

# Y.M.C.A. WEARDALE HOUSE, IRESHOPEBURN, CO DURHAM

## POLICY DOCUMENT ON SAFETY

This document will attempt to deal with all aspects of safety in Weardale House. It will serve as a guide to good practices for all permanent and temporary staff and to any visiting staff. It will deal firstly with good practice inside the building, then with the immediate surrounding area of the Centre and then more fully with the individual activities themselves tied in with their location problems.

### MAIN HEADINGS

1. Safety in the building.
2. Safety in the immediate neighbourhood.
3. Safety on low level walks.
4. Safety on high level walks.
5. Safety on gorge walks.
6. Safety on road orienteering.
7. Safety on woodland orienteering.
8. Safety on town trails.
9. Safety on canoeing.
10. Safety on abseiling.
11. Safety on rockclimbing (a) single pitch  
(b) multipitch
12. Safety on bivvying & camping.
13. Safety on skiing (a) dry slope  
(b) other
14. Safety underground (a) local leadmines  
(b) natural caves
15. Safety in vehicles.

16. Safety during problem solving exercises.
17. Safety during initiative tests.
18. Safety on tyroleans.
19. Safety during archery sessions.
20. Safety on ropes course.

This document is written in the belief that safety in outdoor education should be a philosophy. Safety recommendations should not consist of rigid regulations which stifle adventure, but they should indicate flexible codes of good practice in areas of risk. There is a dichotomy between safety and risk. It is inherent to outdoor education that for adventure to take place there must be an element of risk. It is the correct symbiosis of risk with safety that provides adventure, rather than misadventure. This document is concerned with that balance. The natural environment offers rare opportunities for freedom, challenge and self-realisation in our otherwise regulated society. By over-legislating in the name of “safety” we must not destroy the spirit of adventure.

## **THE NATURE OF OUTDOOR EDUCATION**

“Outdoor pursuits” like “Outdoor education” is a common title, which embraces a multitude of extramural activities and interests. This document is expressly concerned with that branch of outdoor work, which is here termed adventure pursuits. These are defined as those activities, which utilise the natural environment, or a man-made equivalent, which contain a measure of risk and which involve some degree of inescapability.

In general, field sports and games can be stopped at a moments notice and the generated tension, competition or even risk eliminated. With Centre activities, the participants cannot be suddenly isolated from risk at the blow of a whistle. For this reason, remote fieldwork takes on an “adventure pursuit” commitment and is considered as such here.

There is further an important difference between adventure pursuits and other sports. Most sports have defined rules of the game which not only supposedly foster fair play and good competition, but also safeguard participants from dangerous practices. The very flexible nature of adventure means that rules must vary to suit each situation.

## **LEGAL ASPECTS OF OUTDOOR PURSUITS**

Centre staffs have responsibility to their charges' parents and their employer. "Responsibility" is not at all clear. A legal responsibility is one that imposes a duty on an employee either by contract or by law. In the former, the contract will define the duty expressly or implicitly. Law may overlap or be independent of it.

Responsibility to pupils is to take care of them as a reasonably careful parent would of his own children in the family. Centre staff must apply this, bearing in mind the numbers involved, the inherent dangers of the activities themselves and the unknown quantity of the child itself. Certain other difficulties can arise if some group members are over 18 years of age and are no longer considered minors in law. However, the volunteering themselves to become members of a group at an outdoor centre then they must abide by the decision of the centre staff and in no way seek to exacerbate risk to other members of the group. It follows that the Centre staff have greater duty than that of a parent, but they should strike a balance between over-supervision and the encouragement of independence and self-help. The present understanding is that Courts are sympathetic to the aims of outdoor education, but that sloppy organisation and practice would be condemned.

The guidelines to be followed are: -

1. Act as a careful parent.
2. Acquaint oneself with current practice and knowledge as well as ensuring one has the necessary skill, qualifications and experience.
3. Prepare the party and members for the activity and check.
4. Use sensible judgement during the activity.

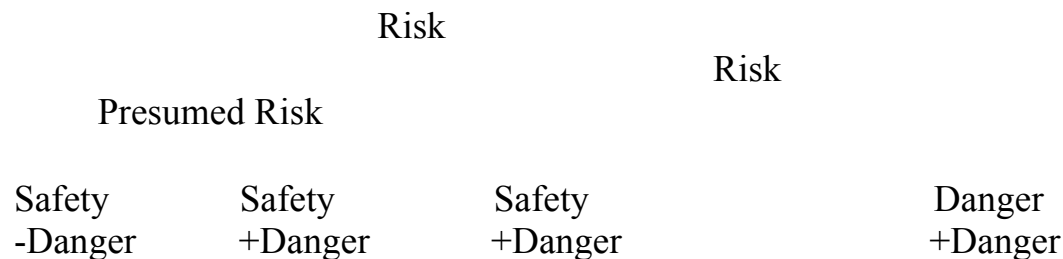
Responsibility to the parents may appear to be that of the accompanying staff or the employer. However, the Centre has a duty to ensure that visiting staffs are aware of the commitment they are undertaking on behalf of the parents for their children.

Responsibility to employer will largely be governed by the terms of the contract. The employee has a duty to take care towards his employer. If an employer goes outside his duty he might be required to indemnify his employer.

The foregoing is the element in which a safety document must be viewed, added to which must be the moral obligation, which should form part of the equipment of a professional centre.

### **ADVENTURE EDUCATION**

Although the term outdoor education is general, its strengths lie in the area of potential personal growth in its participants. This growth is achieved through meeting challenging situations and overcoming them. For there to be adventure, there must be risk. In this section we are concerned with the acceptable level of risk. To explain this better we shall use a continuum of two extremes: Safety – Danger at one end and non-safe danger at the other end.



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## Misadventure

Line of Discretion      Line of Unacceptability

**Going beyond the line of discretion entails moving into the area of extreme risk in which the teacher/instructor must know the risk factor. The line of unacceptability marks the excessive risk. It is the middle area with which educationalists are concerned. Extremes at either end will be either non-experience or one of unreasonable danger. Safety =danger can produce ‘apparent’ or ‘presumed’ danger- that is a situation in which the safe ‘apparatus’ is made adventurous. Tame situations can be spiced up and the dangerous ones can be tempered down.**

### **SAFETY FACTORS**

Central to the whole issue of safety must be the instructor / teacher / coach. The majority of safety documents deal with ratios and equipment as a priority. The lynchpin of adventure is the inspired experienced practitioner. What then are the criteria for assessing an instructor’s ability?

Some adults will never be competent to take out young people, either because they cannot acquire the necessary skills, or because they have the wrong personality. As an example, it is often possible for a fairly inexperienced caver of the right personality to soon be competent to take a group into a KNOWN cave. It also follows from this that an experienced competent mountaineer/leader would also be a suitable person, after a short period of induction, to take a group into a known cave. Some activities require skills as a starter, followed by leadership training. Canoeing and horse riding are obvious examples.

There is a rulebook, but it does not cover experience. When using experience to make a judgement, it is using an extension of the rulebook – when to caution, when to capitalise on risk. Some dangers are real, some presumed. Rock climbing is danger with safety; so assessment is made not only of technical ability as a rock climber, but safety systems, group control

and management. It is possible to generalise that the more the presumed danger, the greater the need for safety awareness and technical ability.

Having examined the criteria for assessing a competent leader, they in turn will have to assess the group before and during the activity. The following are general considerations. Adventure activities contain inherent risks to limb and possibly to life. Participation cannot be justified by equating with accidents in field games and the like. The risks exist, and it is the leader's prime consideration to reduce risks to controllable and acceptable proportions.

Safety precautions must not be relaxed to revitalise a boring venture. Boredom breeds lack of attention to advice and to personal safety. Interest should therefore be maintained. Students must not be allowed to attempt anything which is beyond the leader's own "instructional ability". This is defined as that standard at which they are competent to retrieve the situation with efficiency and confidence. A leader's operational level is normally well below their own personal ability except where technical difficulties can be adequately safeguarded. It is appreciated that at some point – particularly when progression is made to lead climbing, white water canoeing etc – the leader's direct control is reduced. They must, therefore, be certain that appropriate skills have been mastered and adequate precautions taken before such progression is made.

Students must not be allowed to attempt anything beyond their safe limit as assessed by the leader. A leader's experience often gives them a better understanding of those limits than the student himself.

Group members should be checked for health, welfare, equipment and clothing at the start of and during ventures. If a leader is uncertain about any of these aspects, they should be prepared to modify their plans or to correct the deficiency if possible.

In dealing with the group, we have preferred to take 'type' rather than number. Adventure pursuits involve some personal endeavour and commitment on the part of individuals which become the group norm. Leaders should take into consideration the "liability" of groups before committing them to risk. They should examine this by age, physical build, physical ability as well as the attitudes inferred above.

Further variables to be considered are weather and the time of the year. The latter, although obvious, can seriously curtail activities. Small human frames are less resilient to cold and wet as they lose core-heat more quickly, and often with little warning.

The technical aspects of safety are not considered here as these form part of the legal responsibility of an employer.

Safety regulations do not necessarily foster safe practice. One cannot govern safety of proxy. Whilst group sizes, equipment and qualifications are important for leaders, listing them as mandatory regulations would only serve to restrict the activity.

In adventure pursuits, no two situations are alike and hence it is impossible to create rules, which apply absolutely. They either have too many exceptions or are valueless or they severely restrict the participation and enterprise.

It should be remembered, however, that risk does exist and where this is encountered, accidents may happen. Authorities promoting adventure pursuits must accept this risk. Where rules are deemed necessary, they should primarily foster safe and worthwhile participation.

## 1. SAFETY IN THE WEARDALE HOUSE BUILDING

1. Corridors and walkways should be kept free of impediments and obstructions at all times.
2. Students should not run inside the building as some of the tiled floors can be very slippery when wet.
3. Constant vigilance of all electrical sockets, fittings and appliances for any defects needs to be kept.
4. The fire alarm system should be regularly serviced and checked.

All fire doors should be kept clear and serviceable at all times.

5. No smoking is allowed in the building by visiting staff and course members.
6. Any excessive 'horseplay' in the building needs to be curbed.
7. Any spillage's of liquid onto tiled floors needs to be dealt with properly.
8. Movement in the dining area needs to be kept to a minimum to lessen the chances of spillage's of hot foods/liquids.
9. All safety equipment needs to be put away carefully after use, and checked.
10. On arrival, visitors need to be informed of the fire drill and escape methods.

## 2. SAFETY OUTSIDE THE BUILDING

1. Visitors arriving at Weardale House need to be told of the Country Code and Highway Code. Special care is needed in the area of the main gate and road.
2. The ski slope is not to be used without suitable safety equipment being worn and the presence of an instructor.
3. Visitors should not wander away from the premises, especially at night without prior arrangements with the staff.
4. Stones are not to be thrown in the area of the building.
5. All ball games may take place on the field, not near to Centre windows.
6. The ropes course area should not be used or visited without an instructor being present.

### 3. SAFETY ON LOW LEVEL WALKS

- (a) Most of the guidelines for this activity are covered as for High Level Walks. Instructors should be mindful that as the centre itself is situated at over 1,000 feet that few low-level walks are really available in the area. Rather a consideration of distances from roads should be the deciding factor. For details see the section on High Level Walks.
- (b) Instructors who hold the minimum of M.L.T.B. Summer Intro. /walking group leader training must at no point be more than 30 minutes normal walking from a road or house (please see scope of A.A.L. Authority). Preferably they should be on footpaths, tracks or bridleways. Those with M.L. can venture wherever ( a route should be left and permission sought from senior staff )

### 4. SAFETY ON HIGH LEVEL WALKS

It is as well to be mindful that even so called low-level walks in Weardale area are in excess of 1,000 feet above sea-level and that weather conditions can be quite severe even in Summertime.

Each guest will need:- warm personal clothing, spare pullover, hat and gloves, waterproof top and trousers. Each person should carry some food and a rucksack between 2. In addition the leader will need :- first aid kit, bivvybag, sleeping bag (in winter), emergency food (adequate for group) and stove, spare clothing and group shelter. For walks in areas where crags or difficult terrain may be encountered a safety rope must be carried ( 25m. x 9mm.+ )

A. The leader needs to monitor the condition of ALL members of the party at all times especially in bad weather.

- B. The leader must hold minimum of M.L.C. Summer Certificate or Walking Group Leader Award and be competent with map and compass and to know their whereabouts at all times.
- C. The group must stay close together, especially if visibility is poor.
- D. In the case of an accident, try to evacuate the victim as speedily as possible. If evacuation proves impossible, the casualty is to be made comfortable with warm clothing and spare food with 2 or 3 party members left with them. Initially, contact should be made with the Centre, clearly stating the exact location of the casualty. This contact should be made by any appropriate method i.e. mobile; landline or via 3<sup>rd</sup> parties.
- E. High-level walks will only take place under summer type conditions ie no full snow cover nor expected immediately.
- F. The leader should be familiar with “Mountaincraft & Leadership” by Eric Langmuir and current MLTB advice /guidelines.
- G. A routecard needs to be left at the centre and an estimated return time stated.

## 5. SAFETY ON GORGE WALKS

Each child should wear:- old, warm clothing. Several layers of clothing are required during the colder times of the year as the water flow begins at over 2,000 feet as it is naturally cold. Helmet, footwear with good tread, buoyancy aid. Waterproof bottoms should not be used unless with braces or shoulder straps. In addition, the instructor will need:- a bivvybag/group shelter, spare warm clothing to include spare gloves and spare hat, a rope for a throwing line, first aid kit. The instructor needs to ensure that all spare clothing and first aid can be kept water tight.

It is acceptable to carry only a 1<sup>st</sup> aid kit and throw line for the sections of the Wear Blackdene to Coronation Br.

- A. Instructor should hold 1<sup>st</sup> Aid (in date) and be formally approved by senior staff.
- B. Each participants helmet and buoyancy aid needs to be checked for correct fitting.
- C. Any non-swimmers need to stay close by the instructor.
- D. A great deal of discretion is needed with the activity as participants will differ, temperatures will vary and water levels can vary enormously from day to day. If in doubt please consult D.Jones or S.Graham. With some groups, particularly on colder days, the activity may not be offered.

- E. The instructor needs to be mindful at all times of the likelihood of hypothermia, and not to prolong the activity beyond 'reasonableness'. Smaller bodies succumb to cold far more quickly and suddenly than larger bodies.
- F. On difficult sections of the gorge, the instructor may need to 'field' pupils on the downstream side.
- G. If at the conclusion of the activity, transport is not immediately available, the group should set off walking back in order to keep warm.
- H. A time and place for the vehicle pick-up need to be firmly arranged with a driver.
- I. At the conclusion of the activity, all equipment needs to be put away carefully after a thorough check.

## 6. SAFETY ON ROAD ORIENTEERING

Each participant will need: - suitable clothing as to prevailing weather conditions, suitable footwear. Maps and compasses as appropriate. Instructors may accompany groups or not according to their age/responsibility.

- A. Each participant needs to be briefed on the Highway Code /country code and the emergency action procedure before departure.
- B. A possible time limit needs to be set for the activity if groups are unaccompanied.
- C. Briefing on map and compass work needs to be stated clearly before departure.
- D. Participants need to be briefed on emergency procedure if lost.
- E. Equipment needs to be put away carefully after a thorough check.

## 7. SAFETY ON WOODLAND OR FELL ORIENTEERING

Each child will need:- suitable warm and waterproof clothing as appropriate. Footwear should have good grips on the soles, maps, and compasses as necessary. In addition the instructor will need:- their mountain/fell walking rucksac (i.e. everything for Summer or Winter conditions).

Instructors should hold the minimum of summer M.L. / WGL or BOF (dependant on area chosen ie more than 30mins from road)

- A. Woodland orienteering can only take place in areas agreed with landowners.
- B. The Country Code must be fully observed.
- C. It is sometimes prohibited to use some of the sites because of existing shooting rights. Check the dates at the centre.
- D. Give clear instructions about the use of the compass and pacings. Check the skills of individuals before they are released on their own.
- E. Define all boundaries clearly and explain procedures in case of an emergency or becoming lost.
- F. Younger or less able groups should be set off in 2's or 3's and clearly instructed to stay together. Older groups can go solo. In either case set rendezvous time and place.
- G. Set groups off with a reasonable gap between.
- H. Insist that no smoking is permitted in woods.
- I. Do not park vehicle so as to cause an obstruction.

#### 8. SAFETY ON TOWN TRAILS and ROAD ORT.

Each participant will need:- suitable clothing for the day. Instructors will need: - Leader sack as appropriate for Summer/Winter conditions.

Groups sent out alone should have appropriate clothing and 1<sup>st</sup> aid and a bivvy bag.

As the activity takes place in and around villages and towns, the environment is relatively 'safe', but;

Participants need to be mindful of traffic AT ALL TIMES.

A time and place of rendezvous needs to be clearly stated.

Care should be taken to explain fully the emergency procedures.

Participants should be encouraged not to pester members of the public or shopkeepers with their questions but to be courteous and polite when seeking any advice

## 9. SAFETY IN CANOEING AND KAYAKING

Each child will need: - canoe, paddle, canoe helmet, buoyancy aid. In addition, the instructor will need items recommended by B.C.U. preferably full leader sack (if not in close proximity of base).

- A. Instructors should have relevant B/C.U. qualification pertaining to venue and craft used. Minimum qualification “supervisor” or an in- house validation from technical expert and have current 1<sup>st</sup> Aid qualification.
- B. All pupils participating in a canoe session must be water confident for canoe pool or swim 50m for Burtree .
- C. Buoyancy aids and helmets to be used on all canoeing activities unless otherwise stated by Head of Centre. All items should be securely and properly fastened up.
- D. Footwear should be worn at all times.
- E. Canoes must have bow and stern loops, toggles or pointers, and buoyancy at each end. They must have good footrests and no sharp metal edges. The instructor should be ‘happy’ with the condition of canoe/kayak.
- F. Students should be briefed at the start of each session on capsize drill, eg. Kayak, forward roll out in a straight line and then retaining hold of canoe and also paddle, if possible. They should know what to do in the event of a swim, they should know their boundaries and the associated dangers of each venue.
- G. Students must be briefed on safe manual handling techniques.
- H. Burtree Pool Trailer must be parked on the near track at the side of the cottage. Access is at the lower end only. Special care is needed near areas where rockfall may occur. No student should be allowed to climb onto the rocks .
- I. Nenthead Reservoir An effort should be made to keep the group together and under control as a capsize at the opposite end of the water to the instructor could be awkward or worse.
- J. A kayak capsize drill, if carried out, should be done under strict supervision on a one to one basis. Canoe capsize per boat.

- K. At the outset and conclusion of the session, if the boats are being transported, it is important to check that they are securely tied to the trailer.
- L. Boats should be carried out rather than dragged along the ground and paddles and equipment not thrown around. Paddles should be looked after to prevent damage. Care is needed to prevent craft colliding with stakes at the canoe pool.
- M. The instructor should normally be the first one on and the last one off the water. Depending on the venue instructor may choose to instruct from bank. See S.T. Graham for venues.
- N. Instructors should always be mindful of the problems of HYPOTHERMIA.
- O. All equipment to be thoroughly checked before being relayed in stores.
- P. Group ratios not to exceed 1: 8 normally. See S. Graham for exceptions. Canoe pool 1: 10 (round robins of slightly larger groups may be used). It is permissible to have 12 people on the water if Canoeing but only at the small area of the canoe pool and only using 4 boats for the students (i.e. 3 to a boat).

#### 10. SAFETY ON ABSEILING

Each participant will need:- a climbing belt and sit loop/ harness and climbing helmet. In addition the instructor will need:- leader sack. N.B. and normal Climbing/Abseiling equipment for Side Head. **Please note chest harness are to be used to help prevent inversions** (may 2005)

- A. Instructor should hold SPSA Award or be approved for a site-specific qualification by technical advisor K. Hughes.
- B. All participants must wear a climbing helmet to climbing standard safety, and instructors must check that they are properly fastened.
- C. Harnesses should be used as first choice (according to manufacturer instructions) Climbing belts should fit properly and be double-checked that the end is double-backed. Either short fig-8 sling can be worn in addition to the climbing belt or an 8 foot sling. In the former case both leg-hoops need to be clipped in, in the latter case 3 bits need to be clipped in. See technical advisor or Head or Deputy for current practice in leg loops.
- D. N.B. All equipment to be CE approved or UIAA.

- E. Long hair and long helmet chinstraps should be tucked well out of the way.
- F. The abseil rope should be speleo type or the black sheathed rope as this has less bounce and so abrades less (static rather than dynamic rope)
- G. The abseil rope should be attached to a minimum of 2 separate belay points. The abseil rope should be secured in such a way that it can be totally released in an emergency. This could be hard lock-off on a descender or by a releasable Italian hitch or sticht plate.
- H. The safety rope will be of climbing standard. For regular practice as in centre use, the Italian-hitch is not recommended as it increases the wear on the safety rope. Please see Deputy/Head or technical advisor for current practice.
- I. A rope protector should be used where appropriate to reduce rope wear.
- J. The safety rope should be separated from the abseil rope so that the 2 do not rub together.
- K. The belay device (sticht plate or a grigri) should also be fixed by at least 2 independent points of attachment AND separate from the points of attachment of the abseil rope.
- L. Upon completion of the descent, the fig-8 with attached screwgate should not be hoisted up the safety line. Instead it should be passed to the next person to have a go and walked up.
- M. Instructors should check all ropes, slings, belts, karabiners, etc. for wear before starting the activity. Any subsequent wear should be reported IMMEDIATELY to the person in charge of the equipment or the senior staff.
- N. Ropes and other equipment should not be walked upon and should travel in vehicles 'bagged up'. They should be treated with the utmost care.
- O. At the abseil site ropes can be adjusted for length and any surpluses coiled safely out of the way. The abseil rope should always be fixed in such a way as to be able to be released under tension.
- P. Helmets should not be dropped or equipment generally thrown around. Their structure, cradle and straps should be intact. Tidiness is an essential part of the activity.
- Q. Upon returning to the Centre, wet ropes must not be left festering in bags but hung to dry. Any mud or grit must be removed from ropes and equipment by washing.
- R. Any damage or loss must be reported immediately.

## 11. SAFETY ON ROCKCLIMBING

Each participant will need:- waterproof top, possibly waterproof trousers, suitable footwear for the crag and approach, climbing helmet of correct safety standard and age, climbing belt or harness. In addition the instructor will need:- climbing hardware suitably bagged up and leader sack.

- A. Instructor should hold SPSA. Or be site specific qualified by technical advisor Ken Hughes.
- B. Instructors must state their venue clearly before departure and conform to set procedures of belay methods etc.
- C. Only instructors qualified for the activity confirmed by the Head or Deputy or Technical Advisor of Centre will be allowed to run a rock climbing session.
- D. The instructor must make sure that all students are suitably equipped for the activity and that helmets are properly fastened at the chin and that climbing buckles are 'doubled back'.
- E. Suitable venues:- local crags, i.e. Side Head, Crag Lough, Brown Slabs in Borrowdale Peel Crag Corbys.
- F. A staff ratio of 2 climbers per instructor is desirable although this ratio can be exceeded where fixed top-roping techniques are employed. See technical advisors advise via senior staff.
- G. Instructors must be familiar with crag rescue techniques and should ensure that no student gets into an inextricable situation.
- H. A sense of caring for all safety equipment must be inculcated into the students.
- I. Ropes should have two separate independent anchors and when these come together to facilitate "top rope" belay points then all three should be linked by either one or two krabs (gate down and facing out). A fig. 8 dec. should not be used.

## 12. SAFETY ON BIVOUACS

Each participant will need:- suitable personal clothing depending on the time of the year and weather conditions (e.g., warm clothing, spare pullover, sweets, drink, torch), karrimat, bivvybag, sleeping bag. In addition the instructor should carry:- Full leader sack plus extra food and clothes, ideally to Winter standard.

- A. The group should only bivvy at agreed sites. If a group, i.e. and older group is walking to the bivvy site unaccompanied, they should be given clear instructions as to how to get to the site, and must be met at the site by the instructor.
- B. Groups should walk together on the right side of the road.
- C. At the bivvy site, the group must stay quite close together in the most sheltered area. A toilet area should be organized .
- D. On especially cold and/or wet nights, the groups condition must be monitored throughout the night.

### 13. SAFETY WHILE SKI-ING

Students will need suitable clothing, e.g. waterproof top, possibly waterproof trousers. A woolen hat and gloves may also be useful especially in colder conditions. The instructor will need in addition a full winter leader sack if snow skiing away from centre i.e. Killhope or Swinhope.

- A. At the start of the session, equipment must be correctly fitted, with ski bindings set at the appropriate DIN rating to ensure that the ski will release in the event of a fall.
- B. Groups should not normally exceed 13 in number.
- C. Group members should be well controlled at all times.
- D. On the dry slope, the run-out should be clear before the next person comes down.
- E. The groups should advance up the slope by keeping well in to one side of the slope, so to allow a clear run for people coming down, preferably on the rubber matting.
- F. Instructors should monitor the speed of the slope according to weather conditions.

- G. Instructors must use only certain agreed areas.
- H. Instructors need to be mindful of the gradients and run outs and any objective dangers like stonewalls, trees etc.
- I. Where tow facilities are used, clear instructions as to their use must be given.
- J. No sledging or polybagging to be undertaken while skis are in use.
- K. Mittens, socks or gloves must be worn on hands when using the centre slope. (to help prevent thumb or finger dislocations.)
- L. Boots and skis must not be worn off the slope or matting provided.
- M. Staff must be approved by Head of Centre or hold ASL /BASI or ASSI.

#### 14. SAFETY UNDERGROUND

- A. Instructors need to hold Local Mine Party Leaders Award.
- B. If possible, instructors should have accompaniment of another adult.
- C. Staff must only enter certain agreed mines or caves .
- D. All staff must be aware of the objective dangers in the areas, which they visit.
- E. Staff must be aware of accident and emergency procedures and fill in the written procedures in kitchen before departure.
- F. Group control must be paramount at all times.
- G. On each visit a sac containing the following items must be taken underground:  
Bivvybag: First aid kit: Spare food: Spare lighting: candles & matches Waterproof Pen and Paper and Rope slings krabs & belts.
- H. Groups (not inc. staff) must not exceed 10 in number except Old Carrs Level commercial mine. (see their safe working practice).
- I. Any underground activity should not be imposed on visiting groups but to be made available as an option if required.
- J. Students should not be unduly “stretched” underground and staff are required to be at all times aware of the condition of each group member.

- K. All people going underground must be properly dressed for the activity.
- L. No vertical work underground must be undertaken until further notice.
- M. Spare lamps x 2 must be carried per group.

N. Suitable agreed areas:

**Alston Area**

Smallcleugh Mine

Old Carrs Level

Tyne bottom mine

Rampgill (to brewery shaft).

Further advice available from Head of Centre.

## 15. SAFETY IN VEHICLES

One or two points when dealing with groups in vehicles emerge over the above the above the recommendations of the Highway Code.

- A. The driver should make sure that all vehicles doors are securely shut and fastened after groups have entered the vehicle.
- B. Passengers should have seatbelts appropriately fastened.
- C. Passengers' hands should not project outside the window.
- D. Drivers towing canoe trailers should be mindful of the extra length and greater stopping distance when fully loaded.
- E. When trailers are being towed, the lighting board should be checked and the tow bar linkage security.
- F. Drivers need to be mindful of their charges whilst driving and not drive excessively fast.
- G. Safety equipment such as climbing ropes, abseiling ropes, slings etc., should NEVER travel in vehicles unbagged.
- H. When closing doors, drivers should ensure that fingers, equipment etc., do not become caught in the door.
- I. Vehicles should not carry more than the permitted number of passengers.

- J. Students in possession of helmets should wear them whilst travelling.
- K. It is the driver's responsibility to ensure that the vehicle is in a roadworthy condition before driving – i.e. taxed, insured, M.O.T., tyres, water, oil, etc.

#### 16. SAFETY ON PROBLEM SOLVING EXERCISES

- A. While a group member is being pulled up a tree he/she must be fitted with a suitable harness and helmet.
- B. On bridge building, students must wear a harness and helmet while crossing the river.
- C. If raftbuilding, suitable buoyancy aids/ helmets must be worn.
- D. Instructors should seek Head or Deputy's advice on any further activities.

#### 17. SAFETY ON INITIATIVE TESTS ( INC. SCAVENGER HUNTS AND NIGHTLINES)

Initiative tests are numerous and varied in their nature. As a consequence a certain amount of flexibility is necessary. However the following guidelines should be adhered to:

- A. All flammable materials should be kept away from naked flames. Waterproofs could melt and cause horrendous burns, for instance.
- B. No person should ever go five feet above ground at ANY TIME. A guide of shoulder height will usually suffice for briefing purposes.

- C. Jewelry should be removed and hair tied back.
- D. Do not allow diving or leaping from height of three feet or above and if lower then only onto a safe surface.
- E. Do not allow a situation to develop where safety depends upon the strength of an individual. This would constitute an unknown quantity.
- F. Risk assess all areas before use i.e. tree branches; glass uneven terrain etc.
- G. Where immersion in cold water is necessary a change of clothes MUST be available.
- H. Any knots tied by the group upon which safety depends should be checked.
- I. Constant supervision should be maintained throughout.
- J. Where water is involved buoyancy aids and helmets are to be worn (e.g. raft building).
- K. If blindfolded warning must be given to the group of potentially damaging obstacles. For instance large rocks on sheep or shepherd or branches on nightlines.
- L. Instructors should carry appropriate leader sack (dependant on season) and throw line if working in the vicinity of water.

## 18. SAFETY ON RIVER CROSSINGS/TYROLLEANS

### Equipment

On river crossing standard kit should be used. This may include an amount of climbing standard kit because it is of at least equal strength.

Note Tyrolean crossings are to be considered a serious activity with all the potential danger of a crag session. Therefore you should treat the equipment with as much respect as you would during a climbing session. This means observing carefully how the group is treating it in addition to the way in which you as an instructor handle it.

All equipment must be bagged in transit between centre and the activity site.

Note the colour chart, which denotes rope categories. This can be found in the equipment store.

Always use static line for tensioned rope.

### **Staff**

**Only staff approved by senior staff may run sessions**

### **Activity Sites**

- i. Care should always be taken to choose a site, which suits the age, ability and objectives of the group.
- ii. Consideration is essential to prevent erosion.
- iii. Only use sites with permission granted (consult Head of Centre).

### **Procedure**

- i. Harness of some description should always be used.
- ii. All knots tied by the group must be carefully checked especially on the far side, and Karabiner gates done up.
- iii. Ropes should NEVER be over tightened. With a load on the centre of the rope an angle of at least 120 deg. should be evident. If it is not some tension should be released.
- iv. A careful explanation of all equipment and uses should be given to suit the objectives of the group.
- v. Always use protection around the trees to prevent rope damage. The gear sacks are ideal.
- vi. Do not allow the group to trample crops, gardens or wild flowers during the session. Do not allow the group to climb walls or fences.
- vii. Helmets are also compulsory safety wear.

### **IMPORTANT**

- i. If you are not using natural anchors such as trees or threads and having to place gear then you MUST use multiple placements on both sides.
- ii. Jewelry must be removed and hair tied back.

- iii. Warn about fingers and the danger of getting them trapped between the rope and karabiner.

## 19. SAFETY DURING ARCHERY SESSIONS

Archery uses weapons(bows and arrows) designed for hunting and therefore sessions at Weardale House must be very safe and of a comparable quality to other activity sessions.

Instructors must be prior approved by senior staff.

Please ensure you observe the following:-

- i. A clear firing line must be evident and observable by the Group.
- ii. Behind the target:
  - There should be ample room for overshoot.
  - Should arrows miss them there should never be any danger to people; animals; buildings or highways.
  - The overshoot area must be short grass to ensure arrows can be found.
- iii. The group must be static and at least 5 meters back behind the firing line while waiting for their turn. Chairs are useful for boundarys.
- iv. No more than two people should fire arrows at any one time.
- v. Before any one may cross in front of the firing line, ALL bows must be placed on the ground.
- vi. When an arrow is presented to a bow the arrow MUST always be pointed AT THE TARGET until fired.
- vii. Arrows must be retrieved at a walk – NEVER A RUN.
- viii. While taking arrows out of the target a hand must be used to brace against the boss to prevent it being pulled on top of anyone.

- ix. Always approach the target from the side – arrows are difficult to see end on.
- x. Instructors should give a full and clear briefing before starting.
- xi. If appropriate use wristbands to prevent injury to arm. Consider protecting bare arms and give careful instructions to save injury to forearms.
- xii. Never allow an arrow to be drawn past its tip.
- xiii. Ensure bowstrings are on correctly.
- xiv. Ensure all arrows are in good condition.
  - i.e.
    - straight
    - fletched
    - tipped
    - with nocks

## 20. SAFETY ON ROPES COURSE

Equipment: All equipment used will be C.E. marked or have been tested by manufacturer.

1. An instructor will visually inspect ropes course assembly before each session, including trolleys and sheer reduction blocks.
2. Ropes course will have annual inspection by suitable qualified party.
3. All practice and activities on ropes course will be within the guidelines laid down by the Ropes Course Developments (RCD) or ropes course Director.
4. All clients should have chest harness and sit harness and be tied into end of rope with re-threaded figure of eight knot (through belay loop and the two chest loops) when on the Trapeze ,Jacobs ladder and snr. Cat if inverting)  
.The rope belay loop should be passed around tree twice on trapeze.
5. All ropes should have two fig. 8 stopper knots tied into them near the ends.

6. Only protocols and equipment authorized by Ropes Course Director should be used.
7. When the student is of significantly greater mass the belayer should always be backed up to reduce the chance of becoming 'airborne' when a fall occurs. (Semi direct belay). Belayer should be aware of slippage through belay devices (more prevalent on new ropes).
8. On no account should participants belay or clip themselves into staples (not tested).
9. Spotters should be used when a fall may likely cause a client to 'hit the ground' e.g. inclined log clients.
10. Jewellery should be removed and hair tied back.
11. All ladders should be removed at the end of each session and locked away.
12. Tracers should be tied to 2<sup>nd</sup> or 3<sup>rd</sup> penultimate staple.
13. All instructors should be familiar with guidelines set out in Ropes Course Instructors Handbook.
14. All instructors should be familiar with Ropes Course Rescue Technique.
15. Only instructors approved by senior staff may run sessions. Zip wire requires separate permission.
16. Candidates should not be pressured by instructor or peer group into situations of possible emotional injury. Challenge by choice and goal setting (team and individual) should be the common practice.

SIMON GRAHAM

Friday, October 03, 1997

Revised March 1998

Revised May 1999

Revised March 2000

Revised April 2001

Revised May 2001

Revised April 2002

Revised March 2003

Revised April 2004

Revised Feb 2005

Revised Feb 2006  
Revised May 2007  
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Revised Feb 2009

<b>ACTIVITY</b> ABSEILING		<b>LOCATION</b> SIDE HEAD, ARMATHWAITE & OTHER CRAGS	
<b>PEOPLE AT RISK</b> STUDENTS AND STAFF			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>

ROCKFALL	LOW	MAJOR	ALL PARTICIPANTS TO WEAR CE/UIAA APPROVED HELMETS. REGULAR VISUAL AND PHYSICAL INSPECTION FOR LOOSE ROCK. ALERT GROUP TO POTENTIAL HAZARD AND 'BELOW' CALL.AVOID PEOPLE BEING UNDERNEATH AND DIRECTLY IN FRONT OF ABSEILERS.
EQUIPMENT FAILURE	LOW	FATAL	ANY SPECIALIST EQUIPMENT MUST COMPLY WITH CE STANDARDS. ALL EQUIPMENT MUST BE REGULARLY CHECKED AND CHECKS RECORDED.
ANCHOR/BELAY FAILURE	LOW	FATAL	ANCHOR STAKES REGULARLY CHECKED FOR CORROSION. TWO ANCHORS TO BE USED FOR EACH ABSEIL UNLESS LARGE TREES OR BOULDERS ARE USED. ABSEILER TO BE ATTACHED TO A SAFETY ROPE CONTROLLED BY THE INSTRUCTOR. ALL EQUIPMENT IS CHECKED PRIOR TO AFTERNOON SESSION IF LEFT UNSUPERVISED OVER LUNCHTIME.
INCORRECT FITTING OF EQUIPMENT	LOW	FATAL	CHECK EACH PARTICIPANTS HARNESS AND HELMET AND ALL KARABINERS AND KNOTS.
FALL FROM HEIGHT	LOW	FATAL	PARTICIPANTS BRIEFED ON SAFE WALKING ROUTE TO TOP OF CRAG. NO MORE THAN 3 PARTICIPANTS TO NORMALLY BE AT TOP OF CRAG AT A TIME. PARTICIPANTS TIE ON TO SHORT ROPE BEFORE DESCENDING TO CRAG EDGE.
ENTANGLEMENT	LOW	MINOR	LONG HAIR TO BE TIED BACK. NO SCARVES. LOOSE JEWELLRY AND RINGS TO BE REMOVED. PARTICIPANTS TO BE MADE AWARE OF HAZARDS. INSTRUCTORS AWARE OF RESCUE

			TECHNIQUES AND CARRY KNIVES. ABSEIL TO BE RIGGED AS A RELEASABLE SYSTEM.
SLIP/FALL/TRIP	MEDIUM	MINOR	GROUP AWARE OF HAZARDS ON GROUND.

ACTIVITY ARCHERY	LOCATION FIELD
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<b>PEOPLE AT RISK</b> STAFF, STUDENTS, PASSERS BY			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
PIERCING INJURY TO ARCHER, SPECTATORS, PASSERS BY	LOW	FATAL	ENSURE PARTICIPANTS UNDERSTAND AND ADHERE TO THE SAFETY PROCEDURES. ALL PARTICIPANTS TO ONLY SHOOT WHEN INSTRUCTED TO BY THE INSTRUCTOR, AND THEN ONLY AT TARGET AREA. INSTRUCTOR TO ENSURE ALL SHOOTING IS FINISHED BEFORE RETRIEVAL OF ARROWS. INSTRUCTOR TO MONITOR TARGET AND OVERSHOOT AREAS AT ALL TIMES. SPECTATORS TO BE AT A SAFE DISTANCE BEHIND ARCHERS AT ALL TIMES.
INJURY FROM WALKING/FALLING ONTO AN ARROW EMBEDDED IN GROUND/TARGET	LOW	MAJOR	ENSURE PARTICIPANTS UNDERSTAND AND ADHERE TO THE SAFETY PROCEDURES WHEN COLLECTING AND CARRYING ARROWS
INJURY TO ARM FROM BOWSTRING	MEDIUM	MINOR	ARMS PROTECTED WITH LONG SLEEVES. BRIEFED ON NOT OVER STRAIGHTENING THE BOW ARM.
MISUSE OF EQUIPMENT.	LOW	FATAL	PARTICIPANTS BRIEFED ON CORRECT USE OF ALL EQUIPMENT. ANY ABUSE WILL LEAD TO IMMEDIATE SUSPENSION OF THE SESSION. BOWS AND ARROWS LOCKED AWAY WHEN NOT IN USE
BOSS FALLING FROM STAND	LOW	MAJOR	PARTICIPANTS TOLD SAFE WAY TO RETRIEVE ARROWS I.E., ONE HAND BRACED AGAINST BOSS. EXTRA CARE NEEDED WHEN WINDY.
SUNBURN	MEDIUM	MINOR	SUNCREAM, HATS AND SUITABLE CLOTHING WHEN APPROPRIATE

<b>ACTIVITY</b> ARCHERY		<b>LOCATION</b> TENNIS COURT	
<b>PEOPLE AT RISK</b> STAFF, STUDENTS, PASSERS BY			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
PIERCING INJURY TO ARCHER, SPECTATORS, PASSERS BY	LOW	FATAL	‘ARCHERY IN PROGRESS’ SIGNS TO BE POSITIONED ON PATH TO SKI SLOPE – ONE EITHER SIDE OF TENNIS COURT. SAFETY NET TO BE ERECTED. . ENSURE PARTICIPANTS UNDERSTAND AND ADHERE TO THE SAFETY PROCEDURES. ALL PARTICIPANTS TO ONLY SHOOT WHEN INSTRUCTED BY THE INSTRUCTOR, AND THEN ONLY AT TARGET AREA. INSTRUCTOR TO ENSURE ALL SHOOTING IS FINISHED BEFORE RETRIEVAL OF ARROWS. INSTRUCTOR TO MONITOR TARGET AND OVERSHOOT AREAS AT ALL TIMES. SPECTATORS TO BE AT A SAFE DISTANCE BEHIND ARCHERS AT ALL TIMES.
INJURY FROM WALKING/FALLING ONTO AN ARROW EMBEDDED IN GROUND/TARGET	LOW	MAJOR	ENSURE PARTICIPANTS UNDERSTAND AND ADHERE TO THE SAFETY PROCEDURES WHEN COLLECTING AND CARRYING ARROWS.
INJURY TO ARM FROM BOWSTRING	MEDIUM	MINOR	ARMS PROTECTED WITH LONG SLEEVES. BRIEFED ON NOT OVER STRAIGHTENING THE BOW ARM.
MISUSE OF EQUIPMENT.	LOW	FATAL	PARTICIPANTS BRIEFED ON CORRECT USE OF ALL EQUIPMENT. ANY ABUSE WILL LEAD TO IMMEDIATE SUSPENSION OF THE SESSION. BOWS AND ARROWS LOCKED AWAY WHEN NOT IN USE.

BOSS FALLING FROM STAND	MEDIUM	MAJOR	PARTICIPANTS TOLD SAFE WAY TO RETRIEVE ARROWS I.E., ONE HAND ON BOSS. EXTRA CARE NEEDED WHEN WINDY.
SUNBURN	MEDIUM	MINOR	SUNCREAM, HATS AND SUITABLE CLOTHING WHEN APPROPRIATE.

<b>ACTIVITY</b> BIVVYING		<b>LOCATION</b> WILD CAMP SITES, EG, SLIT WOOD, TRIANGULAR FOREST	
<b>PEOPLE AT RISK</b> STUDENTS,STAFF			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
BURNS/SCALDS FROM FIRES, STOVES AND HOT FOOD	MEDIUM	MAJOR	PARTICIPANTS BRIEFED ON THE SAFE USE OF STOVES. NO USE OF STOVES OR CANDLES IN SHELTER. FIRES TO BE AT A SAFE DISTANCE FROM SHELTER. TRANGIAS TO BE USED AS PREFERRED STOVES. TRANGIA BURNERS ONLY TO BE TOPPED UP WHEN NOT ALIGHT.
DROWNING	LOW	FATAL	GROUPS NOT TO BUILD SHELTERS NEAR RIVERS WITH RISK OF FLOODING.
FALLING ROCKS/FALLING FROM HEIGHT	LOW	MAJOR	GROUPS NOT TO BUILD SHELTERS AT BOTTOM OF CLIFFS. GROUPS NOT TO BUILD SHELTERS NEAR TO CLIFF EDGES OR SIMILAR.
FALLING TREE BRANCHES	LOW	MAJOR	GROUPS TO BE AWARE OF HAZARD IF BUILDING SHELTERS UNDER TREES.
SHELTER FALLING ON STUDENTS IN NIGHT	LOW	MINOR	ALLSTUDENTS SHELTERS TO BE INSPECTED BEFORE THEY ARE SLEPT IN.

HYPOTHERMIA	MEDIUM	MAJOR	INSTRUCTOR TO CHECK PARTICIPANTS HAVE SUITABLE CLOTHING AND SLEEPING BAGS AND SLEEPING MATS. INSTRUCTOR TO MONITOR STUDENTS AND WEATHER CONDITIONS. RETURN TO CENTRE IF NECESSARY.
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<b>ACTIVITY</b> CAMPING		<b>LOCATION</b> WILD CAMP SITES	
<b>PEOPLE AT RISK</b> STUDENTS, STAFF			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
BURNS/SCALDS FROM FIRES, STOVES AND HOT FOOD	MEDIUM	MAJOR	PARTICIPANTS BRIEFED ON THE SAFE USE OF STOVES. NO USE OF STOVES OR CANDLES IN TENTS. FIRES TO BE AT A SAFE DISTANCE FROM TENTS. TRANGIAS TO BE USED AS PREFERRED STOVES. TRANGIA BURNERS ONLY TO BE TOPPED UP WHEN NOT ALIGHT.
DROWNING	LOW	FATAL	GROUPS NOT TO CAMP NEAR RIVERS WITH RISK OF FLOODING
FALLING ROCKS/FALLING FROM HEIGHT	LOW	MAJOR	GROUPS NOT TO CAMP AT BOTTOM OF CLIFFS. GROUPS NOT TO CAMP NEAR TO CLIFF EDGES.

FALLING TREE BRANCHES	LOW	MAJOR	GROUPS NOT TO CAMP UNDER TREES.

<b>ACTIVITY</b> CANOEING		<b>LOCATION</b> CANOE POOL	
<b>PEOPLE AT RISK</b> STUDENTS, STAFF			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
DROWNING	LOW	FATAL	ALL PARTICIPANTS TO WEAR CEN APPROVED BUOYANCY AID BEFORE ENTERING THE WATER. THE INSTRUCTOR MUST GIVE A BRIEFING ON THE CAPSIZE DRILL. THE INSTRUCTOR MUST CARRY A THROW LINE AND KNOW THE APPROPRIATE USE OF IT.

HYPOTHERMIA	LOW	FATAL	ENSURE THAT ALL PARTICIPANTS ARE DRESSED APPROPRIATELY FOR THE CURRENT WEATHER CONDITIONS. AVOID PROLONGED EXPOSURE IN THE WATER. CAPSIZING DISCOURAGED IN COLD WEATHER. GROUP SHELTER, SPARE CLOTHING AND HOT DRINKS CARRIED WHERE APPROPRIATE. SESSION MODIFIED DEPENDING ON WEATHER. SUPERVISE GROUP CLOSELY.
CAPSIZE, ENTRAPMENT AND ENTANGLEMENT	LOW	MINOR	STUDENTS BRIEFED ON CORRECT METHOD OF EXITING CANOES INSTRUCTORS TRAINED IN RESCUE TECHNIQUES. CANOES REGULARLY CHECKED FOR WATER WORTHINESS. WHEN CANOE RAFTING, ENSURE BOATS ARE TIED TOGETHER TIGHTLY. ENSURE ANY KNOTS CAN BE UNTIED EASILY. CARRY A KNIFE.
CANOE SINKING	LOW	MINOR	CANOES REGULARLY CHECKED FOR ADEQUATE BUOYANCY. INSTRUCTORS PRACTICED IN RESCUE TECHNIQUES.
MANUAL HANDLING	MEDIUM	MAJOR	EVERYONE TO BE BRIEFED ON CORRECT LIFTING TECHNIQUES. ENSURE ADEQUATE NUMBERS OF PEOPLE CARRY BOATS. STAFF TRAINED IN SAFE LIFTING & BEST PRACTICE RESCUES. GOOD SUPERVISION AND GROUP MANAGEMENT WHILE LOADING AND UNLOADING.

SLIP/TRIP/FALL	MEDIUM	MAJOR	GOOD GROUP MANAGEMENT AT SITE. PARTICIPANTS MADE AWARE OF HAZARDOUS SURFACES. ENSURE NO EQUIPMENT IS LEFT ON THE GROUND.
HEAD HITTING ROCKS/SPIKES WHEN CAPSIZING	LOW	MAJOR	ALL PARTICIPANTS TO WEAR CEN APPROVED HELMETS. PARTICIPANTS TO BE MADE AWARE.
INJURY FROM PADDLE BLADES	LOW	MINOR	ALL PARTICIPANTS TO WEAR CEN APPROVED HELMETS. INSTRUCTION ON SAFE USE OF CARRYING PADDLES AND HOW TO PROPERLY USE. PARTICIPANTS TO BE MADE AWARE OF RISK OF INJURY.
CUTS FROM GUNWHALES	LOW	MINOR	CANOES REGULARLY CHECKED FOR SHARP EDGES.
HEALTH AND FITNESS	LOW	MAJOR	USE WARMUPS WHEN NECESSARY. TEACH CORRECT NON-INJURIOUS TECHNIQUES. ENSURE PARTICIPANTS HAVE INHALERS/ ANY OTHER MEDICATION. MAKE PARTICIPANTS AWARE OF NOT SWALLOWING WATER. NO INFLUENCE OF ALCOHOL OR DRUGS. SUPERVISE GROUP CLOSELY.

<b>ACTIVITY</b> CLIMBING		<b>LOCATION</b> SIDE HEAD, ARMATHWAITE & OTHER CRAGS	
<b>PEOPLE AT RISK</b> STUDENTS AND STAFF			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>

ROCKFALL	LOW	MAJOR	ALL PARTICIPANTS TO WEAR CE/UIAA APPROVED HELMETS. REGULAR VISUAL AND PHYSICAL INSPECTION FOR LOOSE ROCK. ALERT GROUP TO POTENTIAL HAZARD AND 'BELOW' CALL.AVOID PEOPLE BEING UNDERNEATH AND DIRECTLY IN FRONT OF CLIMBERS.
EQUIPMENT FAILURE	LOW	FATAL	ANY SPECIALIST EQUIPMENT MUST COMPLY WITH CE STANDARDS. ALL EQUIPMENT MUST BE REGULARLY CHECKED AND CHECKS RECORDED.
ANCHOR/BELAY FAILURE	LOW	FATAL	ANCHOR STAKES REGULARLY CHECKED FOR CORROSION. TWO ANCHORS TO BE USED FOR EACH CLIMB UNLESS LARGE TREES OR BOULDERS ARE USED. ALL EQUIPMENT IS CHECKED PRIOR TO AFTERNOON SESSION IF LEFT UNSUPERVISED OVER LUNCHTIME.
INCORRECT FITTING OF EQUIPMENT	LOW	FATAL	CHECK EACH PARTICIPANTS HARNESS AND HELMET AND ALL KARABINERS AND KNOTS.
ENTANGLEMENT	LOW	MINOR	LONG HAIR TO BE TIED BACK. NO SCARVES. LOOSE JEWELLRY AND RINGS TO BE REMOVED. PARTICIPANTS TO BE MADE AWARE OF HAZARDS. INSTRUCTORS AWARE OF RESCUE TECHNIQUES AND CARRY KNIVES.
INNATENTIVE BELAYER	MEDIUM	FATAL	BELAYERS TO BE BACKED UP. CONSTANT VIGIL BY INSTRUCTORS.

<b>SLIP/FALL/TRIP</b>	<b>MEDIUM</b>	<b>MINOR</b>	<b>GROUP AWARE OF HAZARDS ON GROUND. ALL PARTICIPANTS TIED TO ROPE AND BELAYED WHEN CLIMBING.</b>
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<b>ACTIVITY</b> CROSS COUNTRY SKIING	<b>LOCATION</b> BACK FIELD, FELL
<b>PEOPLE AT RISK</b> STUDENTS, STAFF,	

<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
FALL	<b>MEDIUM</b>	<b>MINOR</b>	ARMS AND LEGS COVERED. GLOVES/ MITTS/SOCKS WORN ON HANDS. PARTICIPANTS AWARE OF SAFE WAY TO FALL.
COLLISION INJURIES	LOW	<b>MAJOR</b>	STUDENTS CLOSELY SUPERVISED. WHEN WHOLE GROUP SKIING TOGETHER INSTRUCTOR TO KEEP GOOD GROUP CONTROL AND STUDENTS TO MAINTAIN ADEQUATE SPACE BETWEEN EACH OTHER.
SKI TOW INJURIES	LOW	MAJOR	STUDENTS BRIEFED ON SAFE AND CORRECT USE AS APPROPRIATE.
FATIGUE	LOW	MINOR	REST PERIODS ALLOWED. BE VIGILANT TOWARDS THE END OF THE SESSION.
STUDENTS LOST/SEPARATED	LOW	MAJOR	BRIEFING. GOOD GROUP CONTROL.. STAFF CARRY MOBILE PHONES.
SUN BURN AND SNOW BLINDNESS	LOW	MINOR	STUDENTS MUST HAVE SUNGLASSES/GOGGLES AND SUNCREAM AS APPROPRIATE.
WEATHER AND SNOW CONDITIONS	LOW	MAJOR	SENIOR STAFF TO CHOOSE VENUE AND CANCEL ACTIVITY IF CONDITIONS DETERIORATE.
HYPOTHERMIA	LOW	MAJOR	ADEQUATE CLOTHING WORN. WITH YOUNGER CHILDREN CHECKS MUST BE MADE TO ENSURE THAT ADEQUATE CLOTHING IS WORN.

ACTIVITY DRIVING (MINIBUS)			
PEOPLE AT RISK STUDENTS/STAFF			
HAZARD IDENTIFIED	PROBABILITY (LOW/MEDIUM/HIGH)	SEVERITY (MINOR/MAJOR/FATAL)	CONTROL MEASURES
ROAD TRAFFIC ACCIDENT	LOW	FATAL	DRIVER AND PASSENGERS TO WEAR SEAT BELTS. HELMETS TO BE WORN IF TRAVELLING TO/FROM AN ACTIVITY SITE WIN CENTRE GROUNDSHERE HELMETS ARE WORN. DRIVERS TO HAVE APPROPRIATE LICENSE AND EXPERIENCE TO DRIVE A MINIBUS. SPEED LIMITS TO BE OBSERVED AND SPEED TO BE APPROPRIATE TO ROAD CONDITIONS.
MANOUVERING	LOW	MAJOR	EXTRA CAUTION NECESSARY. AUDIBLE WARNING WHEN REVERSING.
INTERNAL DISTRACTION FROM PASSENGERS	LOW	MAJOR	GOOD CONTROL OF GROUP NEEDED.
MECHANICAL BREAKDOWN	LOW	LOW	OIL FUEL AND WATER CHECKED WEEKLY. INSPECTION OF VEHICLE BY DRIVER BEFORE EVERY USE. MONTHLY 'MOT' TYPE CHECK BY MECHANIC. AA MEMBERSHIP CARRIED IN BUS.

<b>ACTIVITY</b> DROP OFF WALKS		<b>LOCATION</b> OUT OF GROUNDS – ON ROADS ONLY	
<b>PEOPLE AT RISK</b> STAFF STUDENTS			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
HYPOTHERMIA	LOW	FATAL	GROUP TO BE APPROPRIATELY DRESSED. GROUPS CARRY 'LEADER SACK' CONTAINING FIRST AID KIT, SURVIVAL BAG AND EMERGENCY CONTACT DETAILS. CENTRE STAFF MONITOR THEIR PROGRESS AS APPROPRIATE. SHOULD NOT TAKE PLACE IN UNSUITABLE WEATHER CONDITIONS.
SLIP/TRIP/FALL	MEDIUM	MINOR	GROUPS TO BE AWARE OF HAZARDS AND CARRY FIRST AID KIT AND EMERGENCY CONTACT DETAILS. SUITABLE FOOTWEAR TO BE WORN.
ASTHMA EMOTIONAL STRESS AND OTHER KNOWN MEDICAL CONDITIONS	LOW	MAJOR	MEDICATION TO BE CARRIED. MONITOR GROUP
ROAD DANGERS	MEDIUM	MAJOR	GROUP AWARE OF HAZARDS AND BRIEFED ON ROAD SAFETY. CROSS ROADS ONLY AT SUITABLE POINTS AND SHOULD BE ACCOMPANIED BY A RESPONSIBLE ADULT OR INSTRUCTOR.

GETTING LOST	LOW	MAJOR	GROUP GIVEN APPROPRIATE BRIEFING AND TRAINING IN USE OF MAP AND MADE AWARE OF APPROPRIATE LANDMARKS AND CATCHING FEATURES. GROUP TO STAY TOGETHER AND CARRY EMERGENCY CONTACT DETAILS. CENTRE STAFF TO MONITOR GROUP AS APPROPRIATE.
DARKNESS	HIGH	MINOR	GROUPS TO CARRY TORCHES OR MINE LAMPS AT ALL TIMES OTHER THAN MID SUMMER.
TORCH FAILURE	LOW	MINOR	GROUP TO HAVE MORE THAN ONE TORCH.

<b>ACTIVITY</b> EVENING ROAD ORIENTEERING		<b>LOCATION</b> OUT OF GROUNDS – ON ROADS ONLY	
<b>PEOPLE AT RISK</b> STAFF STUDENTS			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
HYPOTHERMIA	LOW	FATAL	GROUP TO BE APPROPRIATELY DRESSED. GROUPS CARRY 'LEADER SACK' CONTAINING FIRST AID KIT, SURVIVAL BAG AND EMERGENCY CONTACT DETAILS. CENTRE STAFF MONITOR THEIR PROGRESS AS APPROPRIATE. SHOULD NOT TAKE PLACE IN UNSUITABLE WEATHER CONDITIONS.
SLIP/TRIP/FALL	MEDIUM	MINOR	GROUPS TO BE AWARE OF HAZARDS AND CARRY FIRST AID KIT AND EMERGENCY CONTACT DETAILS. SUITABLE FOOTWEAR TO BE WORN.
ASTHMA EMOTIONAL STRESS AND OTHER KNOWN MEDICAL CONDITIONS	LOW	MAJOR	MEDICATION TO BE CARRIED. MONITOR GROUP

ROAD DANGERS	MEDIUM	MAJOR	GROUP AWARE OF HAZARDS AND BRIEFED ON ROAD SAFETY. CROSS ROADS ONLY AT SUITABLE POINTS AND SHOULD BE ACCOMPANIED BY A RESPONSIBLE ADULT OR INSTRUCTOR.
GETTING LOST	LOW	MAJOR	GROUP GIVEN APPROPRIATE BRIEFING AND TRAINING IN USE OF MAP AND MADE AWARE OF APPROPRIATE LANDMARKS AND CATCHING FEATURES. GROUP TO STAY TOGETHER AND CARRY EMERGENCY CONTACT DETAILS. CENTRE STAFF TO MONITOR GROUP AS APPROPRIATE.
DARKNESS	HIGH	MINOR	GROUPS TO CARRY TORCHES OR MINE LAMPS AT ALL TIMES OTHER THAN MID SUMMER.
TORCH FAILURE	LOW	MINOR	GROUP TO HAVE MORE THAN ONE TORCH.

<b>ACTIVITY</b> FIRE LIGHTING INC. FIRE BY FRICTION AND COOKING ON FIRES		<b>LOCATION</b> WOODS IN AND OUT OF GROUNDS	
<b>PEOPLE AT RISK</b> STAFF STUDENTS			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
SLIP/TRIP/FALL	MEDIUM	MINOR	INSTRUCTOR TO CHOOSE APPROPRIATE SITE. PARTICIPANTS TO BE AWARE OF HAZARDS. SAFE DISTANCE FROM FIRE TO BE MAINTAINED AT ALL TIMES. PARTICIPANTS TO BE INSTRUCTED ON SAFE CARRYING OF TOOLS. SUITABLE FOOTWEAR TO BE WORN.
BURNS FROM FIRE	LOW	MAJOR	PARTICIPANTS TO BE BRIEFED ON SAFE USE OF FIRES. PARTICIPANTS TO BE AWARE OF HAZARDS INCLUDING MELTING WATERPROOF AND NYLON CLOTHING. CLOSE SUPERVISION OF GROUP IS ESSENTIAL. SAFE DISTANCE FROM FIRE TO BE MAINTAINED AT ALL TIMES.

BURNS AND SCALDS FROM POTS, UTENSILS AND HOT FOOD	MEDIUM	MAJOR	PARTICIPANTS BRIEFED ON SAFE PRACTICE. TOOLS AND GLOVES TO BE USED WHEN RETRIEVING HOT POTS, PANS OR FOOD FROM FIRE.
WORKING WITH SHARP TOOLS, EG, KNIVES, SAWS, AXES, LOPPERS	MEDIUM	MAJOR	INSTRUCTOR TO BE APPROPRIATELY QUALIFIED AND EXPERIENCED. PARTICIPANTS TO BE INSTRUCTED IN SAFE USE OF TOOLS AND TO BE AWARE OF POTENTIAL DANGERS. PARTICIPANTS INSTRUCTED ON SAFE STORAGE OF TOOLS WHEN NOT BEING USED. FIRST AID KIT TO BE OBVIOUSLY POSITIONED AND PARTICIPANTS TO BE AWARE OF IT'S LOCATION. CLOSE SUPERVISION OF PARTICIPANTS IS ESSENTIAL.
MISUSE OF EQUIPMENT	LOW	FATAL	PARTICIPANTS BRIEFED ON THE CORRECT USE OF EQUIPMENT. ANY ABUSE TO RESULT IN IMMEDIATE SUSPENSION OF THE SESSION. TOOLS TO BE LOCKED AWAY WHEN NOT IN USE. PARTICIPANTS TO BE SUPERVISED AT ALL TIMES.
FALLING TREES AND BRANCHES	LOW	MAJOR	GROUPS TO BE MADE AWARE OF THE HAZARDS OF WORKING IN WOODLAND. ANY FELLING OF TREES TO BE CLOSELY SUPERVISED.
WHIPPING BRANCHES, THORNS, NETTLES, ETC	MEDIUM	MINOR	PARTICIPANTS TO BE MADE AWARE OF HAZARDS. PATHS AND REGULAR WORKING AREAS TO BE KEPT CLEAR. GLOVES TO BE WORN WHEN NECESSARY.

ASTHMA EMOTIONAL STRESS AND OTHER KNOWN MEDICAL CONDITIONS ESPECIALLY FOOD ALLERGIES WHICH COULD RESULT IN ANAPHYLACTIC SHOCK EG NUT ALLERGY	LOW	MAJOR	MEDICATION TO BE CARRIED. MONITOR GROUP. IDENTIFY THOSE WITH KNOWN ALLERGIES AND OTHER MEDICAL CONDITIONS.
MINE SHAFTS AND OTHER MINING REMAINS	LOW	FATAL	GROUP TO BE AWARE OF HAZARDS AND TO STAY IN PAIRS WHEN SEARCHING FOR FIRE WOOD, ETC.
DROWNING	LOW	FATAL	GROUP TO BE AWARE OF HAZARDS AND TO STAY IN PAIRS WHEN SEARCHING FOR FIRE WOOD, ETC.

<b>ACTIVITY</b> GORGE WALKING		<b>LOCATION</b> ASHGILL	
<b>PEOPLE AT RISK</b> STUDENTS, STAFF			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
DROWNING	LOW	FATAL	ALL PARTICIPANTS TO WEAR CEN APPROVED BUOYANCY AID. INSTRUCTORS TO BE AWARE OF POOR SWIMMERS. THE INSTRUCTOR MUST GIVE A BRIEFING ON NEED FOR GROUP TO STAY CLOSE TOGETHER AND TO LOOK OUT FOR EACH OTHER. THE INSTRUCTOR MUST CARRY A THROW LINE AND KNOW THE APPROPRIATE USE OF IT. INSTRUCTOR TO MONITOR WATER LEVEL.

HYPOTHERMIA	LOW	FATAL	ENSURE THAT ALL PARTICIPANTS ARE DRESSED APPROPRIATELY FOR THE CURRENT WEATHER CONDITIONS. AVOID PROLONGED EXPOSURE IN THE WATER. GROUP SHELTER, SPARE CLOTHING AND HOT DRINKS CARRIED WHERE APPROPRIATE. ALL PARTICIPANTS TO HAVE CHANGE OF CLOTHING IN MINIBUS. SESSION MODIFIED DEPENDING ON WEATHER. SUPERVISE GROUP CLOSELY.
SLIP/TRIP/FALL	MEDIUM	MAJOR	ALL PARTICIPANTS TO WEAR CEN APPROVED HELMETS. GOOD GROUP MANAGEMENT AT SITE. PARTICIPANTS MADE AWARE OF HAZARDOUS SURFACES.
IMPACT WITH UNDERWATER ROCKS AND OTHER OBSTRUCTIONS	LOW	MINOR	ADEQUATE FOOTWEAR TO BE WORN. INSTRUCTORS TO CONTINUALLY MONITOR RIVER, INCLUDING CHECKING FOR ROCKS AND OTHER OBSTRUCTIONS AT SLIDE/JUMP SITES, ESPECIALLY AFTER HIGH WATER CONDITIONS. PARTICIPANTS INSTRUCTED ON SAFE USE OF SLIDES, ETC
JUMPING	LOW	MAJOR	JUMPERS TO BE BRIEFED ON SAFE JUMPING AND LANDING TECHNIQUE. ONE JUMPER AT A TIME. INSTRUCTOR CLOSE TO LANDING AREA WITH THROWBAG AND TRAINED IN IT'S USE.
HEALTH AND FITNESS	LOW	MAJOR	ENSURE PARTICIPANTS HAVE INHALERS/ ANY OTHER MEDICATION. MAKE PARTICIPANTS AWARE OF NOT SWALLOWING WATER. NO INFLUENCE OF ALCOHOL OR DRUGS. SUPERVISE GROUP CLOSELY.

<b>ACTIVITY</b> GORGE WALKING		<b>LOCATION</b> RIVER WEAR	
<b>PEOPLE AT RISK</b> STUDENTS, STAFF			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
DROWNING	LOW	FATAL	ALL PARTICIPANTS TO WEAR CEN APPROVED BUOYANCY AID. INSTRUCTORS TO BE AWARE OF POOR SWIMMERS. THE INSTRUCTOR MUST GIVE A BRIEFING ON NEED FOR GROUP TO STAY CLOSE TOGETHER AND TO LOOK OUT FOR EACH OTHER. THE INSTRUCTOR MUST CARRY A THROW LINE AND KNOW THE APPROPRIATE USE

			OF IT. INSTRUCTOR TO MONITOR WATER LEVEL.
HYPOTHERMIA	LOW	FATAL	ENSURE THAT ALL PARTICIPANTS ARE DRESSED APPROPRIATELY FOR THE CURRENT WEATHER CONDITIONS. AVOID PROLONGED EXPOSURE IN THE WATER. GROUP SHELTER, SPARE CLOTHING AND HOT DRINKS CARRIED WHERE APPROPRIATE. SESSION MODIFIED DEPENDING ON WEATHER. SUPERVISE GROUP CLOSELY.
SLIP/TRIP/FALL	MEDIUM	MAJOR	ALL PARTICIPANTS TO WEAR CEN APPROVED HELMETS. GOOD GROUP MANAGEMENT AT SITE. PARTICIPANTS MADE AWARE OF HAZARDOUS SURFACES.
IMPACT WITH UNDERWATER ROCKS AND OTHER OBSTRUCTIONS	LOW	MINOR	ADEQUATE FOOTWEAR TO BE WORN. INSTRUCTORS TO CONTINUALLY MONITOR RIVER, INCLUDING CHECKING FOR ROCKS AND OTHER OBSTRUCTIONS AT SLIDE/JUMP SITES, ESPECIALLY AFTER HIGH WATER CONDITIONS. PARTICIPANTS INSTRUCTED ON SAFE USE OF SLIDES, ETC
HEALTH AND FITNESS	LOW	MAJOR	ENSURE PARTICIPANTS HAVE INHALERS/ ANY OTHER MEDICATION. MAKE PARTICIPANTS AWARE OF NOT SWALLOWING WATER. NO INFLUENCE OF ALCOHOL OR DRUGS. SUPERVISE GROUP CLOSELY.

<b>ACTIVITY</b> HILLWALKING		<b>LOCATION</b> OUT OF GROUNDS, INCLUDING LOCAL WALKS, WILDERNESS CHALLENGE	
<b>PEOPLE AT RISK</b> STAFF STUDENTS			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>

POOR WEATHER CONDITIONS	MEDIUM	MAJOR	INSTRUCTOR TO BE SUITABLY QUALIFIED AND EXPERIENCED. ROUTE TO BE PLANNED ACCORDINGLY. MAP AND COMPASS TO BE CARRIED. GROUP TO STAY CLOSE TOGETHER . INSTRUCTOR TO MONITOR THEIR PHYSICAL AND MENTAL WELLBEING
HYPOTHERMIA	LOW	FATAL	GROUP TO BE APPROPRIATELY EQUIPPED. SPARE CLOTHING, FOOD, HOT DRINK AND EMERGENCY SHELTER TO BE CARRIED AS APPROPRIATE. ROUTES TO BE PLANNED WITHIN CAPABILITIES OF WEAKEST PERSON.
ROCK FALL	LOW	FATAL	AVOID LOOSE AREAS OF ROCK. CONTROL GROUP TO REDUCE RISK. STRICTLY VETO STONE THROWING.
SLIP/TRIP/FALL	MEDIUM	MINOR	INSTRUCTOR TO CHOOSE APPROPRIATE ROUTE. GROUPS TO BE AWARE OF HAZARDS AND TO BE ESPECIALLY CAREFUL ON DESCENT. SUITABLE FOOTWEAR TO BE WORN.
ASTHMA EMOTIONAL STRESS AND OTHER KNOWN MEDICAL CONDITIONS	LOW	MAJOR	MEDICATION TO BE CARRIED. MONITOR GROUP
HEAT EXHAUSTION	LOW	MAJOR	ADEQUATE FLUIDS TO BE CARRIED. LOADS AND ROUTES TO BE APPROPRIATE TO CONDITIONS. SUN HATS AND APPROPRIATE CLOTHING TO BE WORN.
SUN BURN	MEDIUM	MINOR	SUN HATS AND SUNCREAM TO BE USED. APPROPRIATE CLOTHING TO BE WORN.

FLASH FLOODING AND STREAMS IN SPATE	LOW	FATAL	NORMAL LOW WATER CROSSING POINTS TO BE AVOIDED. FIND ALTERNATIVE CROSSING POINT OR WAIT UNTIL WATER LEVEL SUBSIDES.
GETTING LOST	LOW	MAJOR	LEADER TO BE SUITABLY QUALIFIED AND EXPERIENCED, TO HAVE GOOD KNOWLEDGE OF AREA AND TO CARRY MAP AND COMPASS. GROUP TO STAY TOGETHER.
ANIMALS – WILD, DOMESTICATED AND FARM	LOW	MAJOR	GROUP TO BE AWARE OF HAZARDS. GROUP TO BE AWARE OF COUNTRY CODE. CLOSE SUPERVISION OF GROUP THROUGH FIELDS. AVOID IF NECESSARY. NEED FOR HYGIENE.
MINE SHAFTS AND OTHER MINING REMAINS	LOW	FATAL	GROUP TO BE AWARE OF HAZARDS AND TO STAY IN PAIRS WHEN SEARCHING FOR FIRE WOOD, ETC.
DROWNING	LOW	FATAL	GROUP TO BE AWARE OF HAZARDS AND TO STAY IN PAIRS WHEN SEARCHING FOR FIRE WOOD, ETC.
BURNS FROM FIRE LIGHTING	LOW	MAJOR	GROUP TO BE AWARE OF HAZARDS, INCLUDING MELTING WATERPROOFS AND NYLON CLOTHING. GROUP SUPERVISION ESSENTIAL.

ACTIVITY IN GROUNDS NON TECHNICAL ACTIVITIES EG SCAVENGER HUNT, GROUNDS ORIENTEERING, SEEK IT, EGG DROP		LOCATION IN GROUNDS	
PEOPLE AT RISK STUDENTS, STAFF			
HAZARD IDENTIFIED	PROBABILITY (LOW/MEDIUM/HIGH)	SEVERITY (MINOR/MAJOR/FATAL)	CONTROL MEASURES
SLIP/TRIP/FALL/COLLISION EG, STEPS, BARBED WIRE	MEDIUM	MINOR	GROUP AWARE OF POTENTIAL HAZARDS. GOOD GROUP MANAGEMENT.
ASTHMA EMOTIONAL STRESS AND OTHER KNOWN MEDICAL CONDITIONS	LOW	MAJOR	MEDICATION TO BE CARRIED. MONITOR GROUP

<b>ACTIVITY</b> KAYAKING		<b>LOCATION</b> CANOE POOL	
<b>PEOPLE AT RISK</b> STUDENTS, STAFF			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
DROWNING	LOW	FATAL	ALL PARTICIPANTS TO WEAR CEN APPROVED BUOYANCY AID BEFORE ENTERING THE WATER. THE INSTRUCTOR MUST GIVE A BRIEFING ON THE CAPSIZE DRILL. THE INSTRUCTOR MUST CARRY A THROW LINE AND KNOW THE APPROPRIATE USE OF IT.
HYPOTHERMIA	LOW	FATAL	ENSURE THAT ALL PARTICIPANTS ARE DRESSED APPROPRIATELY FOR THE CURRENT WEATHER CONDITIONS. AVOID PROLONGED EXPOSURE IN THE WATER. CAPSIZING DISCOURAGED IN COLD WEATHER GROUP SHELTER, SPARE CLOTHING AND HOT DRINKS CARRIED WHERE APPROPRIATE. SESSION MODIFIED DEPENDING ON WEATHER. SUPERVISE GROUP CLOSELY.
CAPSIZE AND ENTRAPMENT	LOW	MAJOR	STUDENTS BRIEFED ON CORRECT METHOD OF EXITING KAYAKS. INSTRUCTORS TRAINED IN RESCUE TECHNIQUES. KAYAKS REGULARLY CHECKED FOR FOOTRESTS AND WATER WORTHINESS.

KAYAK SINKING	LOW	MINOR	KAYAKS REGULARLY CHECKED FOR ADEQUATE BUOYANCY. INSTRUCTORS PRACTICED IN RESCUE TECHNIQUES & WEARING SPRAY DECKS.
MANUAL HANDLING	MEDIUM	MAJOR	EVERYONE TO BE BRIEFED ON CORRECT LIFTING TECHNIQUES. ENSURE ADEQUATE NUMBERS OF PEOPLE CARRY BOATS. STAFF TRAINED IN SAFE LIFTING, & BEST PRACTICE RESCUES. GOOD SUPERVISION AND GROUP MANAGEMENT WHILE LOADING AND UNLOADING.
SLIP/TRIP/FALL	MEDIUM	MAJOR	GOOD GROUP MANAGEMENT AT SITE. PARTICIPANTS MADE AWARE OF HAZARDOUS SURFACES. ENSURE NO EQUIPMENT IS LEFT ON THE GROUND.
HEAD HITTING ROCKS/SPIKES WHEN CAPSIZING	LOW	MAJOR	ALL PARTICIPANTS TO WEAR CEN APPROVED HELMETS. PARTICIPANTS TO BE MADE AWARE.
INJURY FROM PADDLE BLADES	LOW	MINOR	ALL PARTICIPANTS TO WEAR CEN APPROVED HELMETS. INSTRUCTION ON SAFE USE OF CARRYING PADDLES AND HOW TO PROPERLY USE. PARTICIPANTS TO BE MADE AWARE OF RISK OF INJURY.
HEALTH AND FITNESS	LOW	MAJOR	USE WARMUPS WHEN NECESSARY. TEACH CORRECT NON-INJURIOUS TECHNIQUES. ENSURE PARTICIPANTS HAVE INHALERS/ ANY OTHER MEDICATION. MAKE PARTICIPANTS AWARE OF NOT SWALLOWING WATER. NO INFLUENCE OF ALCOHOL OR DRUGS. SUPERVISE GROUP CLOSELY.

ACTIVITY MINE EXPLORATION		LOCATION SMALLCLEUGH, TYNE BOTTOM	
PEOPLE AT RISK STAFF AND STUDENTS			
HAZARD IDENTIFIED	PROBABILITY (LOW/MEDIUM/HIGH)	SEVERITY (MINOR/MAJOR/FATAL)	CONTROL MEASURES
LOOSE ROCK, SHAFTS AND OTHER SITE SPECIFIC PROBLEMS.	LOW	FATAL	ALERT GROUP TO THE HAZARDS ASSOCIATED WITH THE VENUE AND MAINTAIN CONSTANT VIGILANCE. UNDERTAKE CONSTANT VISUAL AND / OR PHYSICAL INSPECTION AND BRIEF GROUP ON NEED FOR CARE AT ALL TIMES. GROUP MEMBERS MUST BE AWARE OF THE RESPONSIBILITY PLACED ON THEM FOR THEIR AND OTHERS SAFETY. INFORM GROUP OF, AND USE, CLEAR LINES OF COMMUNICATION.
IMPACT WITH ROCK.	MEDIUM	MINOR	WEAR A HELMET. ENCOURAGE SLOW AND CAUTIOUS MOVEMENT ESPECIALLY WHERE ROOF IS LOW. ALERT GROUP AND ENCOURAGE PARTICIPANTS TO ALERT EACH OTHER TO HAZARDS.
LIGHT FAILURE.	MEDIUM	MINOR	SPARE LAMPS AND BULBS TO BE CARRIED
EQUIPMENT FAILURE	LOW	MAJOR	ANY SPECIALIST EQUIPMENT MUST COMPLY WITH CE STANDARDS. ALL EQUIPMENT MUST BE REGULARLY CHECKED AND CHECKS RECORDED

HYPOTHERMIA EMOTIONAL STRESS ASTHMA AND OTHER KNOWN MEDICAL CONDITIONS	<b>LOW</b>	<b>MAJOR</b>	ENSURE SUITABLE CLOTHING IS WORN FOR THE CONDITIONS AND CONSIDER THE AGE / EXPERIENCE OF THE GROUP. MEDICATION TO BE CARRIED. MONITOR GROUP
GROUP OVERDUE OR TRAPPED	<b>LOW</b>	<b>MAJOR</b>	DETAILED ACCOUNT OF TIMES INC. ETA, ROUTE, AND GROUP DETAILS LEFT AT CENTRE. ALL CENTRE STAFF ARE AWARE OF EMERGENCY PROCEDURE.

<b>ACTIVITY</b> PRIMITIVE CRAFTS, EG, THE MANUFACTURE OF BOWS AND ARROWS, SPEARS , BIRCH BARK CONTAINERS, NETS, BULL ROARERS, ETC		<b>LOCATION</b> WOODS IN AND OUT OF GROUNDS	
<b>PEOPLE AT RISK</b> STAFF STUDENTS			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
SLIP/TRIP/FALL	MEDIUM	MINOR	INSTRUCTOR TO CHOOSE APPROPRIATE SITE. PARTICIPANTS TO BE AWARE OF HAZARDS. SAFE DISTANCE FROM FIRE TO BE MAINTAINED AT ALL TIMES. PARTICIPANTS TO BE INSTRUCTED ON SAFE CARRYING OF TOOLS. SUITABLE FOOTWEAR TO BE WORN.
BURNS FROM FIRE	LOW	MAJOR	PARTICIPANTS TO BE BRIEFED ON SAFE USE OF FIRES. PARTICIPANTS TO BE AWARE OF HAZARDS INCLUDING MELTING WATERPROOF AND NYLON CLOTHING. CLOSE SUPERVISION OF GROUP IS ESSENTIAL. SAFE DISTANCE FROM FIRE TO BE MAINTAINED AT ALL TIMES.

WORKING WITH SHARP TOOLS, EG, KNIVES, SAWS, AXES, LOPPERS	MEDIUM	MAJOR	INSTRUCTOR TO BE APPROPRIATELY QUALIFIED AND EXPERIENCED. PARTICIPANTS TO BE INSTRUCTED IN SAFE USE OF TOOLS AND TO BE AWARE OF POTENTIAL DANGERS. PARTICIPANTS INSTRUCTED ON SAFE STORAGE OF TOOLS WHEN NOT BEING USED. FIRST AID KIT TO BE OBVIOUSLY POSITIONED AND PARTICIPANTS TO BE AWARE OF IT'S LOCATION. CLOSE SUPERVISION OF PARTICIPANTS IS ESSENTIAL.
WORKING WITH HOT TOOLS AND FIRE	LOW	MAJOR	PARTICIPANTS AWARE OF RISKS OF WORKING WITH FIRE, ESPECIALLY WHEN RETRIEVING HOT OBJECTS. GLOVES TO BE WORN WHEN APPROPRIATE.
MISUSE OF EQUIPMENT	LOW	FATAL	PARTICIPANTS BRIEFED ON THE CORRECT USE OF EQUIPMENT. ANY ABUSE TO RESULT IN IMMEDIATE SUSPENSION OF THE SESSION. TOOLS TO BE LOCKED AWAY WHEN NOT IN USE. PARTICIPANTS TO BE SUPERVISED AT ALL TIMES.
USE OF MADE EQUIPMENT	LOW	MINOR	INSTRUCTORS TO CHECK ALL MADE EQUIPMENT. PARTICIPANTS TO BE INSTRUCTED ON THE SAFE USE OF MADE EQUIPMENT AND TO BE MADE AWARE OF POTENTIAL DANGERS. ALL USE OF MADE EQUIPMENT TO BE APPROPRIATELY SUPERVISED.

MISUSE OF MADE EQUIPMENT	LOW	FATAL	ALL POTENTIALLY FATAL MADE EQUIPMENT, EG ARROWS AND SPEARS, TO BE LOCKED AWAY UNTIL GROUP DEPARTS. MADE EQUIPMENT TO BE HANDED OVER TO VISITING STAFF ON DEPARTURE. ANY MISUSE OF OTHER MADE EQUIPMENT WILL RESULT IN CONFISCATION.
FALLING TREES AND BRANCHES	LOW	MAJOR	GROUPS TO BE MADE AWARE OF THE HAZARDS OF WORKING IN WOODLAND. ANY FELLING OF TREES TO BE CLOSELY SUPERVISED.
WHIPPING BRANCHES, THORNS, NETTLES, ETC	MEDIUM	MINOR	PARTICIPANTS TO BE MADE AWARE OF HAZARDS. PATHS AND REGULAR WORKING AREAS TO BE KEPT CLEAR. GLOVES TO BE WORN WHEN NECESSARY.
POISONS (PLANTS, FUNGI, ETC)	LOW	FATAL	PARTICIPANTS TO BE AWARE OF DANGERS. HYGIENE TO BE MAINTAINED, I.E., WASH HANDS BEFORE EATING, ETC.
ASTHMA EMOTIONAL STRESS AND OTHER KNOWN MEDICAL CONDITIONS INCLUDING ALLERGIES	LOW	MAJOR	MEDICATION TO BE CARRIED. MONITOR GROUP
MINE SHAFTS AND OTHER MINING REMAINS	LOW	FATAL	GROUP TO BE AWARE OF HAZARDS AND TO STAY IN PAIRS WHEN SEARCHING FOR WOOD, ETC.
DROWNING	LOW	FATAL	GROUP TO BE AWARE OF HAZARDS AND TO STAY IN PAIRS WHEN SEARCHING FOR WOOD, ETC.

<b>ACTIVITY</b> PROBLEM SOLVING/TEAM BUILDING EXERCISES		<b>LOCATION</b> IN GROUNDS AND OUT OF GROUNDS ( EG WILDERNESS CHALLENGE)	
<b>PEOPLE AT RISK</b> STAFF, STUDENTS			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
SLIP/TRIP/FALL/COLLISION	MEDIUM	MINOR	<p><b>ALL PARTICIPANTS TO WEAR CEN APPROVED HELMETS WHERE APPROPRIATE.</b></p> <p><b>NO PARTICIPANT TO BE ANY HIGHER THAN 2 METRES FROM GROUND UNLESS SECURED BY ROPE AND HARNESS.</b></p> <p><b>GROUP AWARE OF POTENTIAL HAZARDS. GOOD GROUP MANAGEMENT.</b></p>

ASTHMA EMOTIONAL STRESS AND OTHER KNOWN MEDICAL CONDITIONS	LOW	MAJOR	MEDICATION TO BE CARRIED. MONITOR GROUP
FIRELIGHTING	MEDIUM	MAJOR	GROUP TO BE AWARE OF HAZARDS, INCLUDING MELTING WATERPROOFS AND NYLON CLOTHING. GROUP SUPERVISION ESSENTIAL.

<b>ACTIVITY</b> RAFT BUILDING		<b>LOCATION</b> CANOE POOL	
<b>PEOPLE AT RISK</b> STUDENTS, STAFF			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
DROWNING	LOW	FATAL	ALL PARTICIPANTS TO WEAR CEN APPROVED BUOYANCY AID BEFORE ENTERING THE WATER. THE INSTRUCTOR MUST GIVE A BRIEFING ON THE CAPSIZE DRILL. THE INSTRUCTOR MUST CARRY A THROW

			LINE AND KNOW THE APPROPRIATE USE OF IT.
HYPOTHERMIA	LOW	FATAL	ENSURE THAT ALL PARTICIPANTS ARE DRESSED APPROPRIATELY FOR THE CURRENT WEATHER CONDITIONS. AVOID PROLONGED EXPOSURE IN THE WATER. CAPSIZING DISCOURAGED IN COLD WEATHER GROUP SHELTER, SPARE CLOTHING AND HOT DRINKS CARRIED WHERE APPROPRIATE. SESSION MODIFIED DEPENDING ON WEATHER. SUPERVISE GROUP CLOSELY.
CAPSIZE, ENTRAPMENT AND ENTANGLEMENT	LOW	MINOR	RAFT TESTED ON WATER BEFORE GROUP ALLOWED TO USE IT. PADDLERS NOT ALLOWED TO SIT WITH LIMBS BETWEEN POLES OR PLANKS. ENSURE NO LOOSE ROPE ENDS OR LOOPS. INSTRUCTORS TRAINED IN RESCUE TECHNIQUES. ENSURE ANY KNOTS CAN BE UNTIED EASILY. CARRY A KNIFE.
RAFT FLIPPING OVER	LOW	MINOR	ENSURE RAFT IS BALANCED WITH PADDLERS. ALERT GROUP TO HAZARD.

MANUAL HANDLING	MEDIUM	MAJOR	EVERYONE TO BE BRIEFED ON CORRECT LIFTING TECHNIQUES. ENSURE ADEQUATE NUMBERS OF PEOPLE CARRY RAFT. STAFF TRAINED IN SAFE LIFTING, & BEST PRACTICE RESCUES. GOOD SUPERVISION AND GROUP MANAGEMENT WHILE LOADING AND UNLOADING.
SLIP/TRIP/FALL	MEDIUM	MAJOR	GOOD GROUP MANAGEMENT AT SITE. PARTICIPANTS MADE AWARE OF HAZARDOUS SURFACES. ENSURE NO EQUIPMENT IS LEFT ON THE GROUND.
HEAD HITTING ROCKS/SPIKES WHEN CAPSIZING	LOW	MAJOR	ALL PARTICIPANTS TO WEAR CEN APPROVED HELMETS. PARTICIPANTS TO BE MADE AWARE.
INJURY FROM PADDLE BLADES, POLES AND PLANKS	LOW	MINOR	ALL PARTICIPANTS TO WEAR CEN APPROVED HELMETS. INSTRUCTION ON SAFE CARRYING AND USING. PARTICIPANTS TO BE MADE AWARE OF RISK OF INJURY.
HEALTH AND FITNESS	LOW	MAJOR	USE WARMUPS WHEN NECESSARY. TEACH CORRECT NON-INJURIOUS TECHNIQUES. ENSURE PARTICIPANTS HAVE INHALERS/ ANY OTHER MEDICATION. MAKE PARTICIPANTS AWARE OF NOT SWALLOWING WATER. NO INFLUENCE OF ALCOHOL OR DRUGS. SUPERVISE GROUP CLOSELY.

<b>ACTIVITY</b> RIVER CROSSING	<b>LOCATION</b> RIVER WEAR
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<b>PEOPLE AT RISK STUDENTS, STAFF</b>			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
FALLING ONTO ROCKS OR INTO THE WATER	<b>LOW</b>	<b>MAJOR</b>	ALL PARTICIPANTS TO BE WARNED OF THE DANGERS OF SLIPPING INTO THE RIVER. ALL PARTICIPANTS TO WEAR HELMETS, HARNESSES AND BUOYANCY AIDS WHEN CROSSING THE BRIDGE.
ROPE BRIDGE COLLAPSING	<b>LOW</b>	<b>MAJOR</b>	THE INSTRUCTOR TO SECURE A SAFETY ROPE WHICH ALL PARTICIPANTS MUST BE FIXED TO WHEN CROSSING THE BRIDGE. USE SUITABLE ANCHORS CHECK THE TYING OF THE KNOTS ON THE BRIDGE STRUCTURE.
FINGERS, HAIR AND JEWELLERY MAY GET CAUGHT IN EQUIPMENT	<b>MEDIUM</b>	<b>MINOR</b>	MAKE GROUP AWARE OF NEED TO KEEP FINGERS AWAY FROM FIGURE 8 AND CARABINERS. PEOPLE WITH LONG HAIR MUST HAVE IT TIED BACK AND TUCKED AWAY, JEWELLERY AND WATCHES ETC., MUST BE REMOVED BEFORE THE SESSION
HARNESS BUCKLE MAY NOT BE DONE UP CORRECTLY	<b>LOW</b>	<b>MAJOR</b>	CHECK EACH PARTICIPANTS HARNESS

ACTIVITY ROAD ORIENTEERING		LOCATION OUT OF GROUNDS – ON ROADS ONLY	
PEOPLE AT RISK STAFF STUDENTS			
HAZARD IDENTIFIED	PROBABILITY (LOW/MEDIUM/HIGH)	SEVERITY (MINOR/MAJOR/FATAL)	CONTROL MEASURES
HYPOTHERMIA	LOW	FATAL	GROUP TO BE APPROPRIATELY DRESSED. GROUPS UNACCOMPANIED BY INSTRUCTOR CARRY 'LEADER SACK' CONTAINING FIRST AID KIT, SURVIVAL BAG AND EMERGENCY CONTACT DETAILS. CENTRE STAFF MONITOR THEIR PROGRESS AS APPROPRIATE. SHOULD NOT TAKE PLACE IN UNSUITABLE WEATHER CONDITIONS.
SLIP/TRIP/FALL	MEDIUM	MINOR	GROUPS TO BE AWARE OF HAZARDS AND CARRY FIRST AID KIT AND EMERGENCY CONTACT DETAILS. SUITABLE FOOTWEAR TO BE WORN.
ASTHMA EMOTIONAL STRESS AND OTHER KNOWN MEDICAL CONDITIONS	LOW	MAJOR	MEDICATION TO BE CARRIED. MONITOR GROUP
ROAD DANGERS	MEDIUM	MAJOR	GROUP AWARE OF HAZARDS AND BRIEFED ON ROAD SAFETY. CROSS ROADS ONLY AT SUITABLE POINTS AND SHOULD BE ACCOMPANIED BY A RESPONSIBLE ADULT OR INSTRUCTOR.
GETTING LOST	LOW	MAJOR	GROUP GIVEN APPROPRIATE BRIEFING AND TRAINING IN USE OF MAP AND MADE AWARE OF APPROPRIATE LANDMARKS AND CATCHING FEATURES. GROUP TO STAY TOGETHER AND CARRY EMERGENCY CONTACT DETAILS. CENTRE STAFF TO MONITOR GROUP AS APPROPRIATE.

ACTIVITY ROPES COURSE		LOCATION GROUNDS	
PEOPLE AT RISK STUDENTS AND STAFF			
HAZARD IDENTIFIED	PROBABILITY (LOW/MEDIUM/HIGH)	SEVERITY (MINOR/MAJOR/FATAL)	CONTROL MEASURES
TREE/FIXED EQUIPMENT FAILURE	LOW	FATAL	TREES REGULARLY CHECKED BY TREE SURGEON. ROPES COURSE ELEMENTS INSPECTED ANNUALLY BY RCD OR THEIR SUB CONTRACTOR. WEEKLY AND DAILY INSPECTIONS BY INSTRUCTORS.
FALLING BRANCHES	LOW	MAJOR	ALL PARTICIPANTS TO WEAR CE/UIAA APPROVED HELMETS. REGULAR VISUAL AND PHYSICAL INSPECTION FOR LOOSE BRANCHES, ESPECIALLY AFTER STRONG WINDS. ALERT GROUP TO POTENTIAL HAZARD. DEAD WOOD REGULARLY REMOVED BY TREE SURGEON.
EQUIPMENT FAILURE	LOW	FATAL	ANY SPECIALIST EQUIPMENT MUST COMPLY WITH CE STANDARDS. ALL EQUIPMENT MUST BE REGULARLY CHECKED AND CHECKS RECORDED.
INCORRECT FITTING OF EQUIPMENT	LOW	FATAL	CHECK EACH PARTICIPANTS HARNESS AND HELMET AND ALL CHEST HARNESES, KARABINERS AND KNOTS.
ENTANGLEMENT	LOW	MINOR	LONG HAIR TO BE TIED BACK. NO SCARVES. LOOSE JEWELLRY AND RINGS TO BE REMOVED. PARTICIPANTS TO BE MADE AWARE OF HAZARDS. INSTRUCTOR AWARE OF RESCUE TECHNIQUES AND CARRIES KNIFE.

<b>SLIP/FALL/TRIP</b>	<b>MEDIUM</b>	<b>MINOR</b>	<b>GROUP AWARE OF HAZARDS ON GROUND. SPOTTERS USED ON INCLINED LOG.</b>
<b>PARTICIPANT INVERTS</b>	<b>MEDIUM</b>	<b>MINOR</b>	<b>PARTICIPANTS WEAR CHEST HARNESS ON ELEMENTS WITH HIGH RISK OF INVERSION.</b>
<b>INATTENTIVE BELAYER</b>	<b>MEDIUM</b>	<b>FATAL</b>	BELAYERS TO BE BACKED UP. CONSTANT VIGIL BY INSTRUCTORS.
<b>UNSUPERVISED USE</b>	<b>MEDIUM</b>	<b>FATAL</b>	LOWER LADDERS REMOVED WHEN NOT IN USE. ALL TRACERS, ROPES AND BELAY DEVICES SECURED OUT OF REACH WHEN NOT IN USE. WARNING SIGNS IN SITU AND VERBAL WARNING DURING INDUCTION.
<b>LIGHTNING/ICE/STRONG WINDS</b>	<b>LOW</b>	<b>MAJOR/FATAL</b>	MONITOR WEATHER CONDITIONS AND REVIEW ACTIVITY.

<b>ACTIVITY</b> SEARCH AND RESCUE		<b>LOCATION</b> IN GROUNDS OR OUT OF GROUNDS (TRIANGULAR FOREST)	
<b>PEOPLE AT RISK</b> STAFF STUDENTS			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
HYPOTHERMIA	LOW	FATAL	GROUP TO BE APPROPRIATELY DRESSED. GROUPS CARRY 'LEADER SACK' CONTAINING FIRST AID KIT, SURVIVAL BAG AND EMERGENCY CONTACT DETAILS. CENTRE STAFF MONITOR THEIR PROGRESS AS APPROPRIATE. SHOULD NOT TAKE PLACE IN UNSUITABLE WEATHER CONDITIONS.
SLIP/TRIP/FALL	MEDIUM	MINOR	GROUPS TO BE AWARE OF HAZARDS AND CARRY FIRST AID KIT AND EMERGENCY CONTACT DETAILS. SUITABLE FOOTWEAR TO BE WORN.
ASTHMA EMOTIONAL STRESS AND OTHER KNOWN MEDICAL CONDITIONS	LOW	MAJOR	MEDICATION TO BE CARRIED. MONITOR GROUP

ROAD DANGERS	MEDIUM	MAJOR	GROUP AWARE OF HAZARDS AND BRIEFED ON ROAD SAFETY. CROSS ROADS ONLY AT SUITABLE POINTS AND SHOULD BE ACCOMPANIED BY A RESPONSIBLE ADULT OR INSTRUCTOR.
GETTING LOST ON WAY TO FOREST	LOW	MAJOR	GROUP GIVEN APPROPRIATE BRIEFING AND TRAINING IN USE OF MAP AND MADE AWARE OF APPROPRIATE LANDMARKS AND CATCHING FEATURES. GROUP TO STAY TOGETHER AND CARRY EMERGENCY CONTACT DETAILS. CENTRE STAFF TO MONITOR GROUP AS APPROPRIATE.
GETTING LOST IN FOREST	LOW	MAJOR	GROUP AWARE OF RENDEVOUS POINT AND TIME. BRIEFING OF SEARCH AND RESCUE TECHNIQUES. SET BOUNDARIES. STUDENTS SHOULD STAY WITHIN SIGHT OF EACH OTHER.
DARKNESS	HIGH	MINOR	GROUPS TO CARRY TORCHES OR MINE LAMPS AT ALL TIMES OTHER THAMMID SUMMER.
TORCH FAILURE	LOW	MINOR	GROUP TO HAVE MORE THAN ONE TORCH.
MANUAL HANDLING	MEDIUM	MAJOR	EVERYONE TO BE BRIEFED ON CORRECT LIFTING TECHNIQUES. ENSURE ADEQUATE NUMBERS OF PEOPLE CARRY STRETCHER. STAFF TRAINED IN SAFE LIFTING TECHNIQUES. GOOD SUPERVISION AND GROUP MANAGEMENT WHILE LIFTING AND SETTING DOWN.

<b>ACTIVITY</b> SHELTER BUILDING		<b>LOCATION</b> WOODS IN AND OUT OF GROUNDS	
<b>PEOPLE AT RISK</b> STAFF STUDENTS			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
SLIP/TRIP/FALL	MEDIUM	MINOR	INSTRUCTOR TO CHOOSE APPROPRIATE SITE. PARTICIPANTS TO BE AWARE OF HAZARDS. SAFE DISTANCE FROM FIRE TO BE MAINTAINED AT ALL TIMES. PARTICIPANTS TO BE INSTRUCTED ON SAFE CARRYING OF TOOLS. SUITABLE FOOTWEAR TO BE WORN.
WORKING WITH SHARP TOOLS, EG, KNIVES, SAWS, AXES, LOPPERS	MEDIUM	MAJOR	INSTRUCTOR TO BE APPROPRIATELY QUALIFIED AND EXPERIENCED. PARTICIPANTS TO BE INSTRUCTED IN SAFE USE OF TOOLS AND TO BE AWARE OF POTENTIAL DANGERS. PARTICIPANTS INSTRUCTED ON SAFE STORAGE OF TOOLS WHEN NOT BEING USED. FIRST AID KIT TO BE OBVIOUSLY

			POSITIONED AND PARTICIPANTS TO BE AWARE OF IT'S LOCATION. CLOSE SUPERVISION OF PARTICIPANTS IS ESSENTIAL.
MISUSE OF EQUIPMENT	LOW	FATAL	PARTICIPANTS BRIEFED ON THE CORRECT USE OF EQUIPMENT. ANY ABUSE TO RESULT IN IMMEDIATE SUSPENSION OF THE SESSION. TOOLS TO BE LOCKED AWAY WHEN NOT IN USE. PARTICIPANTS TO BE SUPERVISED AT ALL TIMES.
FALLING TREES AND BRANCHES	LOW	MAJOR	GROUPS TO BE MADE AWARE OF THE HAZARDS OF WORKING IN WOODLAND. ANY FELLING OF TREES TO BE CLOSELY SUPERVISED. GROUPS TO BE AWARE OF HAZARDS OF BUILDING SHELTERS UNDER TREES.
COLLAPSING SHELTER	LOW	MINOR	PARTICIPANTS TO BE INSTRUCTED ON SHELTER BUILDING TECHNIQUES. ALL SHELTERS TO BE INSPECTED DURING AND AFTER BUILDING. ANY PERMANENT SHELTERS TO BE INSPECTED REGULARLY.
WHIPPING BRANCHES, THORNS, NETTLES, ETC	MEDIUM	MINOR	PARTICIPANTS TO BE MADE AWARE OF HAZARDS. PATHS AND REGULAR WORKING AREAS TO BE KEPT CLEAR. GLOVES TO BE WORN WHEN NECESSARY.
ASTHMA EMOTIONAL STRESS AND OTHER KNOWN MEDICAL CONDITIONS ESPECIALLY FOOD ALLERGIES WHICH COULD RESULT IN ANAPHYLACTIC SHOCK EG NUT ALLERGY	LOW	MAJOR	MEDICATION TO BE CARRIED. MONITOR GROUP. IDENTIFY THOSE WITH KNOWN ALLERGIES AND OTHER MEDICAL CONDITIONS.

MINE SHAFTS AND OTHER MINING REMAINS	LOW	FATAL	GROUP TO BE AWARE OF HAZARDS AND TO STAY IN PAIRS WHEN SEARCHING FOR WOOD, ETC.
DROWNING	LOW	FATAL	GROUP TO BE AWARE OF HAZARDS AND TO STAY IN PAIRS WHEN SEARCHING FOR WOOD, ETC.

<b>ACTIVITY</b> SKIING		<b>LOCATION</b> DRY SLOPE	
<b>PEOPLE AT RISK</b> STUDENTS, STAFF			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
FALL ON THE MAT	<b>MEDIUM</b>	<b>MAJOR</b>	ARMS AND LEGS COVERED. GLOVES/ MITTS/SOCKS WORN ON HANDS. PARTICIPANTS AWARE OF SAFE WAY TO FALL.

COLLISION INJURIES	LOW	<b>MAJOR</b>	STUDENTS CLOSELY SUPERVISED. NEXT SKIERS TO GO ONLY WHEN THE BOTTOM OF THE SLOPE IS CLEAR.
MAT LIFTS AND CAUSES TRIP	LOW	<b>MAJOR</b>	MATS CHECKED EACH SESSION
BINDINGS FAIL TO RELEASE CAUSING INJURY.	<b>LOW</b>	<b>MAJOR</b>	STAFF TRAINED TO ADJUST BINDINGS. STUDENTS WEIGHED AND QUESTIONED ABOUT PRE EXPERIENCE.
SKIERS NOT IN CONTROL	LOW	MAJOR	SKIERS ONLY ALLOWED TO SKI FROM HIGHER UP SLOPE WHEN THEY HAVE SHOWN ABILITY TO STOP.
FATIGUE	LOW	MINOR	REST PERIODS ALLOWED. BE VIGILANT TOWARDS THE END OF THE SESSION.

<b>ACTIVITY</b> SKIING ON SNOW		<b>LOCATION</b> BACK FIELD, FELL, SWINHOPE	
<b>PEOPLE AT RISK</b> STUDENTS, STAFF,			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>

FALL	<b>MEDIUM</b>	<b>MAJOR</b>	ARMS AND LEGS COVERED. GLOVES/ MITTS/SOCKS WORN ON HANDS. PARTICIPANTS AWARE OF SAFE WAY TO FALL.
COLLISION INJURIES	LOW	<b>MAJOR</b>	STUDENTS CLOSELY SUPERVISED. NEXT SKIIER TO GO ONLY WHEN THE BOTTOM OF THE SLOPE IS CLEAR. WHEN WHOLE GROUP SKIING TOGETHER INSTRUCTOR TO KEEP GOOD GROUP CONTROL AND STUDENTS TO MAINTAIN ADEQUATE SPACE BETWEEN EACH OTHER.
SKIIER NOT IN CONTROL	LOW	<b>MAJOR</b>	SKIERS ONLY ALLOWED TO SKI FROM HIGHER UP SLOPE THEY WHEN HAVE SHOWN ABILITY TO STOP.
BINDINGS FAIL TO RELEASE CAUSING INJURY.	<b>LOW</b>	<b>MAJOR</b>	STAFF TRAINED TO ADJUST BINDINGS. STUDENTS WEIGHED AND QUESTIONED ABOUT PRE EXPERIENCE.
SKI TOW INJURIES	LOW	MAJOR	STUDENTS BRIEFED ON SAFE AND CORRECT USE AS APPROPRIATE.
FATIGUE	MEDIUM	MINOR	REST PERIODS ALLOWED. BE VIGILANT TOWARDS THE END OF THE SESSION.
STUDENTS LOST/SEPARATED	LOW	MAJOR	BRIEFING. GOOD GROUP CONTROL.. STAFF CARRY MOBILE PHONES.
SUN BURN AND SNOW BLINDNESS	LOW	MINOR	STUDENTS MUST HAVE SUNGLASSES/GOGGLES AND SUNCREAM AS APPROPRIATE.

WEATHER AND SNOW CONDITIONS	LOW	MAJOR	SENIOR STAFF TO CHOOSE VENUE AND CANCEL ACTIVITY IF CONDITIONS DETERIORATE.
HYPOTHERMIA	LOW	MAJOR	ADEQUATE CLOTHING WORN. WITH YOUNGER CHILDREN CHECKS MUST BE MADE TO ENSURE THAT ADEQUATE CLOTHING IS WORN.

<b>ACTIVITY</b> TOWN TRAIL		<b>LOCATION</b> ST JOHNS CHAPEL	
<b>PEOPLE AT RISK</b> STAFF STUDENTS			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
HYPOTHERMIA	LOW	FATAL	GROUP TO BE APPROPRIATELY DRESSED. INSTRUCTOR CARRIES FULL RUCKSACK. CENTRE STAFF MONITOR THEIR PROGRESS AS APPROPRIATE.
SLIP/TRIP/FALL	MEDIUM	MINOR	GROUPS TO BE AWARE OF HAZARDS. INSTRUCTOR CARRIES FIRST AID KIT. SUITABLE FOOTWEAR TO BE WORN.
ASTHMA AND OTHER KNOWN MEDICAL CONDITIONS	LOW	MAJOR	MEDICATION TO BE CARRIED. MONITOR GROUP
ROAD DANGERS	MEDIUM	MAJOR	GROUP AWARE OF HAZARDS AND BRIEFED ON ROAD SAFETY. CROSS ROADS ONLY AT SUITABLE POINTS INDICATED BY THE INSTRUCTOR. GROUP AWARE OF EMERGENCY PROCEDURE AND RENDEVOUS POINT AND TIME.
GETTING LOST	LOW	MAJOR	GROUP GIVEN APPROPRIATE BRIEFING AND TRAINING IN USE OF MAP AND MADE AWARE OF APPROPRIATE LANDMARKS AND CATCHING FEATURES. AWARE OF RENDEVOUS POINT ASND TIME. CENTRE STAFF TO MONITOR GROUP AS APPROPRIATE. STUDENTS STAY IN SMALL GROUPS.

<b>ACTIVITY</b> WORKING IN WOODLAND, INCLUDING WORKING IN TEEPEE, UNDER PARACHUTE OR OTHER SHELTER		<b>LOCATION</b> WOODS IN AND OUT OF GROUNDS	
<b>PEOPLE AT RISK</b> STAFF STUDENTS			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
POOR WEATHER CONDITIONS	MEDIUM	MAJOR	INSTRUCTOR TO BE SUITABLY QUALIFIED AND EXPERIENCED. GROUP TO STAY CLOSE TOGETHER . INSTRUCTOR TO MONITOR THEIR PHYSICAL AND MENTAL WELLBEING. APPROPRIATE SHELTER TO BE USED. FIRE TO BE USED WHEN NECESSARY.
HYPOTHERMIA	LOW	FATAL	PARTICIPANTS TO BE APPROPRIATELY EQUIPPED. SPARE CLOTHING, FOOD, HOT DRINK AND EMERGENCY SHELTER TO BE CARRIED AS APPROPRIATE. INSTRUCTOR TO MONITOR STUDENTS AND WEATHER CONDITIONS. RETURN TO CENTRE IF NECESSARY.
SLIP/TRIP/FALL	MEDIUM	MINOR	INSTRUCTOR TO CHOOSE APPROPRIATE SITE. PARTICIPANTS TO BE AWARE OF HAZARDS. SAFE DISTANCE FROM FIRE TO BE MAINTAINED AT ALL TIMES. PARTICIPANTS TO BE INSTRUCTED ON SAFE CARRYING OF TOOLS. SUITABLE FOOTWEAR TO BE WORN.
BURNS FROM FIRE	LOW	MAJOR	PARTICIPANTS TO BE BRIEFED ON SAFE USE OF FIRES. PARTICIPANTS TO BE AWARE OF HAZARDS INCLUDING MELTING WATERPROOF AND NYLON CLOTHING. CLOSE SUPERVISION OF GROUP IS ESSENTIAL.

			SAFE DISTANCE FROM FIRE TO BE MAINTAINED AT ALL TIMES.
WORKING WITH SHARP TOOLS, EG, KNIVES, SAWS, AXES, LOPPERS	MEDIUM	MAJOR	INSTRUCTOR TO BE APPROPRIATELY QUALIFIED AND EXPERIENCED. PARTICIPANTS TO BE INSTRUCTED IN SAFE USE OF TOOLS AND TO BE AWARE OF POTENTIAL DANGERS. PARTICIPANTS INSTRUCTED ON SAFE STORAGE OF TOOLS WHEN NOT BEING USED. FIRST AID KIT TO BE OBVIOUSLY POSITIONED AND PARTICIPANTS TO BE AWARE OF IT'S LOCATION. CLOSE SUPERVISION OF PARTICIPANTS IS ESSENTIAL.
MISUSE OF EQUIPMENT	LOW	FATAL	PARTICIPANTS BRIEFED ON THE CORRECT USE OF EQUIPMENT. ANY ABUSE TO RESULT IN IMMEDIATE SUSPENSION OF THE SESSION. TOOLS TO BE LOCKED AWAY WHEN NOT IN USE. PARTICIPANTS TO BE SUPERVISED AT ALL TIMES.
FALLING TREES AND BRANCHES	LOW	MAJOR	GROUPS TO BE MADE AWARE OF THE HAZARDS OF WORKING IN WOODLAND. ANY FELLING OF TREES TO BE CLOSELY SUPERVISED.
WHIPPING BRANCHES, THORNS, NETTLES, ETC	MEDIUM	MINOR	PARTICIPANTS TO BE MADE AWARE OF HAZARDS. PATHS AND REGULAR WORKING AREAS TO BE KEPT CLEAR. GLOVES TO BE WORN WHEN NECESSARY.

POISONS (PLANTS, FUNGI, ETC)	LOW	FATAL	PARTICIPANTS TO BE AWARE OF DANGERS. WILD FOODS ONLY TO BE EATEN WHEN 100% SURE OF SAFETY. HYGIENE TO BE MAINTAINED, I.E., WASH HANDS BEFORE EATING, ETC.
ASTHMA EMOTIONAL STRESS AND OTHER KNOWN MEDICAL CONDITIONS	LOW	MAJOR	MEDICATION TO BE CARRIED. MONITOR GROUP
HEAT EXHAUSTION	LOW	MAJOR	ADEQUATE FLUIDS TO BE CARRIED. SUN HATS AND APPROPRIATE CLOTHING TO BE WORN.
SUN BURN	MEDIUM	MINOR	SUN HATS AND SUNCREAM TO BE USED. APPROPRIATE CLOTHING TO BE WORN.
GETTING LOST	LOW	MAJOR	LEADER TO BE SUITABLY QUALIFIED AND EXPERIENCED, TO HAVE GOOD KNOWLEDGE OF AREA AND TO CARRY MAP AND COMPASS. GROUP TO STAY CLOSE TOGETHER AND TO BE AWARE OF WORKING AREA BOUNDARIES.
ANIMALS – WILD, DOMESTICATED AND FARM	LOW	MAJOR	GROUP TO BE AWARE OF HAZARDS. GROUP TO BE AWARE OF COUNTRY CODE. CLOSE SUPERVISION OF GROUP WHEN NEAR ANIMALS. AVOID IF NECESSARY. NEED FOR HYGIENE.
MINE SHAFTS AND OTHER MINING REMAINS	LOW	FATAL	GROUP TO BE AWARE OF HAZARDS AND TO STAY IN PAIRS WHEN SEARCHING FOR FIRE WOOD, ETC.
DROWNING	LOW	FATAL	GROUP TO BE AWARE OF HAZARDS AND TO STAY IN PAIRS WHEN SEARCHING FOR FIRE WOOD, ETC.

<b>LOCATION BATHROOMS, WASHROOM AND SHOWERS</b>			
<b>PEOPLE AT RISK</b> STUDENTS, STAFF			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
SLIPPING	MEDIUM	MINOR	ALL FLOORS ROUTINELY MOPPED. WARNING SIGNS IN PLACE WHEN FLOORS WET.
SCALDING	MEDIUM	MAJOR	ALL SHOWERS FITTED WITH ANTI-SCALD DEVICES OR WATER TEMPERATURE KEPT SUFFICIENTLY LOW TO MINIMIZE RISK OF SCALDING
FLOODING DUE TO TAPS LEFT ON	LOW	MINOR	GROUP LEADERS MUST ENSURE CLOSE SUPERVISION AT ALL TIMES
INAPPROPRIATE USE OF SHOWERS	LOW	MINOR	GROUP LEADERS MUST ENSURE CLOSE SUPERVISION AT ALL TIMES

CROSS INFECTION	LOW	MAJOR	ALL WASHING AREAS METHODICALLY AND ROUTINELY CLEANED.
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<b>LOCATION BEDROOMS</b>			
<b>PEOPLE AT RISK</b> STUDENTS, STAFF			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
FALL FROM TOP BUNK	MEDIUM	MAJOR	BUNKS FITTED WITH SIDE-RAILS
OTHER BUNK INJURIES	MEDIUM	MINOR	REGULAR MAINTENANCE CHECKS.
FALL FROM WINDOWS	LOW	MAJOR	WINDOWS HAVE RESTRICTED OPENING

RESTRICTED ACCESS/EGRESS	LOW	MAJOR	ACCESS EGRESS KEPT CLEAR OF OBSTRUCTIONS, GOOD HOUSEKEEPING TECHNIQUES EMPLOYED
TRIPPING OVER LUGGAGE ETC	MEDIUM	MAJOR	GUEST'S BELONGINGS/LUGGAGE STORAGE PROVIDED AND BRIEFED ON NEED FOR CARE.

<b>LOCATION DINING ROOM</b>			
<b>PEOPLE AT RISK STUDENTS, STAFF</b>			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
FOOD BEING CARRIED	LOW	MINOR	"ONE WAY SYSTEM" IN OPERATION. APPROPRIATE CROCKERY & UTENSILS PROVIDED SUPERVISION OF YOUNG PERSONS BY TEACHERS OR LEADERS TABLES & CHAIRS POSITIONED TO GIVE EASY PASSAGEWAY.
SLIPS ON WET FLOOR	LOW	MAJOR	ROUTINE MOPPING ONLY UNDERTAKEN WHILST NO CUSTOMERS PRESENT CUSTOMERS VERBALLY WARNED IF "EMERGENCY" MOPPING UNDERTAKEN FOR SPILLS "WET FLOOR" CAUTION SIGNS DISPLAYED.

RISK OF BURNS / SCOLDS	LOW	MINOR	WARNING NOTICES 'HOT SURFACES' TRAYS PROVIDED, GROUP LEADERS MAINTAIN CLOSE SUPERVISION.
FOOD SAFETY RISKS	LOW	MAJOR	STAFF HAVE BASIC FOOD HYGIENE CERTIFICATION. SPECIAL DIETARY REQUIREMENTS PROCEDURES

<b>LOCATION KITCHEN</b>			
<b>PEOPLE AT RISK</b> STAFF, STUDENTS			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
GENERAL KITCHEN RISKS (E.G. SHARP KNIVES, HOT STOVES, HOT WATER)	MEDIUM	MAJOR	CHILDREN NOT ALLOWED IN KITCHEN UNSUPERVISED. SHARP KNIVES/GLASSES NOT LEFT IN SINKS WHEN CHILDREN WASH UP. SHARP KNIVES KEPT IN A BLOCK HIGH UP ON BACK OF LOCKABLE DOOR. OVEN GLOVES TO BE USED.

ELECTRIC AND GAS EQUIPMENT	LOW	MAJOR	INDUCTION ON USE OF ALL EQUIPMENT. EQUIPMENT CONTROLLED BY STAFF ONLY. ALL FAULTS REPORTED IMMEDIATELY. REGULAR MAINTENANCE AND SERVICING. EMERGENCY SHUT OFFS FITTED. GAS AND ELECTRIC SUPPLIES MAINTAINED IN SAFE CONDITIONS.
SLIP/TRIP HAZARDSON FLOORS	MEDIUM	MAJOR	SUITABLE FOOTWEAR TO BE WORN. FLOORS TO BE KEPT CLEAR. SPILLS CLEANED IMMEDIATELY. HIGH STANDARDS OF HOUSEKEEPING. ASSISTANCE SOUGHT WHEN MOVING LIQUIDS. AWARENESS OF HAZARDS. ACCESS ROUTES KEPT FREE. NO TRAILING CABLES. ALL SPILLS CLEANED IMMEDIATELY. START AND END OF DAY FULL CLEAN. WARNING SIGNS IN PLACE WHEN FLOORS WET.
CHEMICALS	LOW	MAJOR	CHILDREN ONLY HAVE ACCESS TO WASHING UP LIQUID WHEN WASHING UP. ALL OTHER CHEMICALS USED BY KITCHEN STAFF ONLY . ALL CHEMICALS TO BE LOCKED AWAY WHEN NOT IN USE. STAFF TRAINED AND COSHH DATA SHEETS KEPT UP TO DATE.
FOOD HYGIENE	LOW	MAJOR	PROVISION OF COLOUR CODED CHOPPING BOARDS. PROVISION OF FOOD THERMOMETERS IN ALL FRIDGES AND FREEZERS AND DAILY CHECKS AND RECORDING OF TEMPERATURES. MAINTENANCE AND CLEANLINESS OF APPROPRIATE EQUIPMENT AND DECORATION. CARE WITH HAZARDOUS CLEANING MATERIALS. CLEANING SCHEDULES. PROTECTIVE GLOVES PROVIDED. PERIODIC INSPECTION BY FOOD HYGIENE

			INSPECTOR.
HEAVY LOADS	MEDIUM	MAJOR	INDUCTION MANUAL HANDLING TRAINING RISK ASSESS INDIVIDUAL LOADS RESTRICTION OF LOADS TWO PERSON LIFTS WEAR PROTECTIVE FOOTWEAR
FALLING OBJECTS	LOW	MAJOR	NO SHARP OR HEAVY OBJECTS KEPT AT HIGH LEVELS. STEP LADDERS AND STOOLS AVAILABLE
FIRE	LOW	MAJOR	FIRE BLANKETS AND EXTINGUISHER LOCATED IN KITCHEN.

<b>LOCATION</b> LAUNDRY/WASH ROOM
<b>PEOPLE AT RISK</b> STAFF

HAZARD IDENTIFIED	PROBABILITY (LOW/MEDIUM/HIGH)	SEVERITY (MINOR/MAJOR/FATAL)	CONTROL MEASURES
ELECTRICAL EQUIPMENT INCLUDING WASHING AND DRYING MACHINE	LOW	FATAL	INDUCTION ON USE OF ALL EQUIPMENT. EQUIPMENT USED BY STAFF ONLY. ALL FAULTS REPORTED IMMEDIATELY. REGULAR MAINTENANCE AND SERVICING. EMERGENCY SHUT OFFS FITTED. ELECTRIC SUPPLIES MAINTAINED IN SAFE CONDITIONS.
SLIP/TRIP HAZARDSON FLOORS	MEDIUM	MINOR	SUITABLE FOOTWEAR TO BE WORN. FLOORS TO BE KEPT CLEAR. SPILLS CLEANED IMMEDIATELY. HIGH STANDARDS OF HOUSEKEEPING. HELP SOUGHT WHEN MOVING LIQUIDS. AWARENESS OF HAZARDS. ACCESS ROUTES KEPT FREE. NO TRAILING CABLES. ALL SPILLS CLEANED IMMEDIATELY. START AND END OF DAY FULL CLEAN. WARNING SIGNS IN PLACE WHEN FLOORS WET.
CHEMICALS	LOW	MAJOR	ALL CHEMICALS USED BY STAFF ONLY . ALL CHEMICALS TO BE LOCKED AWAY WHEN NOT IN USE. STAFF TRAINED AND COSHH DATA SHEETS KEPT UP TO DATE.
FOOD HYGIENE	LOW	MAJOR	PROVISION OF FOOD THERMOMETERS IN ALL FREEZERS . DAILY CHECKS AND RECORDING OF TEMPERATURES. MAINTENANCE AND CLEANLINESS OF APPROPRIATE EQUIPMENT AND DECORATION. CARE WITH HAZARDOUS

			CLEANING MATERIALS. CLEANING SCHEDULES. PERIODIC INSPECTION BY FOOD HYGIENE INSPECTOR.
HEAVY LOADS	LOW	MAJOR	INDUCTION MANUAL HANDLING TRAINING RISK ASSESS INDIVIDUAL LOADS RESTRICTION OF LOADS TWO PERSON LIFTS WEAR PROTECTIVE FOOTWEAR
FALLING OBJECTS	LOW	MAJOR	NO SHARP OR HEAVY OBJECTS KEPT AT HIGH LEVELS. STEP LADDERS AND STOOLS AVAILABLE

**LOCATION STAIRCASES AND LANDINGS**

PEOPLE AT RISK STUDENTS, STAFF

<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
TRIP/SLIP/FALL	MEDIUM	MINOR	CARPETED STAIRS HAVE CONTRASTING NOSINGS TO CARPET TO AID VISIBILITY HAND RAILS FITTED WHERE APPROPRIATE. CHECK REGULARLY BY STAFF MEMBERS

<b>LOCATION STORE ROOMS/CUPBOARDS</b>			
<b>PEOPLE AT RISK STUDENTS, STAFF</b>			
<b>HAZARD IDENTIFIED</b>	<b>PROBABILITY (LOW/MEDIUM/HIGH)</b>	<b>SEVERITY (MINOR/MAJOR/FATAL)</b>	<b>CONTROL MEASURES</b>
ACCIDENT FROM STORED EQUIPMENT AND CLEANING EQUIPMENT	LOW	FATAL	ALL EQUIPMENT STORE ROOMS KEPT LOCKED. EQUIPMENT KEPT STORED SAFELY AND SECURELY

