			11/01/2023 07/01/2025	10/01/2026
Reviewed by:	Assist Chief: Max Bishop	Jan 2025		
Reviewed by:	Senior Instructors: Andrew Evrard, Joseph Page & Kieran Miles Lead Instructors: Kieren Plant, Ronan Halpenny & Ruth Gibson			
<p><b>Overview:</b> This takes place within a designated area and is out of bounds unless instructors are present. The courses are inspected on an annual basis by High Times Technical Consultants to ensure all activities are in good working order and any recommended repairs are sorted based on urgency. Bimonthly safety checks are carried out to ensure the courses are in good working order. Instructors provide supervision of the group during this activity and have been in-house trained to lead the sessions. Preferred Staff to Client ratio 1:12 with a maximum of 1:16. All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
		Risk Category		
Falling Objects causing injury (forest Low ropes specific)	Instructors, staff and guest/participants	Unlikely	Areas to be checked over by activities and maintenance team after storms. If strong winds/gusts are forecasted and materialise this will be monitored by senior staff and if deemed unsafe due to branches and trees potentially snapping, then the session will be cancelled, and other activity found to replace it if possible.	
		Major		
		Medium		
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Maintenance of site is done by the activities team and maintenance team and bimonthly safety check of site and area. The instructor visually checks the area upon arrival. Participants briefed where to slow down/take extra care. Instructors are first aid trained, with a first aid kit readily available. Helmets are worn by participants.	
		Minor		
		Medium		
Injury due to incorrect use of equipment	Instructors, staff and guest/participants	Likely	Participants are briefed on hazards as they move around the course. Instructor and group leader supervise, and helmets are worn by participants. Instructors have gone through in-house training to ensure correct use of equipment.	
		Major		
		High		
Unauthorised access of equipment	Instructors, staff and guest/participants	Unlikely	"No Access" signs are in place on the fenced off areas and gates. Participants are briefed about not accessing activities without staff.	
		Minor		

		Low	
Injury due to equipment & element failure	Instructors, staff and guest/participants	Very unlikely	Annual inspection of course done by accredited inspector and any repairs or replacement that is deemed necessary will be carried out as soon as possible and element use may be discontinued until repairs or replacements are done depending upon the recommendations of the inspector. Bimonthly safety checks of equipment and elements are carried out.
		Major	
		Medium	
Injury due misuse of equipment	Instructors, staff and guest/participants	Likely	Participants are briefed on the use of equipment and safety rules given for each element of the course. Instructors manage the group to ensure safety and will get the group leader to help where appropriate.
		Minor	
		Medium	
Improper climbing of course elements (leading to injury)	Instructors, staff and guest/participants	Unlikely	Instructors are present to ensure participants use the course safely and clear briefs on acceptable use of courses are given. If participants do not listen to instructor's instructions, they will stop the activity, and the situation will be resolved before continuing.
		Major	
		Medium	
Low level falls	Instructors, staff and guest/participants	Likely	Spotting is provided where/when necessary and helmets are worn. Guidance for coming off the course is given by the instructor and monitoring of participants is carried out to help prevent falling and injury.
		Major	
		High	
Entrapment of fingers	Instructors, staff and guest/participants	Very Unlikely	Ropes are threaded through chains to reduce the risk of entrapment of fingers and participants are warned of areas where entrapment could be an issue. The instructor monitors progress of participants to help prevent entrapment and intervenes where necessary.
		Major	
		Medium	
Splinters	Instructors, staff and guest/participants	Unlikely	Wood elements have been sanded to prevent splinters and are checked in the bimonthly safety checks.
		Minor	
		Low	
Cuts from wires	Instructors, staff and guest/participants	Likely	Participants are warned about not using or holding on to wires and then monitored throughout the session by the instructor.
		Minor	
		Medium	
Injury from Brambles/Thorns and surrounding foliage	Instructors, staff and guest/participants	Likely	Activities team to maintain the areas on regular basis by cutting back foliage.
		Minor	
		Medium	
Swinging (hit by objects)	Instructors, staff and guest/participants	Unlikely	Participants are instructed of the proper use of elements. Spotting is done as needed and monitoring carried out by the instructor.
		Minor	
		Low	



# Risk Assessment Activity – Night Line

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			11/01/2023 07/01/2025	10/01/2026
Reviewed by:	Assist Chief: Max Bishop		Jan 2025	
Reviewed by:	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny			
<p><b>Overview:</b> The Night Line is a designated activity area and out-of-bounds unless an instructor is present. Group leaders are expected to assist with the group during this activity. Preferred Staff to Client ratio 1:12 with a maximum of 1:16. The group will be blindfolded throughout. All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
		Risk Category		
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Participants are accompanied by staff to and from the area and visual checks of the course are made by the instructor upon arrival. Safety checks of course are done bimonthly to ensure the course is in good working order.	
		Minor		
		Medium		
Bumping head on trees or course	Instructors, staff and guest/participants	Likely	Participants wear helmets and instructors monitor the group and guide participants when needed to prevent injury.	
		Minor		
		Medium		
Cuts or grazes from ground / course	Instructors, staff and guest/participants	Likely	Participants are brief on wearing long trousers and the general track is clear of larger and sharp objects. Instructors are present to step in to remove or reroute the group.	
		Minor		
		Medium		
Falling off raised sections and steps	Instructors, staff and guest/participants	Likely	Steps have anti slip wood on steps and handrails to use for balancing and other areas will be spotted if necessary. Instructors will warn of hazards when participants are approaching and guide where necessary.	
		Minor		
		Medium		

Exacerbate personal injury	Instructors, staff and guest/participants	Unlikely	Staff avoid using water (part of the session) whenever people have issues such as ear infections and can't get wet. The instructors know when to change and adapt the session by reading group information sourced by the group liaison.
		Minor	
		Low	
Eye irritation from goggles/blind folds	Guest/participants	Very unlikely	Blind folds are washed regularly, and goggles safety checked. Instructors will have participants remove blindfold and/or goggles if any irritation occurs. First aid kits contain sterile eye wash.
		Major	
		Medium	

## Risk Assessment Activity – Off-Site Walks

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			11/01/2023 07/01/2025	10/01/2026
Reviewed by:	Assist Chief: Max Bishop		Jan 2025	
Reviewed by:	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny			
<p><b>Overview:</b> Off-site walks take place around the local area of the centre. Walks can occur both during daylight and at night. A mobile phone will be carried by the lead instructor. Each group will have two instructors that have been in-house trained and assessed. For the walk there will be instructors at the front and the back of the group and reflective jackets will be worn by instructors at all times. Staff to Client ratio 1:16 (per group), Minimum 2 instructors. All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
		Risk Category		
General Injury	Instructors, staff and guest/participants	Likely	Emergency procedures are in place for contacting for help back at the centre if a group member is injured in any way where further help is required (most common would be a twisted ankle).	
		Major		
		High		
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Participants are briefed on correct footwear and the routes are checked bimonthly and maintained. If new hazards appear on-route instructors will adapt the route. A first aid kit is carried by instructors.	
		Minor		
		Medium		
Road traffic	Instructors, staff and guest/participants	Likely	Instructors wear Hi-Viz jackets, one at the back and one at the front of the group. Time on roads is limited to crossings and quick short sections and clear instructions are given from staff. Group crossing are supervised by instructors. Instructors to also create a barrier by position one on each side of the road cross and to put themselves where on coming traffic can see them and slow down in plenty of time. Real care is taken, and dynamic risk assessing are done on the day if conditions, crossing etc change or become more hazardous (fog, road works, etc).	
		Fatal		
		High		
Livestock	Instructors, staff and guest/participants	Very unlikely	Areas that may contain livestock are noted and avoided. If there is no other option but to cross the field and it is safe to cross with care then instructors brief the group on how to act around livestock and give clear instructions	
		Major		
		Medium		

			(move slow and steady, quietly, and not to get in between livestock and their young, and to stay as far as possible from them).
Cold	Instructors, staff and guest/participants	Likely	Instructors brief and check the group wear appropriate clothing. Instructors carry hot drink, emergency bag and first aid kit. A forecast is checked and used to choose an appropriate walk.
		Major	
		Medium	
Getting lost	Instructors, staff and guest/participants	Unlikely	Route and group details and time due back are left with reception. Emergency procedures are enacted if the group are late and have not been contactable and a map is in each bag (carried by instructor) as well as emergency contact details.
		Minor	
		Low	
Child Running off	Guest/participants	Very Unlikely	Emergency contact back at the centre can be contacted for support. One instructor to follow child with a teacher leaving other instructors/ teachers with the group and restraint can be used, if necessary, until support or backup can be provided.
		Major	
		Medium	
Low visibility & darkness increasing overall risk and hazards	Instructors, staff and guest/participants	Unlikely	Instructors to carry torches to deal with darkness and to use appropriate routes.
		Minor	
		Low	

## Risk Assessment Activity – On-Site Games Indoors & Outdoors

<b>Pioneer Centre</b>	<b>Assessed by: James Kniffen</b>	<b>Assessed/ Reviewed:</b>	<b>Next Review Date</b>
		11/01/2023 07/01/2025	10/01/2026
<b>Reviewed by:</b>	Assist Chief: Max Bishop	Jan 2025	
<b>Reviewed by:</b>	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny		

**Overview:** These are instructor-led activities taking place at specific open locations around the Pioneer Centre site encouraging group interaction, communication, and teamwork. Included are: Wide Games; Team Games and Icebreakers. All instructors are first aid trained and emergency procedures are in place in case of a major accident.

<b>Hazards</b>	<b>Groups of People at Risk from the Hazards Identified</b>	<b>Probability</b>	<b>Control Measures – Reduces the severity and lowers the probability to acceptable levels</b>
		<b>Severity</b>	
		<b>Risk Category</b>	
General Injuries	Guest/participants	Likely	Instructors choose appropriate places for games to help prevent injuries e.g. no crawling on concrete, they will point out or remove obstacles/objects such as chairs, tables etc or change venue/location.
		Minor	
		Medium	
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Maintenance of site is done by the activities team and maintenance team. Participants are warned of hazards at the start of the session. Games are played at an appropriate location. The instructor visually checks the area upon arrival. Instructor first aid trained, with first aid kit readily available.
		Minor	
		Medium	
Site Traffic	Instructors, staff and guest/participants	Unlikely	All vehicles are to be walked in and out by centre staff to ensure speed limit is kept to and that caution driving is being practiced.
		Major	
		Medium	
Collisions between people	Instructors, staff and guest/participants	Likely	Participants are warned of the hazard colliding and instructors are present to keep control of the group and maintain a safe playing of planned activities. Activities may be stopped in order to reset
		Minor	
		Medium	
Hit with equipment	Instructors, staff and guest/participants	Unlikely	Participants are spaced apart on activities involving equipment and briefed on how to use the equipment properly.
		Minor	
		Low	

Getting lost/ accidently leaving site	Guest/participants	Likely	Participants are briefed on boundaries for the games as well as the site boundaries. Instructors monitor the games to ensure they are being played in the appropriate places. The centre is clearly signposted with maps of different locations.
		Minor	
		Low	

## Risk Assessment Activity – Open Session

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			20/01/2023 07/01/2025	10/01/2026
Reviewed by:	Assist Chief: Max Bishop	Jan 2025		
Reviewed by:	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny			
<p><b>Overview:</b> This session is a self-led session when the group leaders are given the resources needed to run a fun and safe session. The sessions include: games, board games, sport equipment (balls, nets etc), arts and crafts, film nights, and orienteering. All session will be given clear instructions and general rules to help the leaders run a safe session. First Aid is accessible in Gilmour lodge along with a Defibrillator and further assistance is available at Reception (open till 22:00 during the week and 22:30 at the weekend) and with an on-duty instructor (on from 19:00 – 20:00) and finally there is a person on the duty phone for out of hours which the number is given to the group in the liaison process.</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
Exposure to harmful substance under lodges (Asbestos)	Guest/participants	Risk Category	Unlikely	Site rules that are given to groups are given by staff on a site tour and again written into the instruction card/brief for activities that may be done in the areas near the lodges. Generally, under lodges is sealed off with boarding and checked and maintained by the maintenance team. Asbestos has been assessed and a removal program is being followed and the risk is when it is disturbed thus the prohibit of going under the lodges.
			Major	
			Medium	

Unauthorized access to Towers and Other high-level activities (risk of high-level fall)	Guest/participants,	Unlikely	Tower doors locked and shut when not in use for instructed sessions. Only access to towers is via a trained member of staff. No access signs clearly displayed for activity areas. Staples (for high activities like High Ropes and Jump) are locked away in the sheds, when the sessions are not being run, preventing unauthorized climbing of activity poles.
		Fatal	
		Medium	
Slips, trips and falls	Guest/participants	Likely	Maintenance of site is kept up by activities team and maintenance. Group management is provided by group leader(s) running the session which is made clear by the group's liaison. Accessible First Aid and defibrillator location is made clear to group leaders.
		Minor	
		Medium	
Unauthorized access to staff lodges and other buildings	Guest/participants	Unlikely	Most doors have a coded lock system in place that only staff who know the code. Groups are told on the site tour/site rules it is prohibited to enter staff lodges and other buildings.
		Minor	
		Low	
Exposure to cars, uneven ground, unkept areas, etc. (out of boundaries of the centre)	Guest/participants	Unlikely	Site rules/boundaries are made clear by staff on site tour and in the general site rules which groups are given. Group leader(s) will have been told by the liaison that they are to manage their group to help ensure boundaries are adhered to. And a reminder is given on the open session instruction/ briefing card.
		Fatal	
		High	
Serious Accident or Incident (unforeseen)	Guest/participants	Unlikely	In the liaison process (centre staff and group leaders) meet to pass on important information such as local minor injuries, hospitals, etc and check the group needs. First Aid and defibrillator location is made clear to group leaders as well contact points like Reception and Duty phone number for out of hours.
		Major	
		Medium	



## Risk Assessment Activity – Orienteering

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			11/01/2023 08/01/2025	09/01/2026
Reviewed by:	Assist Chief: Max Bishop			
Reviewed by:	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny			
<p><b>Overview:</b> Orienteering is an instructor-led activity and is done onsite at the Pioneer Centre. The session can be group-led and if that happens then all the appropriate equipment and resources will be given to the group leader(s). Staff to client ratio is 1:16 with support by participants staff (e.g. teacher) and if not then the ratio goes up to 2:16. All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
		Risk Category		
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Participants warned of hazards at the start of the session. Bimonthly checks of site are carried out by activities team and instructor leading the session will visually check the area upon arrival. Instructors are first aid trained, with a first aid kit readily available.	
		Minor		
		Medium		
Site Traffic (hit by vehicle)	Instructors, staff and guest/participants	Unlikely	All vehicles are to be walked in and out by centre staff to ensure speed limit are kept to and cautious driving is being practiced.	
		Fatal		
		High		
Exposure to harmful substance under lodges (Asbestos)	Guest/participants	Unlikely	Site rules that are given to groups are given by staff on a site tour and again written into the instruction card/brief for activities (orienteering) that may be done in the areas near the lodges. Generally, under lodges is sealed off with boarding and checked and maintained by the maintenance team. Asbestos has been assessed and a removal program is being followed and the risk is when it is disturbed thus the prohibit of going under the lodges.	
		Major		
		Medium		

Getting lost/accidentally leaving site	Guest/participants		Participants are briefed on boundaries for the activity as well as the site boundaries. An instructor roams the site whilst participants are doing the orienteering course to ensure boundaries are stuck to and another instructor will remain at a central place as a fixed point for participants to return to for help. If group-led then the group leader(s) are responsible to ensure participants stick to the given boundaries.
		Unlikely	
		Minor	
		Low	

# Risk Assessment Activity – Power Fan Jump

Pioneer Centre	Assessed by: James Kniffen	Assessed/ Reviewed:	Next Review Date
		11/01/2023 08/01/2025	10/01/2026
Reviewed by: Assist Chief: Max Bishop	Jan 2025		
Reviewed by: Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny			
<p><b>Overview:</b> Power Fan Jump was purpose built by JM Adventures (approved contractor) December 2019. The Power Fan Jump is 13-meter jump and is suitable for participants between 20kg and 120kg. Trained staff do a check at the beginning of the day, when used, to ensure all equipment and elements are in good working order. There is annual independent inspection by High Times Ltd. The power fan unit will be sent off, to the manufacturer for full service, every two years or 250,000 jumps whichever occurs first. A quarterly inspection of the structure is carried out by trained staff and recorded. All the equipment inspection procedures are established and overseen by the Chief instructor who has the Winter Mountaineering and Climbing Instructor (WMCI). Staff are in-house trained and assessed. Preferred Staff to Client ratio 1:12 and a maximum of 1:16 under supervision (under instruction 1:1 instructor to client doing the Power Fan). All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>			
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels
		Severity	
Structural Failure	Instructors, staff and guest/participants	Risk Category	Power Fan Jump structure was built by approved contractors and external annual inspections are carried out. Quarterly structural checks are done and any issues reported to senior staff immediately and action taken as necessary.
		Very unlikely	
		Fatal Medium	
Falling objects	Instructors, staff and guest/participants	Unlikely	Helmets are worn by anyone in the area when activities are being delivered or maintenance is being done and guests briefed on how to stand if objects fall to protect themselves and guests advised to remove things from pockets or have them stored safely in pockets.
		Major	
		Medium	
Unauthorized access to the Power fan Jump	Instructors, staff, guest/participants and general public	Unlikely	When not being used on session the staples are removed and stored in safe locked place. Also, the belay drope is clipped into a tracer line that is then clipped above the removable staples, preventing access. When not in use at all staples are stored in a locked place and belay line on its tracer cord is clipped above removeable stables.
		Fatal	
		High	

			The area is fenced off and sign posted "Activity Area" keep out.
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Maintenance of the site is done by the activities team and maintenance team. Instructors visually check the area upon arrival. General brief and group management is provided by the instructor to ensure activities are run safely.
		Minor	
		Medium	
Climbing up the structure/pole without being clipped into the belay line / Drope	Instructors, staff and guest/participants	Unlikely	An instructor is present during the session and the instructor clips the participant into the belay line/drope and checks the harness and helmet before allowing the participant to climb up the pole to the jumping platform. When not in use staples are stored in a safe locked place preventing access.
		Fatal	
		High	
Power Fan Unit jamming and/or locking up	Instructors, staff and guest/participants	Very Unlikely	Daily inspection before use is done which is detailed in operating procedures. Belay/drope is always used with an energy absorber to prevent shock loading of a participant if a jam were to occur. There is an access belay line (set up at the beginning of the day) to rescue the suspended person down.
		Major	
		Medium	
Equipment failure / malfunction	Instructors, staff and guest/participants	Unlikely	Only participants weighing over 20kg and under 120kg can do the jump. PPE and other equipment are visually checked before use, and a further bimonthly check takes place and is recorded to ensure the equipment is in good working order. Any suspect equipment is immediately taken out of use and replaced and reported to senior staff. Daily inspections for the Powerfan unit are carried out which are detailed in operating procedures. The drope / belay line is to never be knotted.
		Major	
		Medium	
Physiological effects	Guest/participants	Unlikely	Instructors are aware of the group's needs and medical issues. Challenge by choice brief is given and instructors will respect participants' choices and be sensitive and adapt to their reactions to the activity they are invited to participate in.
		Major	
		Medium	
Stress / Panic Attack	Guest/participants	Likely	Challenge by choice brief is given and instructors will respect participants' choices. Instructors will err on the side of caution if participants start to panic or have strong emotional reaction to the activity the instructors will react quickly to ensure the level of stress is brought back down to an acceptable level. This should help ensure the activity runs well for all those involved.
		Major / trauma	
		High	
Medical issues – pregnancy, heart complaint, spinal injury or weak spine or medical conditions that could be exacerbated by the jump.	Instructors, staff and guest/participants	Likely	Instructor brief participants making them aware that no one should be jumping if they have any issues that could be exacerbated by the jump.
		Major	
		High	

Frozen/stuck participant	Guest/participants	Likely	Instructors are trained in rescue procedures and will look to build up participants by using a variety of techniques including shorter jumps, coming alongside and offering reassurance, getting participants to down climb, etc.
		Major	
		High	
Landing wrong when reaching the ground on the jump	Instructors, staff and guest/participants	Likely	Instructor to give a clear brief on how to land (feet together and bend legs). There are crashmates that are positioned to help provide a safe landing.
		Minor	
		Medium	
Swinging back into the pole	Instructors, staff and guest/participants	Unlikely	Instructors to brief on how to jump off from the platform – stepping off and not jumping. When winds reach 35/40mph or stronger the session will stop till the wind dies down or the session is cancelled. Helmets are worn by participants and checked before setting off up the pole.
		Major	
		Medium	
Loose clothing getting caught on elements and causing injury	Instructors, staff and guest/participants	Unlikely	Instructors to ensure loose clothing is removed/zipped up before participants are sent off to climb and jump.
		Minor	
		Low	
Long hair getting caught on elements and causing injury	Instructors, staff and guest/participants	Unlikely	Instructors to ensure participants tie their hair back.
		Minor	
		Low	
Slack in belay line /drope	Instructors, staff and guest/participants	Likely	Instructors brief participants to keep the belay line / drope taut and are told not to pull down on the belay line / drope which would introduce slack into the system and could cause a shock load to the body. Instructor to do a demonstration to emphasize how important it is not to have slack in the drope.
		Major	
		High	
Belay line / Drope being damaged or cut	Instructors, staff and guest/participants	Very Unlikely	Instructors to ensure participants jump at the appropriate places avoiding the belay line / drope running across the platform edge. When planned to be used an inspection is done to ensure drope is in good working order.
		Fatal	
		Medium	
Grabbing hold of platform rail or anything else when jumping	Instructors, staff and guest/participants	Likely	Instructors to brief on how to jump (step off) and the importance of committing to it and not holding on to rail or platform.
		Major	
		High	
Belay line/drope caught around platform (potential swing and shock load)	Instructors, staff and guest/participants	Very Likely	The instructor leading the session will monitor the progress of the climbing participant and instruct them to stop and pull the belay line/drope around the platform if catching on the platform. Once sorted the instructor gives the go ahead to continue to climb to the platform. The issue is pointed out in the demo/briefing at the start of the session to help prevent it.
		Major	
		High	

Human error- incorrect clipping of the belay line to the harness	Instructors, staff and guest/participants	Unlikely	Staff are appropriately trained and monitored, and final checks done by the instructor running the session before sending someone up the pole.
		Fatal	
		High	

## Risk Assessment Activity – Raft Building (On-Site)

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			11/01/2023 08/01/2025	10/01/2026
Reviewed by: Assist Chief: Max Bishop	Jan 2025			
Reviewed by: Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny				
<p><b>Overview:</b> Rafting is carried out on our onsite pond. Sessions are led by two instructors, one of whom must hold either a National Pool Lifeguard qualification or a nationally recognised water-based rescue certificate, for example PSRT (Paddle Safety Rescue training) qualification. All instructors will have completed in house training. A throw line, knife and first aid kit present at all times and easily accessible for the instructors. Preferred Staff to Client ratio 2:12 with a maximum of 2:16. Annual water tests undertaken to ensure water is safe to use. All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
		Risk Category		
Water (drowning)	Instructors, staff and guest/participants	Unlikely	All participants must wear buoyancy aids and a helmet for this activity, which are checked by trained staff. The pond area is fenced off and has “no access” and “danger deep water” signs clearly displayed on the fencing. Only trained staff can use the pond and deliver water-based activities. Instructors have been trained in rescue procedures and at least one instructor on the session has their PSRT/Lifeguard qualification. A throwline is set up near the edge of the pond accessible for staff to use and a knife is stored and accessible in instructor PFD.	
		Fatal		
		High		
Slips & trips	Instructors, staff and guest/participants	Likely	Areas are checked bimonthly and a visually check is done by instructors upon arrival for delivery on the day. Participants are briefed on hazards.	
		Minor		
		Medium		
Equipment – knocks and bumps	Instructors, staff and guest/participants	Likely	Helmets worn by participants and equipment carried in a safe manner as instructed by staff. The instructors will monitor and correct participants’ misuse of equipment to reduce the risk of knocks and bumps.	
		Minor		
		Medium		
Entrapment in ropes		Unlikely		

	Instructors, staff and guest/participants	Major	Only logs can be tied together, rescue kit is at hand for instructors to use. The instructor will have a knife in the pocket of their PFD ready to get out to cut ropes and the throw line is within easy access near the water's edge.
		Medium	
Weil's Disease	Instructors, staff and guest/participants	Unlikely	Water samples are to be sent off in spring and summer and autumn period to ensure water is safe. Participants are briefed not to swallow water.
		Major	
		Medium	
Algal bloom	Instructors, staff and guest/participants	Likely	Staff to monitor water and report to senior staff if algae is spotted. If serious bloom has taken place water will be sent off to be tested and the raft building sessions closed until results have come back and are clear. The water fountain will be put on for the spring, summer and autumn period to circulate the water and help prevent algal bloom.
		Minor	
		Medium	
Injury due improper lifting techniques	Instructors, staff and guest/participants	Likely	All staff complete in-house Health and Safety training which includes manual handling. Instructors trained on how to use the equipment and ensure participants correctly handle logs and barrels for the duration of the session.
		Minor	
		Medium	
Misuse of safety equipment (knife in rescue kit)	Guest/participants	Very Unlikely	Instructors ensure participants do not mess with safety/rescue kit and the knife is on the instructor's person (in pocket of instructor PFD).
		Major	
		Medium	
Wound infection	Instructors, staff and guest/participants	Likely	Instructors to brief the participants that they are not to go into the water if they have any open wounds. Instructors to stop anyone who tries to go into the water if a wound is seen.
		Major	
		High	



## Risk Assessment Activity – Team Build

<b>Pioneer Centre</b>	<b>Assessed by: James Kniffen</b>	<b>Assessed/ Reviewed:</b>	<b>Next Review Date</b>
		11/01/2023 08/01/2025	10/01/2026
<b>Reviewed by:</b>	Assist Chief: Max Bishop	Jan 2025	
<b>Reviewed by:</b>	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny		

**Overview:** There are a wide variety of activities that fall into this category requiring different levels of skills and abilities. All sessions are supervised, and equipment used is regularly checked and maintained. Staff that run the session are in house trained. Preferred Staff to Client ratio 1:12 with a maximum of 1:16. All instructors are first aid trained and emergency procedures are in place in case of a major accident.

<b>Hazards</b>	<b>Groups of People at Risk from the Hazards Identified</b>	<b>Probability</b>	<b>Control Measures – Reduces the severity and lowers the probability to acceptable levels</b>
		<b>Severity</b>	
		<b>Risk Category</b>	
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Maintenance of the site is done by the activities team and maintenance team. Instructors visually check the area upon arrival. General brief and group management is provided by the instructor to ensure activities are run safely.
		Minor	
		Medium	
Incorrect use of equipment	Instructors, staff and guest/participants	Unlikely	The group briefed on correct use of equipment and supervised throughout the session by instructors. Equipment locked away at the end of the session.
		Minor	
		Low	
Injury due to improper lifting techniques	Instructors, staff and guest/participants	Likely	Instructors are in-house trained and assessment and are put through manual handling training. Guests briefed on correct manual handling techniques and instructor supervises lifting, carrying, and lowering of participants.
		Minor	
		Medium	
Low level fall (Trust Fall & spiders web)	Instructors, staff and guest/participants	Likely	Spotting is provided by the team, and the instructor ensures proper techniques and formation are set up before each participant commits to the Trust Fall and a crashmat is used as a back up which is put out on the day. For spiders web participants are instructed on how to pass each other through the net (feet first facing upwards) and the instructor is ready to step in and change the activity to prevent more serious fall/dropping of participants.
		Major	
		High	

Crush injury	Instructors, staff and guest/participants	Unlikely	Guests are instructed to stay away from the edges of the giant seesaw to avoid having their feet crushed underneath it as it comes down. This is monitored and reinforced by the instructor leading the session.
		Major	
		Medium	
Falling objects	Instructors, staff and guest/participants	Likely	Instructors supervise lifting, carrying, and lowering of objects. Designated drop zone on giant's finger challenge.
		Minor	
		Medium	

# Risk Assessment Activity – Wheelchair Abseiling

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			20/01/2023 08/01/2025	10/01/2026
Reviewed by:	Assist Chief: Max Bishop			
Reviewed by:	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant Lead Instructors: Ronan Halpenny			
<p><b>Overview:</b> Wheelchair abseil sessions are carried out on a purpose-built tower that has wheelchair access to the top and bottom. A Winter Mountaineering and Climbing Instructor (WMCI) qualified Chief Instructor has overall responsibility. All other instructors are RCI or CWI qualified, or in-house trained using NGB recognised techniques. An in-house examination is completed on each staff member by the Technical Advisor to sign off general competency in roped activities and further specific training is given for delivery of wheelchair abseiling sessions. This process is periodically checked and validated by the independent Technical Advisor. Preferred Staff to client ratio are a minimum of 2 instructors for the group (any size) for the wheelchair abseil. All appropriate personal protective equipment is worn during sessions. All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
Structural Failure	Instructors, staff and guest/participants	Risk Category	Ab Slab was built by the maintenance team of that time (2013) and signed off by JM Adventures (approved contractors) who put in the steel girders for anchor points. An external annual structural inspection is carried out by High Times and actions followed up as advised.	
		Very unlikely		
		Fatal		
Falling down the ramp	Instructors, carers and participants	Medium	Instructors, carers and participants must be attached to lanyards or rope if on the top of Ab Slab whenever the final chain barriers are removed for the participant to descend.	
		Unlikely		
		Fatal		
		High		

Falling backwards down the ramp in wheelchair	Participants	Unlikely	Participants firmly apply brakes after moving into position for setting up the abseil. An instructor is always behind the participant holding them steady. Participants are attached to all necessary fall prevention and fall arrest devices and ropes before final chain barriers are taken down. Staff and participants are connected to anchors before barriers are taken down for the abseil. Guests are told or helped to put breaks on at the bottom of the tower to avoid rolling off after finishing the descent.
		Major	
		Medium	
Tipping over backwards in the chair whilst being lowered down the ramp	Participants	Unlikely	The rope system is carefully tied onto the chair to ensure it can't tip backwards. An instructor abseils down behind the guest and can assist in any potential issues as required. Also, a specific chair has been purchased and used and is designed so to prevent it tipping over backwards.
		Fatal	
		High	
Fingers caught in equipment (wheels or other metal work)	Participants	Unlikely	Participants are properly briefed on their role during the descent. An instructor abseils down beside the guest to ensure no equipment is near the participant's hands.
		Major	
		Medium	
Rope Burn	Participants, instructors and carers	Very Unlikely	All ropes are safely controlled. Participants and carers are properly briefed on the lowering procedure and understand what ropes will be moving and where to safely observe.
		Minor	
		Low	
Environmental Hazards	Instructors, staff and guest/participants	Very likely	All participants are briefed on proper clothing for the current weather conditions. Instructors are issued appropriate PPE, waterproof jacket, warm layers, and gloves to use for activity delivery. Towers not used or sessions cancelled in the event of thunder & lightning (activities can resume 30mins after last thunder sound was heard) and/or winds gusts above 40/45mph (senior staff may reassess and end sessions below this level or may let continue if direction is suitable and hazards are managed). Also, further control measures under the Adverse Weather Risk Assessment are to help with environmental hazards.)
		Fatal	
		Medium	

Slips, trips and falls	Instructors, staff and guest/participants	Likely	Maintenance of the site is done by the activities team and maintenance team. Instructors visually check the area upon arrival. General brief and group management is provided by instructors to ensure activities are run safely.
		Minor	
		Medium	
Equipment / rope system failure	Participants and instructors	Unlikely	All equipment is inspected bimonthly. To run these sessions staff are trained in set up and delivery and work along more senior staff.
		Major	
		Medium	
Back up failure for instructor (prusik incorrectly set up) Injury from falling down the abseil	Guest/participants	Unlikely	Instructors are all in-house trained and assessed on how to set up and use a prusik (back up) for abseiling alongside participants. They are also trained on how to tie off the rope so they can go hands free to assist or sort out any problems.
		Major	
		High	
Physiological effects	Guest/participants	Very unlikely	Instructors are aware of the group's needs and medical issues. Challenge by choice brief is given and instructors will respect participants' choices and be sensitive and adapt to their reactions to the activity they are invited to participate in.
		Major	
		Medium	
Stress / Panic Attack	Guest/participants	Likely	Challenge by choice brief is given and instructors will respect participants' choices. Instructors will err on the side of caution if participants start to panic or have strong emotional reaction to the activity. The instructors will react quickly to ensure the level of stress is brought back down to an acceptable level. This should help ensure the activity runs well for all those involved.
		Major / trauma	
		High	

## Risk Assessment Activity – Zipwire

Pioneer Centre	Assessed by: James Kniffen		Assessed/ Reviewed:	Next Review Date
			13/01/2023 08/01/2025	
Reviewed by:	Assist Chief: Max Bishop		Jan 2025	10/01/2026
Reviewed by:	Senior Instructors: Andrew Evrard, Joseph Page, Steph McMenemy & Kieren Plant			
	Lead Instructors: Ronan Halpenny			
<p><b>Overview:</b> Zipwire - Steel cables are tensioned between purpose-built poles and climbing towers. The towers, poles and wires are inspected annually by High Times Technical Consultants. Trained staff do a check of the zipstop mechanisms before the zip wires can be used for the day as recommended by the manufacturing company and the zipstops themselves are sent off for annual servicing and inspection. Also, a quarterly inspection of the wires and brake bomb trolleys are carried out by trained staff. All rope techniques, together with equipment and its life inspection procedures are established and overseen by the Chief instructor who has the Winter Mountaineering and Climbing Instructor (WMCI). Staff are in-house trained and assessed. Preferred Staff to Client ratio 2:12 and a maximum of 2:16 under supervision (under instruction 1:1 instructor to client for doing the zip line). All instructors are first aid trained and emergency procedures are in place in case of a major accident.</p>				
Hazards	Groups of People at Risk from the Hazards Identified	Probability	Control Measures – Reduces the severity and lowers the probability to acceptable levels	
		Severity		
		Risk Category		
Structural Failure	Instructors, staff and guest/participants	Very unlikely	Zip wire built by approved contractors. External annual inspection carried out. Bimonthly checks on PPE are carried out and quarterly checks on structural elements. Any issues of damage or faulty equipment are raised immediately with senior staff and appropriate action is taken to resolve the issues e.g. repair, suspend use, etc. The maximum number of participants on a tower is 15 plus staff on the activity.	
		Fatal		
		Medium		
Falling objects	Instructors, staff and guest/participants	Unlikely	Helmets are worn by anyone in the area when activities are being delivered or maintenance is being done and guests briefed on how to stand if objects fall to protect themselves and guests advised to remove things from pockets or have them stored safely in pockets. All equipment at top of tower secured.	
		Major		
		Medium		
Unauthorized access to Towers	Instructors, staff, guest/participants and general public	Very likely	Tower doors are locked and shut when not in use and zipwire ropes are pulled up to the top of the tower between sessions to prevent people	
		Fatal		
		Medium		

			climbing up them. Access to the Towers is only allowed with a trained staff member. No access signs clearly displayed on fencing around the tower areas.
Rope burns	Instructors, staff and guest/participants	Unlikely	Group briefed on correct clothing. Instructor supervises guests contact with rope. Instructors are trained in safe lowering practices of lowering slowly and smoothly.
		Minor	
		Low	
High level fall	Instructors, staff and guest/participants	Very Unlikely	Detailed in-house training & assessment are carried out to ensure safe practice is used for activity. Participants told not to go through top gates until instructed and this is monitored by instructors. Correct use of all equipment. All PPE checked and recorded monthly. See supporting documents for safety practices.
		Fatal	
		Medium	
Low level fall	Instructors, staff and guest/participants	Unlikely	Instructors belay participants down upon finishing the zipwire by taking hold of rope they are attached and walking the participant through the lowering process. The instructor has hold of the rope while lowering to ensure participant is brought to the ground safely.
		Major	
		Medium	
Environmental Hazards	Instructors, staff and guest/participants	Very likely	All participants are briefed on proper clothing for the current weather conditions. Instructors are issued appropriate PPE, waterproof jacket, warm layers, and gloves to use for activity delivery. Towers not used or sessions cancelled in the event of thunder & lightning (activities can resume 30mins after last thunder sound was heard) and/or winds gusts above 40/45mph (senior staff may reassess and end sessions below this level or may let continue if direction is suitable and hazards are managed). Also, further control measures under the Adverse Weather Risk Assessment are to help with environmental hazards.
		Fatal	
		High	
Slips, trips and falls	Instructors, staff and guest/participants	Likely	Maintenance of the site is done by the activities team and maintenance team. Instructors visually check the area upon arrival. General brief and group management is provided by instructors to ensure activities are run safely.
		Minor	
		Medium	
Soft tissue injury	Instructors, staff and guest/participants	Unlikely	Instructor aware of group's capabilities. Warm up/warm down as needed.
		Minor	
		Low	
Physiological effects	Guest/participants	Very unlikely	Instructors are aware of the group's needs and medical issues. Challenge by choice brief is given and instructors will respect participants choices and be sensitive and adapt to their reactions to the activity they are invited to participate in.
		Major	
		Medium	

Stress / Panic Attack	Guest/participants	Likely	Challenge by choice brief is given and instructors will respect participants' choices. Instructors will err on the side of caution if participants start to panic or have strong emotional reaction to the activity. The instructors will react quickly to ensure the level of stress is brought back down to an acceptable level. This should help ensure the activity runs well for all those involved.
		Major / trauma	
		High	
Helmet suspension (caught on an element)	Instructors, staff and guest/participants	Unlikely	Lowering practices taught that prevent helmets catching on elements e.g. slow careful lowering of participants in the correct position.
		Major	
		Medium	
Equipment failure (Zipstops system)	Instructors, staff and guest/participants	Unlikely	Zipstop system check at the beginning of the day when being set up which is done by trained staff. All critical equipment is checked according to the manufacturer's specifications. The Zipstops are sent off annually for their service and maintenance by Entre-prises and service records kept on file. High Times (external inspectors that look at all adventure structures on site) check and raise issues in their reports which are sorted appropriately through replacement and repair. While in use rope / pulley system is checked to make sure it will run smoothly and is not caught on the wires or wrapped on anything (check and confirmed by instructors for each participant coming down).
		Fatal	
		High	