

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Archery	School /Department:	School of Sport and Exercise Science		Version:	013
Assessor(s):	Samantha Petchey, Robert Delahay, Jonathan Hunt, Emma Chambers, Susan Scriven		Signature:	Active Directory Authenticated		
Location:	Lakeside		Assessment date:	24/10/2024	Review date:	24/04/2025
Activity being assessed:	Archery Session on outdoor range with commercial and academic groups Rob Delahay – Outdoor Activity, Sport and Exercise Manager Jon Hunt – Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Emma Chambers - Outdoor Activity, Sport and Exercise Supervisor Mark Pattison – Technical Advisor (Worcestershire County Coach)					

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Arrows	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • puncture wound • Slips trip and fall 	<p>1) Safety information stated in the brief and reinforced throughout the session. (arrows only to be touched when instructor says, not to load bow until instructed, participant must wait at shooting line, do not distract shooting participant, keep arrows pointed down range)</p> <p>2) No one to collect arrows until the command given. Ensuring participants are walking in the shooting area if collecting own arrows.</p> <p>3) Instructors to collect all arrows for at least the first two goes for each participant. IF behaviour is good and they are competent, then instructors can use their intuition as to whether the group are mature enough to collect arrows. (not KS1 school age, U8's). Collection of arrows can only take place after a safety brief/demonstration.</p> <p>4) Shooting Line identified to the participants. Rope in place to mark shooting line to be a minimum of 10m from targets.</p> <p>5) Participants to be seated in or in line with wooden shelter with safety signage marking the waiting area.</p> <p>6) Arrows are not to be left unattended with bows</p> <p>7) Staff to position themselves in such a position as to be able to see all participants who are shooting whilst remaining vigilant to those waiting.</p>	medium		

			<p>CLAP — Communication, line of sight, avoidance, position</p> <p>8) Instructor to be aware of the surrounding activity around the range and to monitor stringently. Instructor to move individuals away from the shooting area if perceived risk is apparent or has a potential for occurrence.</p> <p>9) Instructor to remain vigilant to correct aiming to ensure arrow are not shot over the top of the range.</p> <p>10) All other group leaders to be made aware of an archery session in progress. Exclusion zone created around the activity with safety signage.</p> <p>11) All netting must be pulled across and secured prior to session.</p>			
Arrow Ricochet	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Eye injuries • Lacerations 	1) Minimum of a 10m shooting distance. Boss to be checked and unused pins and other “interference” to be removed.	medium		
Walking with arrows	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Eye injuries • Lacerations 	<p>1) Participants told not to run when carrying arrows.</p> <p>2) Arrows to be carried with point's safe- pointing to the ground.</p> <p>3) Staff vigilance throughout and ensure range conditions are safe for participants to enter</p>	medium		
Collecting arrows from target	<ul style="list-style-type: none"> • Employees • Students • Young Persons 	<ul style="list-style-type: none"> • Cuts • Eye injuries • Lacerations 	<p>1) No running during activity</p> <p>2) Participants always approach the targets from the walkway located on</p>	medium		

			<p>the right hand side of the range.</p> <p>3) Be mindful of arrows that may be stuck in the ground</p> <p>4) Instructor must remain vigilant and maintain a high level of observation throughout</p> <p>5) Participants to check behind before removing arrow</p> <p>6) The next participants are not called forward until the previous archers have returned behind the barrier.</p>			
Falling target	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • crush • Eye injuries • Lacerations 	<p>1) Participants to place their hand on the target prior to pulling out the arrow to anchor the target</p> <p>2) Difficult to reach or deeply embedded arrows to be withdrawn by staff only</p> <p>3) Safe extraction of arrows demonstrated</p> <p>4) U8'S not to remove their own arrows.</p> <p>5) Bosses need to be clipped with carabiner onto the netting cable. IF the boss is moved/altered, then rigor gloves are readily available for all instructors.</p> <p>6) Staff to be present at the target when arrows are being withdrawn, until confident in participant capabilities, and ensure range conditions are safe for participants to enter</p>	low		
Broken equipment	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • Cuts • splinter • Sprains 	<p>1) All equipment checked prior to use by instructor</p> <p>2) Damaged equipment to be taken</p>	low		

	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 		<p>out of service and recorded on a maintenance report form</p> <p>3) Regular checks of and maintenance to equipment.</p>			
Bow string	<ul style="list-style-type: none"> • Employees • Students • Volunteers • Young Persons 	<ul style="list-style-type: none"> • bruising • Burns • Cuts 	<p>1) Under 18's must wear an arm guard while adults are advised to wear arm guard on the inner forearm of the hand holding the bow</p> <p>2) Long sleeve tops recommended.</p> <p>3) No topless participants.</p> <p>4) Instruction on how to grip the bow correctly given.</p>	low		
Incorrect poundage bow	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders • Sprains • strains 	<p>1) Bows with appropriate draw strengths to be used for participants. Make sure instructor sizes up participants to the correct bow.</p> <p>2) Instructor appropriately trained to size up bows</p> <p>3) Selection of large and small bows available. Snake bows are also available for participants.</p> <p>4) Check for pre-existing conditions that may affect bow required</p>	low		
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1. All activity undertaken in line with government advice and guidelines.</p>	medium		
Adverse weather conditions	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • Electrical Shocks • Heat Stress • Hypothermia 	<p>1) Decision whether to cancel sessions due to high winds/thunderstorms to be made by SLT in advance of a session</p> <p>2) Appropriate clothing and shade to</p>	medium		

	<ul style="list-style-type: none"> • Young Persons 		<p>be used.</p> <p>3) Spray painted targets in the near future to stop targets from ripping during rainfall.</p>		
Spectators and waiting participants	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Eye injuries • puncture wound 	<p>1) All participants to stay in waiting area unless instructed.</p> <p>2) Make use of visiting teachers/staff to assist in group control and ensure those persons waiting are monitored throughout</p> <p>3) Make sure the parents/teachers/spectators are briefed reference NOT 'stepping' in front of shooting line to take photo</p> <p>4) Members of the other groups to be kept clear of archery area.</p> <p>5) Safety signage to be displayed throughout session</p>	medium	
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Bullying • Emotional Trauma • Hurt • Missing Child 	<p>1. Staff to have read and signed safeguarding policy.</p> <p>2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better.</p> <p>3. Appropriate facility for changing (where required) for certain activities.</p> <p>4. Staff made aware of issues to individual groups attending.</p> <p>5. Do not leave your group to approach a trespasser/stranger on LC site.</p> <p>6. Instructors to set boundaries for their activity.</p> <p>7. Understand and be aware of reporting procedure.</p> <p>8. Never leave anyone unattended.</p> <p>9. Never be in a 1:1 situation with a minor, vulnerable adult or U18.</p> <p>10. Minimum of 2 staff around by the</p>	medium	

			changing rooms when U18's are present. If possible 1 x male and 1 x female.			
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where appropriate. 6. Use of the DM completing walk arounds 7. Staff members from visiting group available.	medium		
Inappropriate attire/personal equipment	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	1. Participant hair tied up and clear of face 2. Dangly or hooped earrings must be removed, studs permitted. 3. Hoodie strings tucked away. 4. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles). 5. Appropriate clothing i.e. no vest tops, warm attire, coats etc. 6. Suitable Footwear (Shoes MUST be always worn (no crocs, flip flops sandals, sliders or high heels). Wellies are allowed during this activity.	medium		

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024

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Name of Assessment:	LS - Bushcraft	School /Department:	School of Sport and Exercise Science	Version:	019
Assessor(s):	Samantha Petchey, Rob Delahay, Susie Scriven		Signature:	Active Directory Authenticated	
Location:	Lakeside	Assessment date:	24/10/2024	Review date:	24/04/2025
Activity being assessed:	Shelter building and fire lighting in wooded area of site (all ages). Rob Delahay – Outdoor Activity, Sport and Exercise Manager Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Technical Advisors- Filed Studies Council				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Movement of materials	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • Eye injuries • Head Injuries • Musculoskeletal disorders • Slips trip and fall • Sprains 	<p>1) Participants shown how to carry sticks correctly- no running, and behaviour expectations outlined.</p> <p>2) Vigilance, branches to be cut back so instructor has clear line of sight (6-7FT high)(arboreal management)</p> <p>3) Large sticks/logs to be carried by 2 people or dragged.</p> <p>4) Active management of group at all points in session.</p>	medium		
Shelter Building	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • Entanglement • entrapment • Eye injuries • Head Injuries • Slips trip and fall 	<p>Benefits and Purpose of Shelter Building:</p> <p>The purpose of this part of the bushcraft session is to enable team work, apply knot tying skills, develop ability to build a structure/shelter, enables participants to consider their communication, reflective practise and offering feedback, both positive and constructive. Offers a discussion topic to life in the woods and history of how people once lived.</p> <p>1) Safe management of materials during all phases (building and destruction)</p> <p>2) No one to be inside shelter when being built</p> <p>3) Active supervision by instructor during shelter building</p> <p>4) No throwing of shelter building materials</p> <p>5) Awareness of other</p>	medium	N/A	medium

			<p>participants/groups when building or taking down shelters</p> <p>6) Sticks longer than the arm to be dragged behind or carried in pairs.</p> <p>7) No central logs to be placed in the middle of shelters.</p> <p>9) Shelter Building- Safety Brief for construction phase:</p> <ul style="list-style-type: none"> • Carrying of the sticks/poles • Not being inside the shelter when being built • No central logs inside the shelter • Participants not to enter anyone's shelter, except their own. • All shelters to be checked by an adult before participants are allowed to enter <p>10) Shelter Building- Safety Brief for dismantling phase:</p> <ul style="list-style-type: none"> • Consider who will dismantle the shelter • Instructor to ensure close supervision and actively watch the deconstruction phase. • Explain the process of dismantling. • Dismantling to happen in reverse order 			
Deadwood fall from trees	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Head Injuries 	<p>1) Pre-site check by instructor before session commences.</p> <p>2) Dead wood in the canopy to be removed when necessary.</p> <p>3) Bushcraft session does not take place in the woodland area wind</p>	medium		

			speeds above 24mph.			
Vegetation	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis • Burns • Cuts • Dermatitis • Eye injuries • Flu-like symptoms • poison • Slips trip and fall • stings 	<p>1) Group is briefed on safe movement around area</p> <p>2) Branches on the main walk way to be removed as part of pre session checks.</p> <p>3) Group is briefed not to eat any flora. Don't lick it, don't pick it, don't eat it.</p> <p>4) Instructor to actively supervise.</p> <p>5) Participants advised on correct footwear. e.g. close toed (detailed in appropriate clothing).</p> <p>6) UW grounds team to keep grass short to reduce risk of ticks.</p> <p>7) Any allergies to be identified prior to session and any relevant medication to be with participant at all times.</p> <p>8) Stinging nettles/brambles to be cut back as part of pre-session checks.</p>	medium	9) The use of two entrance points to bushcraft area, so groups on differentiated bushcraft activities enter and exit at their own point (yet to be instated)	medium
Wildlife	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis • animal bites • diarrhoea • stings 	<p>1) Allergies to be identified prior to session and participant to carry appropriate medication at all times</p> <p>2) Lakeside staff have a tick remover available and staff trained in how to use it.</p> <p>3) Management of bushcraft area. UW grounds team to keep grass short.</p> <p>4) Don't provoke animals, instructor to notify SLT if animal is found i.e. snake</p>	medium		

			<p>5) Instruct participants not to eat anything. Don't lick it, don't pick it, don't eat it.</p> <p>6) Participants instructed to wash their hands after each session and before eating or touching face.</p> <p>7) Staff to maintain awareness of wasp/bee nests and to report to SLT (who will log a job for it to be removed)</p>			
Fire	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns • Smoke Inhalation 	<p>Benefits and Purpose of Fire Lighting:</p> <p>The purpose of this part of the bushcraft session is more of an individual skill. Participants experience using a fire striker to create a spark/heat in order to light a piece of cotton wool. It is an opportunity to experience something they may have never been exposed too, the history of our ancestors and how they would have formed heat for cooking/warmth. It uses cross curricular links with Science and educates participants on what 3 components are required for fire.</p> <p>1) SLT decision on when to include fire lighting in a session.</p> <p>2) Safety information:</p> <ul style="list-style-type: none"> • Safe kneeling position and why • Adequate spacing (no more than 4) • Size of fire (use of plates) • Feeding fire from the side • Optional- fire triangle. (see AI/SOP) <p>3) Participant fires not to exceed size of palm of hand (use of metal plates) unless in the designated fire pit. This should be performed around the designated fire pit. With one plate at each corner of the fire plate. No more</p>	medium	N/A	medium

			<p>than 4 plates, 3 people per plate (rotate taking in turns). Ensure the waiting participants are sat on the benches.</p> <p>4) Ensure tinder remains on ground and is not touched until extinguished. Mix/puddle with a stick to ensure embers are out.</p> <p>5) Equipment needed: bucket of water with cup/jug, fire bucket, first Aid Kit/burns kit/fire blanket/fire gloves</p> <p>6) Group must move safely around the area when fire lighting.</p> <p>7) Fires not to be left unattended.</p> <p>8) Hair tied back and out of face, loose clothing removed or secured, or tucked away.</p> <p>9) Feed wood from the side, wood must be placed and not thrown. The use of fire gauntlets would be stated. (See AI and SOP for further information)</p>			
Exclusion Zone	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • contamination • Damage to property 	<p>1) Nightline area not to be used by bushcraft groups.</p> <p>2) Instructor to set boundaries for groups.</p>	low		
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • flue like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium		
Safeguarding	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • bullying 	<p>1. Staff to have read and signed safeguarding policy.</p>	medium		

	<ul style="list-style-type: none"> • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • emotional trauma • hurt • missing child 	<p>2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better.</p> <p>3. Appropriate facility for changing (where required) for certain activities.</p> <p>4. Staff made aware of issues to individual groups attending.</p> <p>5. Do not leave your group to approach a trespasser/stranger on LC site.</p> <p>6. Instructors to set boundaries for their activity.</p> <p>7. Understand and be aware of reporting procedure.</p> <p>8. Never leave anyone unattended.</p> <p>9. Never be in a 1:1 situation with a minor, vulnerable adult or U18.</p> <p>10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female.</p>			
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<p>1. Behaviour Policy in place, and overview given during marquee brief.</p> <p>2. Participant must adhere to the instruction's issues by the instructor.</p> <p>3. Behaviour Policy in place. DM on hand to assist if necessary.</p> <p>4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook.</p> <p>5. Rules must be reiterated throughout the session, where appropriate.</p> <p>6. Use of the DM completing walk arounds</p> <p>7. Staff members from visiting group available.</p>	medium		
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia 	<p>1. Participant hair tied up and clear of face</p> <p>3. Dangly or hooped earrings must be removed, studs permitted.</p> <p>4. Hoody strings tucked away when</p>	medium		

	<ul style="list-style-type: none"> • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall • Sprains 	fire lighting. 6. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles). 7. Appropriate clothing i.e. no vest tops, warm attire, coats etc. 8. Suitable Footwear (Shoes MUST be always worn (no crocs, flip flops sandals, sliders or high heels). Wellies are allowed in the bushcraft area.			
Unauthorised Access	<ul style="list-style-type: none"> • Members of public • Visitors 	<ul style="list-style-type: none"> • Broken bones • Damage to property • Death 	1. Container to be locked at all times when no staff members are present. 2. The padlock numbers must be scrambled to mitigate them being shared.	low		
Ropes	<ul style="list-style-type: none"> • Members of public • Students • Visitors • Volunteers • Young Persons 	<ul style="list-style-type: none"> • Burns • Cuts • Slips trip and fall • Trapping / Pinching 	1. Participants briefed on safe use of ropes: <ul style="list-style-type: none"> • They must not be wrapped around your hands or other parts of the body • Do not whip the ropes • Ensure any knots tied can be undone. 	medium		
Deconstruction of shelter	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	1. Consider who will dismantle the shelter. 2. Instructor to ensure close supervision and actively watch the deconstruction phase. 3. Explain the process of dismantling. 4. Dismantling to happen in reverse order	medium		

Action Ref	Action required	Who is responsible?	By when?	Date completed
Read and approve	Susie Scriven to read and approve	s.scriven@worc.ac.uk	01/12/2024	06/11/2024

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Name of Assessment:	LS - Nightline	School /Department:	School of Sport and Exercise Science	Version:	014
Assessor(s):	Samantha Petchey, Robert Delahay, Jonathan Hunt, Emma Chambers, Susan Scriven		Signature:	Active Directory Authenticated	
Location:	Lakeside	Assessment date:	24/10/2024	Review date:	24/04/2025
Activity being assessed:	Blindfolded obstacle trail in woods Rob Delahay – Outdoor Activity, Sport, and Exercise Manager Jon Hunt – Outdoor Activity, Sport, and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport, and Exercise Supervisor Emma Chambers - Outdoor Activity, Sport, and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Inclement Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Electrical Shocks • Head Injuries • Heat Stress • Hypothermia 	<p>1) All participants to be issued with correct kit list prior to arrival and instructors to check before session</p> <p>2) If weather conditions are severe, instructor to dynamically risk assess situation and decide whether to halt or cancel session.</p> <p>3) Supervision and high vigilance of instructor throughout session, following of the safety guidelines.</p> <p>4) First Aid must be available.</p> <p>5) In the event of thunderstorms being forecast sessions will not run. If this occurs during a session it will be halted immediately</p> <p>6) Sessions will not run in wind speeds exceeding 24mph.</p>	medium		
Existing Medical Conditions	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis • Asthma • Epilepsy 	<p>1) All medical conditions to be conveyed to Lakeside Management and or Supervisor and instructors prior to commencement of activity.</p> <p>2) Instructor to ensure participant carry any medication/inhalers/EpiPen and it is safely handled during session</p> <p>3) First Aiders will always be on site</p>	medium		
Uneven Ground	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries • Slips trip and fall • Sprains 	<p>1) Adequate safety brief given at beginning of activity</p> <p>2) Care to be taken when moving over uneven ground.</p> <p>3) Active supervision to be maintained throughout session</p>	medium		

			<p>4) Helmets to be worn at all times in the nightline area</p> <p>5) Instructors to warn participants throughout session of any upcoming hazards</p>			
Falling branches	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Damage to property • Eye injuries • Facial Injuries • Head Injuries 	<p>1) Instructor to check course before the group arrive, to check for the following: -Large loose branches that are part or near to the course, -wind damage to trees,</p> <p>2) Session not to take place in high winds and thunderstorms</p>	low		
Obstacles	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • facial injuries • Head Injuries • Slips trip and fall 	<p>1) Draw attention to key parts of course, where there is a potential for injury. E.g. ankles in tyres, bumped heads on barrels etc.</p> <p>2) Helmets to be worn at all times in nightline area</p> <p>3) Instructors to maintain active supervision and respond dynamically to the group/conditions.</p>	medium		
Vegetation	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis • Burns • Cuts • Dermatitis • Eye injuries • Flu-like symptoms • poison • Slips trip and fall • stings 	<p>1) Group is briefed on safe movement around area</p> <p>2) Branches obstructing main walk way to be reported and removed as part of pre session checks.</p> <p>3) Instructor to actively supervise.</p> <p>4) Participants advised on correct footwear. e.g. close toed.</p> <p>5) UW grounds team to keep grass short to reduce risk of ticks</p> <p>6) Any allergies to be identified prior to session and any relevant medication to be with participant at all</p>	medium		

			times 7) Stinging nettles/brambles to be cut back as part of pre-session checks.		
Wildlife	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis • Animal Bites • Diarrhoea • Stings 	<p>1) Allergies to be identified prior to session and participant to carry appropriate medication at all times</p> <p>2) Lakeside staff have a tick remover available and staff trained in how to use it.</p> <p>3) Management of bushcraft area. UW grounds team to keep grass short.</p> <p>4) Don't provoke animals, instructor to notify SLT if animal is found i.e. snake</p> <p>5) Instruct participants not to eat anything. Don't lick it, don't pick it, don't eat it.</p> <p>6) Participants instructed to wash their hands after each session and before eating or touching face.</p> <p>7) Staff to maintain awareness of wasp/bee nests and to report to SLT (who will log a job for it to be removed)</p>	medium	
Use of helmets (religious or cultural beliefs/large hair)	<ul style="list-style-type: none"> • Employees • Members of public • Young Persons 	<ul style="list-style-type: none"> • back pain, broken bones, cuts, head injuries 	<p>1) Informed Consent gained prior to group attending by Group Lead/Individual/Parents/carers.</p> <p>2) ONLY a single person per group not wearing a helmet (E.g., we cannot have a whole group not wearing helmets) One person only, to reduce the likelihood of head collisions.</p> <p>3) Participants ONLY allowed on certain obstacles. No barrels or crawling under tarpaulin.</p> <p>4) Instructing staff to alter session to</p>	medium	

			ensure participant is at the front of the line to reduce the likelihood of heads been bumped from both the front and back.		
Blindfolds	<ul style="list-style-type: none"> • Employees • Students • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Allergic reaction / Anaphylaxis 	<p>1. Nightline now has blacked out goggles as the blindfold.</p> <p>2. Blindfolds are wiped in between sessions with a sensitive wipe. This will be completed by the participants. The wipes will be located inside the crate where the goggles are stored.</p> <p>3. Blindfolds must be returned to the Activity Cabin.</p>	medium	
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Bullying • Emotional Trauma • Hurt • Missing Child 	<p>1. Staff to have read and signed safeguarding policy.</p> <p>2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better.</p> <p>3. Appropriate facility for changing (where required) for certain activities.</p> <p>4. Staff made aware of issues to individual groups attending.</p> <p>5. Do not leave your group to approach a trespasser/stranger on LC site.</p> <p>6. Instructors to set boundaries for their activity.</p> <p>7. Understand and be aware of reporting procedure.</p> <p>8. Never leave anyone unattended.</p> <p>9. Never be in a 1:1 situation with a minor, vulnerable adult or U18.</p> <p>10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female.</p>	medium	
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress 	<p>1. Participant hair tied up and clear of face</p> <p>2. Glasses straps issued if required.</p> <p>3. Dangly or hooped earrings must be</p>	medium	

	<ul style="list-style-type: none"> • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Hypothermia • Slips trip and fall • Sprains 	<p>removed, studs permitted.</p> <p>4. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles).</p> <p>5. Appropriate clothing i.e. no vest tops, warm attire, coats etc.</p> <p>6. Suitable Footwear (Shoes MUST be always worn (no crocs, flip flops sandals, sliders or high heels). Wellies are allowed to be worn in the woodland area.</p>			
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<p>1. Behaviour Policy in place, and overview given during marquee brief.</p> <p>2. Participant must adhere to the instruction's issues by the instructor.</p> <p>3. Behaviour Policy in place. DM on hand to assist if necessary.</p> <p>4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook.</p> <p>5. Rules must be reiterated throughout the session, where appropriate.</p> <p>6. Use of the DM completing walk arounds</p> <p>7. Staff members from visiting group available.</p>	medium		
Unauthorised Access	<ul style="list-style-type: none"> • Members of public 	<ul style="list-style-type: none"> • Broken bones • Damage to property • Death 	<p>1. Container to be locked at all times when no staff members are present.</p> <p>2. The padlock numbers must be scrambled to mitigate them being shared.</p>	low		

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Orienteering	School /Department:	School of Sport and Exercise Science	Version:	010
Assessor(s):	Samantha Petchey, Robert Delahay, Jonathan Hunt, Emma Chambers, Susan Scriven	Signature:	Active Directory Authenticated		
Location:	Lakeside	Assessment date:	24/10/2024	Review date:	24/04/2025
Activity being assessed:	Orienteering around site Rob Delahay – Outdoor Activity, Sport and Exercise Manager Jon Hunt – Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Emma Chambers - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Traffic	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • crush • Death • entrapment • Head Injuries • Lacerations • Sprains 	<p>1) Clear and concise explanation and brief to be given at the beginning of the session, alerted toward likelihood of moving traffic around Lakeside Campus and to use crossing over road</p> <p>2) Active remote supervision and high vigilance of instructor throughout session,</p> <p>3) Vehicle back up to all parts of course with first aid and phone.</p> <p>4) Staff to have intensive knowledge of area.</p> <p>5) 10 mph speed limit on site</p> <p>6) Instructor to assess maturity of group as to whether to send them across main driveway</p>	low		
Crossing perimeter boundaries	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Associated harm • Missing Participant 	<p>1) Clear and concise explanation and brief to be given at beginning of session</p> <p>2) DO NOT cross over perimeter fences.</p> <p>3) Active remote supervision and high vigilance of instructor throughout session,</p> <p>6) Staff to have knowledge of campus and high risk areas.</p> <p>7) Consider which points to send participants to- particular attention paid to whether archery is occurring at the same time and to avoid markers in and around the archery range</p>	low		

Inclement Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Electrical Shocks • Heat Stress • Hypothermia 	<p>1) All participants to be issued with correct kit list prior to arrival.</p> <p>2) If weather conditions are severe, instructor to dynamically risk assess situation and decide whether to halt or cancel session.</p> <p>3) In case of lightning or uncertainty refer back to supervisor</p> <p>4) Active remote supervision and high vigilance of instructor throughout session</p> <p>5) Instructor to brief group on a recall signal</p>	low		
Getting Lost	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • emotional distress 	<p>1) All participants will be given an initial brief which includes basic map reading skills and extra coaching as required</p> <p>2) Instructor to assess competency of the group to decide method of delivery and appropriate course</p> <p>3) Groups instructed to return to building if unsure of location</p> <p>4) Active remote supervision and high vigilance of instructor throughout session</p> <p>5) Vehicle back up to all parts of course with first aid and phone.</p> <p>6) Participants will all wear coloured bibs (different groups to have different colours) to help with identifying and visibility.</p> <p>7) Staff to have knowledge of campus.</p>	low		
Uneven Ground	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Slips trip and fall 	<p>1) Safety brief given at beginning of activity including highlighting high risk</p>	medium		

	<ul style="list-style-type: none"> • Members of public • Students • Visitors • Young Persons 		<p>areas</p> <p>2) Care to be taken when moving over uneven ground.</p> <p>3) Running to be discouraged.</p> <p>4) To ensure groups are no less than 3 (4x3 groups).</p> <p>5) If an accident occurs, 1 to remain with the injured participant and 1 to return for help.</p> <p>6) Active remote supervision and high vigilance of instructor throughout session</p> <p>7) Vehicle back up to all parts of course with first aid and phone.</p> <p>8) Staff to have knowledge of campus</p>			
Water Sources	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning 	<p>1) Explain clearly and explicitly that participants are not to go near the edge of main lake or small pools.</p> <p>2) Orienteering markers are placed around the main lake but on the raised banks either side and there is no need for participants to go near banks</p> <p>3) Instructor to maintain active supervision at all times</p>	medium		
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium		
HIVIS jackets	<ul style="list-style-type: none"> • Employees • Students 	<ul style="list-style-type: none"> • Injured • Missing Child 	<p>1. Staff to ensure HIVIS are worn on every session.</p>	low		

	<ul style="list-style-type: none"> • Volunteers • Work Experience • Young Persons 		<p>2. When you are the only group orienteering, each smaller group can wear a different colour. 1 x group of 4 in red, 1 x group of 4 in orange, 1 x group of 4 in yellow, and the instructor in green.</p> <p>3. When more than 1 group are orienteering, each group of 12 and the instructor MUST wear the same colour.</p>			
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Bullying • Emotional Trauma • Hurt • Missing Child 	<p>1. Staff to have read and signed safeguarding policy.</p> <p>2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better.</p> <p>3. Appropriate facility for changing (where required) for certain activities.</p> <p>4. Staff made aware of issues to individual groups attending.</p> <p>5. Do not leave your group to approach a trespasser/stranger on LC site.</p> <p>6. Instructors to set boundaries for their activity.</p> <p>7. Understand and be aware of reporting procedure.</p> <p>8. Never leave anyone unattended.</p> <p>9. Never be in a 1:1 situation with a minor, vulnerable adult or U18.</p> <p>10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female.</p>	medium		
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall 	<p>1. Behaviour Policy in place, and overview given during marquee brief.</p> <p>2. Participant must adhere to the instruction's issues by the instructor.</p> <p>3. Behaviour Policy in place. DM on hand to assist if necessary.</p> <p>4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in</p>	medium		

		<ul style="list-style-type: none"> • Sprains 	<p>the staff handbook.</p> <p>5. Rules must be reiterated throughout the session, where appropriate.</p> <p>6. Use of the DM completing walk arounds</p> <p>7. Staff members from visiting group available.</p>		
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<p>1. Participant hair tied up and clear of face</p> <p>2. Dangly or hooped earrings must be removed, studs permitted.</p> <p>3. Appropriate clothing i.e. no vest tops, warm attire, coats etc.</p> <p>4. Suitable Footwear (Shoes MUST be always worn (no crocs, flip flops, sandals, sliders or high heels). Wellies suitable for this activity.</p>	medium	

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Abseiling	School /Department:	School of Sport and Exercise Science	Version:	020
Assessor(s):	Samantha Petchey, Robert Delahay, Jon Hunt, Emma Chambers, Susie Scriven	Signature:	Active Directory Authenticated		
Location:	Lakeside	Assessment date:	24/10/2024	Review date:	24/04/2025
Activity being assessed:	Abseiling Rob Delahay – Outdoor Activity, Sport and Exercise Manager Jon Hunt – Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Emma Chambers - Outdoor Activity, Sport and Exercise Supervisor Danny Griffith - Mountaineering and Climbing Instructor (MCI), MLW, MIAS L3, LOLER, PPE, Wire rope and Wooden Pole, Operational inspector				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Uneven Ground	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall • Sprains 	<p>1) Comprehensive safety and operating brief, prior to and during activity.</p> <p>2) To include, no running around whilst waiting for their turn and asked to stay in waiting area.</p> <p>3) Clear boundaries should be set as part of the safety brief.</p> <p>4) Close supervision of participants during passive and active phases of activity and use of visiting adults to support behaviour management</p>	medium		
Equipment Failure	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Head Injuries 	<p>1) Pre-session visual checks to be carried out as per SOP (Zip line and PPE)</p> <p>2) PPE equipment to be subject to regular planned quarterly inspections.</p> <p>3) Aerial Tower subject to following inspection routine: * Routine Visual Inspections (prior to use) * Monthly Operational Inspections (Local) * 6 Monthly LOLER * Annual Periodical Inspections (External - Type A inspection body)</p> <p>4) Use of appropriately trained/qualified instructors.</p> <p>5) Use of appropriate back up rope</p> <p>6) Harnesses and helmets to be fitted by instructor and checked prior to</p>	low		

			<p>descent of tower</p> <p>7) Rescue procedure practiced at appropriate intervals with all staff.</p> <p>8)The truck is not to be used for transporting any rope based equipment, including harnesses to and from the tower, due to cross contamination.</p>			
Exposure to Cold	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) Kit list made available prior to attendance and checked by instructor</p> <p>2) SLT/Instructor to assess suitability of conditions prior and during session.</p> <p>3) First aid trained staff on site</p>	low		
Exposure to Heat	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Instructor to ensure participants are suitably prepared for weather conditions</p> <p>2) Shaded areas to be used for waiting if required</p> <p>3) SLT/Instructor to assess suitability of conditions prior and during session.</p> <p>4) First aid trained staff on site</p>	medium		
Inclement Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Electrical Shocks 	<p>1) If thunderstorms are forecast then session will not run</p> <p>2) If thunderstorms occur during session, immediate end and return to building</p> <p>3) Sessions not to run in wind speeds in excess of 24mph</p>	low		
Unattended Equipment	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Death 	<p>1) Fence surrounding tower to be locked at all times when no staff</p>	low		

	<ul style="list-style-type: none"> Members of public Students Visitors 		<p>member present. The padlock numbers must be scrambled to mitigate them being shared. This includes equipment in between sessions.</p> <p>2) After sessions have run all equipment to be returned to the activity cabin.</p>		
Equipment not being secured correctly	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Death Falls from height Head Injuries 	<p>1) Ensuring that all screw gates and snap gates are closed correctly and re-checked before descending.</p> <p>2) All staff trained appropriately.</p> <p>3) Harnesses and helmets fitted by instructor and checked prior to descent.</p> <p>4) All equipment at the top of the tower to be attached to the tower.</p> <p>5) Helmets to be worn at all times within the fenced area.</p>	medium	
Falling from Tower	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Falls from height 	<p>1) Instructors must be attached to the safety system at all times on the stairs/top platform</p> <p>2) Participants only allowed on the stairs/top platform when attached to safety system and invited by instructor.</p> <p>3) All participants are trained on the stair safety system prior to ascending the stairs.</p>	low	
Viral & Bacterial Infections	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium	

Structural Failure	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Death • Falls from height • Head Injuries 	<p>1) Aerial tower built in line with current standards - EN 15567-1:2015+A1:2020 (part 1) and operated in line with EN 15567-2:2015 (part 2).</p> <p>2) Inaugural inspection - by an external Type A inspection body prior to commercial use.</p> <p>3) Subject to: Routine Visual Inspections (prior to each use) Monthly Operational Inspections (Local competent person) 6 monthly external type C Inspection 6 monthly LOLER inspection Annual Inspection by an external type A Inspection body</p>	low		
Objects on Ground	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Slips trip and fall • Sprains 	<p>1) Instructor to do a visual check of working area before session commences</p> <p>2) Any loose objects to be kept out of the working area during a session</p>	low		
Entrapment in Belay Device	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • hair loss • injuries • Lacerations 	<p>1) All loose clothing and jewellery removed or tucked away and hair to be tied back so clear of face.</p> <p>2) In cases where rings cannot be removed, then they cannot participate in the abseil. Religious wrist jewellery can be covered with neoprene bands (located in the office) or by their own clothing.</p> <p>3) Instructors to maintain active supervision at all times</p> <p>4) All staff trained and signed off</p> <p>5) Brief given to warn people to keep fingers clear of the belay device</p>	medium		

			6) Staff trained in appropriate rescue technique		
Ropes	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns 	<p>1) All participants to be briefed on correct lowering technique and to complete practice at the top of tower</p> <p>2) Instructor to remain in control of the speed of the descent and to slow the participant down if necessary</p>	medium	
Use of helmets (religious or cultural beliefs/large hair)	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries 	<p>1) Informed Consent gained prior to group attending by Group Lead/Individual/Parents/carers.</p> <p>2) ONLY a single person per group not wearing a helmet (E.g., we cannot have a whole group not wearing helmets) One person only, to reduce the likelihood of impact from others</p> <p>3) Dry wall, to ensure participant doesn't slip and hit their head on the wall.</p> <p>4) Appropriate footwear (less likely of slipping on abseil face and banging front of head on the wall)</p> <p>5) Reiterate the importance of foot height, stop the participant if you have any concerns.</p> <p>6) Waiting participants away from tower to reduce possibility for objects landing on head.</p> <p>7) Hijabs/head scarves to be tucked away.</p> <p>8) Helmets to be worn by all visiting staff, even if not participating in the activity.</p>	medium	
Uncontrolled ascent of the stairs	<ul style="list-style-type: none"> • Members of public 	<ul style="list-style-type: none"> • Back Pain • Broken bones 	1. Bottom instructor must have site of the waiting participants who are sat inside the shelter.	medium	

	<ul style="list-style-type: none"> • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Death • Eye injuries • Falls from height • Head Injuries • Lacerations • Slips trip and fall • Sprains 	2. When ascending the stairs, the bottom instructor must watch the participant until the top instructor is ready to take over. The communication for change over must be clear with a single command word like 'change'.		
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female. 	medium	
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where appropriate. 	medium	

			6. Use of the DM completing walk arounds 7. Staff members from visiting group available.			
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	1. Participant hair tied up and clear of face 2. Glasses straps issued if required. 3. Dangly or hooped earrings must be removed, studs permitted. 4. Hoodie strings tucked away. 5. Hoods tucked away. 6. Necklaces and bracelets removed or covered where appropriate (i.e. religious bangles). If rings cannot be removed, then they cannot participate. Religious bangles can be covered with neoprene sleeves or their own clothing. 7. Appropriate clothing i.e. no vest tops, warm attire, coats etc. 8. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).	medium		
Unauthorised Access	<ul style="list-style-type: none"> • Members of public • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Damage to property • Death • Eye injuries • Falls from height • Head Injuries • Lacerations • Slips trip and fall • Sprains 	1. Surrounding fence to tower to be locked at all times when no staff member present. The padlock numbers must be scrambled to mitigate them being shared. 2. Tower door to be locked at all times when no staff members are present. 3. Safety signage located in and around the tower.	medium		
Overloading System	<ul style="list-style-type: none"> • Members of public • Visitors 	<ul style="list-style-type: none"> • Back Pain • Damage to property • Falls from height 	1. All participants over the age of 18 need weighing prior to any aerial activity. 2. Groups under the age of 18 are weighed if SLT deem necessary.	low		

Incorrect Set Up	<ul style="list-style-type: none"> • Members of public • Visitors 	<ul style="list-style-type: none"> • Back Pain • Burns • Cuts • Damage to property • Entanglement • Trapping / Pinching 	<p>1. Ensure YOU check the set up and equipment prior to beginning your session, if you did not set up.</p> <p>2. Staff ONLY trained on the tower activities can set up these activities.</p>	low	
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Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Climbing	School /Department:	School of Sport and Exercise Science	Version:	018
Assessor(s):	Samantha Petchey, Robert Delahay, Jon Hunt, Emma Chambers, Susie Scriven	Signature:	Active Directory Authenticated		
Location:	Lakeside	Assessment date:	24/10/2024	Review date:	24/04/2025
Activity being assessed:	Bottom rope climbing on aerial tower Rob Delahay – Outdoor Activity, Sport and Exercise Manager Jon Hunt – Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Emma Chambers - Outdoor Activity, Sport and Exercise Supervisor Danny Griffith - Mountaineering and Climbing Instructor (MCI), MLW, MIAS L3, LOLER, PPE, Wire rope and Wooden Pole, Operational inspector				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Falling Objects	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries 	<p>1) All participants, employees and visiting staff to be wearing a helmet at all times during activity within the fenced area</p> <p>2) All equipment at the top of the tower to be secured where possible to minimise potential of falling objects</p>	low		
Structural Failure	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Death • Falls from height • Head Injuries 	<p>1) Aerial tower built in line with current standards - EN 15567-1:2015+A1:2020 (part 1) and operated in line with EN 15567-2:2015 (part 2).</p> <p>2) Inaugural inspection - by an external Type A inspection body prior to commercial use.</p> <p>3) Subject to: Routine Visual Inspections (prior to each use) Monthly Operational Inspections (Local competent person) 6 monthly LOLER inspection Annual Inspection by an external type A Inspection body</p>	low		
Unauthorised Access	<ul style="list-style-type: none"> • Members of public • Visitors 	<ul style="list-style-type: none"> • Broken bones • Damage to property • Death • Falls from height 	<p>1. Fence surrounding tower to be locked at all times when no staff member present. The padlock numbers must be scrambled to mitigate them being shared.</p> <p>2. Tower door to be locked at all times when no staff members are present.</p> <p>3. Safety signage located in and around the tower.</p>	medium		
Equipment Failure	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Head Injuries 	<p>1) Pre-session visual checks to be carried out as per SOP</p> <p>2) PPE equipment to be subject to regular planned quarterly inspections.</p>	low		

			<p>3) Formal checks at regular intervals and written record kept.</p> <ul style="list-style-type: none"> - Annual PPE inspections carried out by technical advisor - Quarterly operational inspections by trained staff - Annual periodical inspection by Type A <p>4) Use of appropriately trained/qualified instructors who have been signed off by technical advisor and undergone a in-house Site Specific Sign Off</p> <p>5) Harnesses and helmets to be fitted by instructor and checked prior to descent of zip.</p> <p>6) The truck is not to be used for transporting any rope based equipment, including harnesses to and from the tower, due to cross contamination.</p>			
Misuse of Equipment	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Falls from height • Head Injuries 	<p>1) Activity only to be run by qualified/trained staff who have been signed off by the technical advisor and undergone site specific sign off</p> <p>2) Activity to be run as per training, SOP and activity induction guidelines.</p> <p>3) Equipment not in use will be locked away.</p> <p>4) Fence surrounding tower to be locked when not in use.</p>	low		
Working at Height	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Falls from height • Head Injuries 	<p>1) All staff trained and signed off for working on tower</p> <p>2) Anyone working at the top of the tower is to be secured at all times using safety rope.</p>	low		

Objects on ground	<ul style="list-style-type: none"> • Employees • Students • Volunteers • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Slips trip and fall • Sprains 	<p>1) Instructor to do a visual check of working area before session commences</p> <p>2) Any loose objects to be kept out of the working area during a session</p> <p>3) Ground anchors are located at the sides of the tower and will be pointed out to group by the instructor.</p>	medium		
Overexertion	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Overexertion • Sprains 	<p>1) Instructors to encourage participants to work within their own capabilities</p> <p>2) All staff first aid trained</p> <p>3) Instructor to lead a warm up/warm down if required for the session</p>	medium		
Helmet Suspension	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries • strangulation 	<p>1) All instructors trained in safe lowering practices and have been signed off by the technical advisor as well as undergoing a site specific sign off.</p> <p>2) Hooded clothing removed or tucked in</p> <p>3) Instructors to control lower offs and remind participants of correct position, pausing the lower off if needed.</p> <p>4) Correct footwear to be worn with an appropriate grip (close toed, no water shoes etc.)</p>	low		
Entrapment in the belay device	<ul style="list-style-type: none"> • Employees • Students • Volunteers • Young Persons 	<ul style="list-style-type: none"> • hair loss • injuries • Lacerations 	<p>1) All loose clothing and jewellery removed or tucked away and hair to be tied back so away from face</p> <p>2) In cases where rings cannot be removed, then they cannot participate in the climbing. Religious wrist jewellery can be covered with neoprene bands located in the office.</p> <p>3) Instructors to maintain active</p>	medium		

			<p>supervision at all times</p> <p>4) All staff trained and signed off</p> <p>5) Brief given to warn people to keep fingers clear of the belay device</p> <p>6) Staff trained in appropriate rescue technique</p>			
Inclement Weather	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Electrical Shocks 	<p>1) If thunderstorms forecast session will not run</p> <p>2) If thunderstorms occur during session, immediate end and return to building</p> <p>3) In winds exceeding 24mph sessions will not run in line with tower manufacturers guidelines</p>	low		
Exposure to Cold	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) Kit list made available prior to attendance and participants checked by instructor</p> <p>2) SLT/Instructor to assess suitability of conditions prior and during session</p>	medium		
Exposure to Heat	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Instructor to ensure participants are suitably prepared for weather conditions</p> <p>2) Shaded areas to be used for waiting if required</p> <p>3) SLT/Instructor to assess suitability of conditions prior and during session.</p> <p>4) First aid trained staff on site</p>	medium		
Entrapment	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • degloving 	<p>1) All rings/jewellery to be removed prior to the session</p> <p>2) All loose clothing to be removed or tucked away</p>	low		
Viral & Bacterial			<p>1) All activity undertaken in line with</p>	medium		

Infections	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	government advice and guidelines.		
Use of helmets (religious or cultural beliefs/large hair)	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Head Injuries 	<p>1) Informed Consent gained prior to group attending by Group Lead/Individual/Parents/carers.</p> <p>2) ONLY a single person per group not wearing a helmet (E.g., we cannot have a whole group not wearing helmets) One person only, to reduce the likelihood of impact from others</p> <p>3) Not to take place if any other activity using top of tower (e.g., less likely something can be dropped on someone's head)</p> <p>4) Dry wall, to ensure participant doesn't slip and hit their head on the wall.</p> <p>5) Appropriate footwear (less likely of slipping on climbing face and banging front of head on the wall).</p> <p>6) Hijabs/head scarves to be tucked away.</p> <p>7) Reiterate the importance of foot height, stop the participant if you have any concerns (during descent).</p> <p>8) Helmets to be worn by all visiting staff, even if not participating in the activity.</p>	medium	
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<p>1. Participant hair tied up and clear of face</p> <p>2. Glasses straps issued if required.</p> <p>3. Dangly or hooped earrings must be removed, studs permitted.</p> <p>4. Hoodie strings tucked away.</p> <p>5. Hoods tucked away.</p>	medium	

	<ul style="list-style-type: none"> • Work Experience • Young Persons 		6. Necklaces and bracelets removed or covered where appropriate (i.e. religious bangles). If rings cannot be removed, then they cannot participate. 7. Appropriate clothing i.e. no vest tops, warm attire, coats etc. 8. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).			
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where appropriate. 6. Use of the DM completing walk arounds 7. Staff members from visiting group available.	medium		
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended.	medium		

			<p>9. Never be in a 1:1 situation with a minor, vulnerable adult or U18.</p> <p>10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female.</p>			
Overloading System	<ul style="list-style-type: none"> Members of public Visitors 	<ul style="list-style-type: none"> Back Pain Damage to property Falls from height 	<p>1. All participants over the age of 18 need weighing prior to any aerial activity.</p> <p>2. Groups under the age of 18 are weighed if SLT deem necessary.</p>	low		
Incorrect Set Up	<ul style="list-style-type: none"> Members of public Visitors 	<ul style="list-style-type: none"> Back Pain Burns Cuts Damage to property Entanglement Trapping / Pinching 	<p>1. Ensure YOU check the set up and equipment prior to beginning your session, if you did not set up.</p> <p>2. Staff ONLY trained on the tower activities can set up these activities.</p>	low		

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	Sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Leap of Faith	School /Department:	School of Sport and Exercise Science	Version:	019
Assessor(s):	Samantha Petchey, Robert Delahay, Jon Hunt, Emma Chambers, Susie Scriven	Signature:	Active Directory Authenticated		
Location:	Lakeside	Assessment date:	24/10/2024	Review date:	24/04/2025
Activity being assessed:	Climbing and stepping off platform on aerial tower Rob Delahay – Outdoor Activity, Sport and Exercise Manager Jon Hunt – Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Emma Chambers - Outdoor Activity, Sport and Exercise Supervisor Danny Griffith - Mountaineering and Climbing Instructor (MCI), MLW, MIAS L3, LOLER, PPE, Wire rope and Wooden Pole, Operational inspector				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Falling Objects	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries 	<p>1) All participants, employees and visiting staff to be wearing a helmet at all times during activity within the fenced area</p> <p>2) All equipment at the top of the tower to be secured where possible to minimise potential of falling objects</p>	low		
Structural Failure	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Death • Falls from height • Head Injuries 	<p>1) Aerial tower built in line with current standards - EN 15567-1:2015+A1:2020 (part 1) and operated in line with EN 15567-2:2015 (part 2).</p> <p>2) Inaugural inspection - by an external Type A inspection body prior to commercial use.</p> <p>3) Subject to: Routine Visual Inspections (prior to each use) Monthly Operational Inspections (Local competent person) 6 monthly LOLER inspection Annual Inspection by an external type A Inspection body</p>	low		
Unauthorised Access	<ul style="list-style-type: none"> • Members of public 	<ul style="list-style-type: none"> • Broken bones • Damage to property • Death • Falls from height 	<p>1) Fence surrounding tower to be locked at all times when no staff member present. The padlock numbers must be scrambled to mitigate them being shared.</p> <p>2) Tower door to be locked at all times when no staff member.</p> <p>3) Safety signage in place to deter unauthorised access.</p>	low		
Equipment Failure	<ul style="list-style-type: none"> • Employees • Students • Visitors 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death 	<p>1) Pre-session visual checks to be carried out as per SOP</p> <p>2) PPE equipment to be subject to</p>	low		

	<ul style="list-style-type: none"> • Young Persons 	<ul style="list-style-type: none"> • Head Injuries 	<p>regular planned quarterly inspections.</p> <p>3) Formal checks at regular intervals and written record kept.</p> <ul style="list-style-type: none"> - Annual PPE inspections carried out by technical advisor - Quarterly operational inspections by trained staff - Annual periodical inspection by Type A <p>4) Use of appropriately trained/qualified instructors who have been signed off by technical advisor and undergone a in-house Site Specific Sign Off</p> <p>5) Full body harnesses and helmets to be fitted by instructor and checked prior to climbing</p> <p>6) The truck is not to be used for transporting any rope based equipment, including harnesses to and from the tower, due to cross contamination.</p>			
Misuse of Equipment	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Falls from height • Head Injuries 	<p>1) Activity only to be run by qualified/trained staff who have been signed off by the technical advisor and undergone site specific sign off</p> <p>2) Activity to be run as per training, SOP and activity induction guidelines.</p> <p>3) Equipment not in use will be locked away.</p> <p>4) Fence surrounding tower to be locked when not in use.</p>	low		
Working at Height	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Falls from height • Head Injuries 	<p>1) All staff trained and signed off for working on tower</p> <p>2) Anyone working at the top of the tower is to be secured at all times using safety rope.</p>	low		

Objects on ground	<ul style="list-style-type: none"> • Employees • Students • Volunteers • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Slips trip and fall • Sprains 	<p>1) Instructor to do a visual check of working area before session commences</p> <p>2) Any loose objects to be kept out of the working area during a session</p> <p>3 Ground anchors are located at the sides of the tower and will be pointed out to group by the instructor.</p>	medium		
Overexertion	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Overexertion • Sprains 	<p>1) Instructors to encourage participants to work within their own capabilities</p> <p>2) All staff first aid trained</p> <p>3) Instructor to lead a warm up/warm down if required for the session</p>	medium		
Helmet Suspension	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries • Strangulation 	<p>1) All instructors trained in safe lowering practices and have been signed off by the technical advisor as well as undergoing a site specific sign off.</p> <p>2) Hooded clothing removed or tucked in</p>	low		
Entrapment in the belay device	<ul style="list-style-type: none"> • Employees • Students • Volunteers • Young Persons 	<ul style="list-style-type: none"> • hair loss • injuries • Lacerations 	<p>1) All loose clothing and jewellery removed or tucked away and hair to be tied back so away from face</p> <p>2) In cases where rings cannot be removed, then they cannot participate in the Leap of Faith. Religious wrist jewellery can be covered with neoprene bands located in the office.</p> <p>2) Instructors to maintain active supervision at all times</p> <p>3) All staff trained and signed off</p> <p>4) Brief given to warn people to keep fingers clear of the belay device</p>	medium		

			5) Staff trained in appropriate rescue technique		
Inclement Weather	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Electrical Shocks 	<p>1) If thunderstorms forecast session will not run</p> <p>2) If thunderstorms occur during session, immediate end and return to building</p> <p>3) In winds exceeding 24mph sessions will not run in line with tower manufacturers guidelines</p>	low	
Exposure to Cold	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) Kit list made available prior to attendance and participants checked by instructor</p> <p>2) SLT/Instructor to assess suitability of conditions prior and during session</p>	medium	
Exposure to Heat	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Instructor to ensure participants are suitably prepared for weather conditions</p> <p>2) Shaded areas to be used for waiting if required</p> <p>3) SLT/Instructor to assess suitability of conditions prior and during session.</p> <p>4) First aid trained staff on site</p>	medium	
Entrapment	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • degloving 	<p>1) All rings/jewellery to be removed prior to the session</p> <p>2) All loose clothing to be removed or tucked away</p> <p>3) In cases where jewellery cannot be removed, then it must be taped. Religious wrist jewellery can be covered with neoprene bands located in the office</p>	low	
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Students 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium	

	<ul style="list-style-type: none"> • Visitors • Young Persons 				
Platform	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Head Injuries 	<p>1) An appropriate amount of slack to be put in the rope prior to jumping to avoid participants swinging into it</p> <p>2) All participants briefed not to jump before instructor has given the all clear</p>	medium	
Rope	<ul style="list-style-type: none"> • Employees • Members of public • Students • Volunteers • Young Persons 	<ul style="list-style-type: none"> • Entanglement 	<p>1) Check rope is clear of participant before allowing them to jump</p> <p>2) Appropriate amount of slack put into the rope- not excessive.</p> <p>3) Participants briefed to stay clear of the slack rope.</p> <p>4) Instructor to check that the LOF climber rope is not twisted around the buoy rope before ascending.</p>	medium	
Psychosocial	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Emotional Distress • Stress 	<p>1) All instructors have attended training session on comfort/ panic zones and managing participants through this</p> <p>2) All participants briefed on the activity and prepared for jump before leaving ground.</p> <p>3) Instructor to encourage a supportive atmosphere within the group</p>	medium	
Use of helmets (religious or cultural beliefs/large hair)	<ul style="list-style-type: none"> • Employees • Members of public • Volunteers • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries 	<p>1) Informed Consent gained prior to group attending by Group Lead/Individual/Parents/carers.</p> <p>2) ONLY a single person per group not wearing a helmet (E.g., we cannot have a whole group not wearing helmets) One person only, to reduce</p>	medium	

			<p>the likelihood of impact from others</p> <p>3) Not to take place if any other activity using top of tower (e.g., less likely something can be dropped on someone's head)</p> <p>4) May be concern about swinging back into wall, but there should be enough slack in the system to stop this happening.</p> <p>5) Dry wall, to ensure participant doesn't slip and hit their head on the wall.</p> <p>6) Appropriate footwear (less likely of slipping on wooden rungs and banging front of their head on the wall)</p> <p>8) Hijabs/head scarves to be tucked away</p> <p>9) Helmets to be worn by all visiting staff, even if not participating in the activity.</p>		
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<p>1. Participant hair tied up and clear of face</p> <p>2. Glasses straps issued if required.</p> <p>3. Dangly or hooped earrings must be removed, studs permitted.</p> <p>4. Hoody strings tucked away.</p> <p>5. Hoods tucked away.</p> <p>6. Necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles). If rings cannot be removed, then they are not able to participate.</p> <p>7. Appropriate clothing i.e. no vest tops, warm attire, coats etc.</p> <p>8. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).</p> <p>9. Seat Belt pads worn by participants not wearing a jumper/hoody or top</p>	medium	

			layer.			
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where appropriate. 6. Use of the DM completing walk arounds 7. Staff members from visiting group available. 	medium		
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female. 	medium		
Overloading System			<ol style="list-style-type: none"> 1. All participants over the age of 18 	low		

	<ul style="list-style-type: none"> • Members of public • Visitors 	<ul style="list-style-type: none"> • Back Pain • Damage to property • Falls from height 	<p>need weighing prior to any aerial activity.</p> <p>2. Groups under the age of 18 are weighed if SLT deem necessary.</p>			
Incorrect Set Up	<ul style="list-style-type: none"> • Members of public • Visitors 	<ul style="list-style-type: none"> • Back Pain • Burns • Cuts • Damage to property • Entanglement • Trapping / Pinching 	<p>1. Ensure YOU check the set up and equipment prior to beginning your session, if you did not set up.</p> <p>2. Staff ONLY trained on the tower activities can set up these activities.</p>	low		

Action Ref	Action required	Who is responsible?	By when?	Date completed
3	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Team Challenge	School /Department:	School of Sport and Exercise Science	Version:	011
Assessor(s):	Samantha Petchey, Robert Delahay, Jonathan Hunt, Emma Chambers, Susan Scriven		Signature:	Active Directory Authenticated	
Location:	Lakeside	Assessment date:	24/10/2024	Review date:	24/04/2025
Activity being assessed:	Team Building activities Rob Delahay – Outdoor Activity, Sport and Exercise Manager Jon Hunt – Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Emma Chambers - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Birthday Bench	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • facial injuries • Head Injuries • Slips trip and fall • Sprains 	1) Safety brief 2) Staff to maintain active supervision throughout and manage group behaviour. 3) Bench to be positioned so that it is stable	medium		
Bomb	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns • Entanglement • Facial Injuries • Slips trip and fall 	1) Safety brief 2) Advise that no one should wrap any rope around any part of their body. 3) Be mindful of rope boundaries 4) Staff to maintain active supervision throughout and manage group behaviour. 5) Instructor to discourage unsafe ideas (Lasso, balancing on ropes etc.)	low		
Shrinking Island	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders • Slips trip and fall • Sprains 	1) Safety brief 2) If 'piggy backs' are used, ensure age appropriate and safely managed 3) Staff to maintain active supervision throughout and manage group behaviour 4) Staff to be mindful of weather conditions when using tarp (rain, wind etc.) 5) No shoulders allowed at any point.	low		
Spiders Web	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • Back Pain • Burns • Entanglement 	1) Safety brief 2) Instructor to decide if lifting is appropriate for group	low		

	<ul style="list-style-type: none"> • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries • Musculoskeletal disorders • Slips trip and fall • Sprains 	<p>3) When lifting: minimum of two persons either side, must pass through web feet first, one participant must support the head with instructor spotting the head, must pass through face up and lift should be within range of torso.</p> <p>4) No running and jumping permitted</p> <p>5) Staff to maintain active supervision throughout and manage group behaviour.</p> <p>6) Helmets to be worn when being lifted through web</p>			
Skis	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Burns • Cuts • Damage to property • Head Injuries • Slips trip and fall • splinters • Sprains 	<p>1) Safety brief</p> <p>2) Staff to maintain active supervision throughout and manage group behaviour</p> <p>3) Planks not to be lifted above waist height and not thrown</p> <p>5) Instructors to monitor planks for splinters and report using maintenance report form. Actioned immediately.</p>	medium		
Matrix	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Slips trip and fall • Sprains 	<p>1) Safety brief</p> <p>2) No running/jumping across tarpaulin</p> <p>3) Staff to maintain active supervision throughout and manage group behaviour.</p> <p>4) Staff to be mindful of weather conditions when using tarp (rain, wind etc.)</p>	low		
Gutterball	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Head Injuries 	<p>1) Safety brief</p>	low		

	<ul style="list-style-type: none"> • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall • Sprains 	<p>2) Take care moving with the guttering</p> <p>3) Instructor to choose an appropriate location for challenge and warn of hazards (uneven ground)</p> <p>4) Staff to maintain active supervision throughout and manage group behaviour.</p> <p>5) Any splits or sharp edges to be reported via a maintenance report form and actioned immediately</p> <p>6) Ensure if splitting the group to race, there is adequate spacing between groups, to avoid gutters colliding with others or individuals.</p>			
Tyre Sequence	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders • Slips trip and fall • Sprains 	<p>1) Safety brief</p> <p>2) Encourage participant to pick large tyres in pairs and lower safely</p> <p>3) If participants are short, instructor to reiterate safe lifting and be there to assist.</p> <p>4) Staff to maintain active supervision throughout.</p> <p>5) Visual inspection of tyres before use and any issues to be reported using a maintenance report form</p>	low		
Hoops	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall • Sprains 	<p>1) Appropriate location for challenge to be used</p> <p>2) Staff to maintain active supervision throughout.</p>	medium		
Post a Letter	<ul style="list-style-type: none"> • Employees • Members of 	<ul style="list-style-type: none"> • splinters 	<p>1) Letter discs to be sanded to minimise risk of splinters</p>	low		

	<div>public</div> <ul style="list-style-type: none">• Students• Visitors• Young Persons					
Viral & Bacterial Infections	<ul style="list-style-type: none">• Employees• Members of public• Students• Visitors• Young Persons	<ul style="list-style-type: none">• Flu-like symptoms	1) All activity undertaken in line with government advice and guidelines.	medium		
Cone	<ul style="list-style-type: none">• Employees• Members of public• Students• Visitors• Young Persons	<ul style="list-style-type: none">• Cuts• Head Injuries• Slips trip and fall• Sprains	1) Safety brief 2) Instructor to maintain active supervision 3) Appropriate location and position used 4) Adequate distance between participants (big step either side of cone) and instructor to reiterate 5) Instructor discretion to be used (group maturity/weather)	medium		
Tug of War	<ul style="list-style-type: none">• Employees• Members of public• Students• Visitors• Young Persons	<ul style="list-style-type: none">• Back Pain• Broken bones• Burns• Overexertion• Slips trip and fall• Sprains	1) Safety brief 2) Instructor to maintain active supervision 3) Appropriate location/positioning to be used 4) Instructor discretion to use activity (group maturity/weather) 5) Participants not to wrap rope around themselves 6) Encourage participants to work within capabilities and let go if needed	low		
Additional Games			1) Safety brief and clear outline of	medium		

(Snatch, Cone, Tug of War, Star Game, Rock-Paper-Scissors Extreme, Capture the Flag, Hoop Games)	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Burns • Cuts • Head Injuries • Overexertion • Slips trip and fall • Sprains 	<p>activity.</p> <p>2) Instructor to maintain active supervision of their 12 or group.</p> <p>3) Appropriate location/positioning to be used.</p> <p>4) Instructor discretion to use activity (group maturity/weather),</p> <p>5) These games must only be played at the end of team challenge for 10/15 minutes.</p>			
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	<p>1. Staff to have read and signed safeguarding policy.</p> <p>2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better.</p> <p>3. Appropriate facility for changing (where required) for certain activities.</p> <p>4. Staff made aware of issues to individual groups attending.</p> <p>5. Do not leave your group to approach a trespasser/stranger on LC site.</p> <p>6. Instructors to set boundaries for their activity.</p> <p>7. Understand and be aware of reporting procedure.</p> <p>8. Never leave anyone unattended.</p> <p>9. Never be in a 1:1 situation with a minor, vulnerable adult or U18.</p> <p>10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female.</p>	medium		
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts 	<p>1. Behaviour Policy in place, and overview given during marquee brief.</p> <p>2. Participant must adhere to the instruction's issues by the instructor.</p> <p>3. Behaviour Policy in place. DM on hand to assist if necessary.</p>	medium		

	<ul style="list-style-type: none"> • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<p>4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook.</p> <p>5. Rules must be reiterated throughout the session, where appropriate.</p> <p>6. Use of the DM completing walk arounds</p> <p>7. Staff members from visiting group available.</p>			
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<p>1. Participant hair tied up and clear of face</p> <p>2. Dangly or hooped earrings must be removed, studs permitted.</p> <p>3. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles).</p> <p>4. Appropriate clothing i.e. no vest tops, warm attire, coats etc.</p> <p>5. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).</p>	medium		

Action Ref	Action required	Who is responsible?	By when?	Date completed
2	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Big Zip Wire	School /Department:	School of Sport and Exercise Science	Version:	021
Assessor(s):	Samantha Petchey, Robert Delahay, Jon Hunt, Emma Chambers, Susie Scriven	Signature:	Active Directory Authenticated		
Location:	Lakeside	Assessment date:	24/10/2024	Review date:	24/04/2025
Activity being assessed:	Zip Wire Rob Delahay – Outdoor Activity, Sport and Exercise Manager Jon Hunt – Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Emma Chambers - Outdoor Activity, Sport and Exercise Supervisor Danny Griffith - Mountaineering and Climbing Instructor (MCI), MLW, MIAS L3, LOLER, PPE, Wire rope and Wooden Pole, Operational inspector				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Uneven Ground	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall • Sprains 	<p>1) Comprehensive safety and operating brief, prior to and during activity.</p> <p>2) To stay around the waiting area or outside of the boundary if playing games.</p> <p>3) Clear boundaries should be set as part of the safety brief.</p> <p>4) Close supervision of participants during passive and active phases of activity and use of visiting adults to support behaviour management</p>	medium		
Equipment Failure	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Head Injuries 	<p>1) Pre-session visual checks to be carried out as per SOP (Zip line and PPE)</p> <p>2) PPE equipment to be subject to regular planned quarterly inspections.</p> <p>3) Formal checks at regular intervals and written record kept.</p> <ul style="list-style-type: none"> - Annual PPE inspections carried out by technical advisor - Monthly operational inspections by trained staff - Annual periodical inspection by Type A - LOLER inspection - Quarterly ladder inspections <p>4) Use of appropriately trained/qualified instructors.</p> <p>5) Use of appropriate back up safety system (Rope/Steel carabiner).</p>	low		

			<p>6) Harnesses and helmets to be fitted by instructor and checked prior to descent of zip.</p> <p>7) Rescue procedure practiced at appropriate intervals with all staff.</p> <p>8) The truck is not to be used for transporting any rope based equipment, including harnesses to and from the tower, due to cross contamination.</p>		
Carriage System	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • amputation • Death • degloving • entrapment 	<p>1) Participants advised to keep all body parts clear of pulley and cable system.</p> <p>2) Instructors to maintain active supervision at all times</p> <p>3) All participants and instructors to wear climbing helmets.</p> <p>4) To keep long hair tied back so out of face, baggy clothing (hoody strings, toggles, hoods) tucked in or taken off and jewellery removed.</p> <p>5) In cases where rings cannot be removed, then they cannot participate in the Big Zip. Religious wrist jewellery can be covered with neoprene bands located in the office.</p> <p>6) Staff correctly trained/qualified.</p> <p>7) Instructors to only allow participants to lift their feet to start their descent (no jumping).</p> <p>8) Regular role rotation to minimise instructor fatigue (across sessions)</p> <p>9) Grillon rope length is identified with a blue marking (10m grillon).</p>	low	

Exposure to Cold	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) Kit list made available prior to attendance and checked by instructor</p> <p>2) SLT/Instructor to assess suitability of conditions prior and during session.</p> <p>3) First aid trained staff on site</p>	low		
Collison at bottom of zip wire	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Head Injuries • impact injuries • Musculoskeletal disorders • Sprains 	<p>1) Active supervision and clear instructions</p> <p>2) Participants sent to appropriate waiting area after detachment</p> <p>3) Both visual and audible signals between upper and lower instructors before every participant launches.</p> <p>4) Ladder to be kept clear of the zip wire</p> <p>5) Big Zip not to be run if the bottom of the line is not visible (due to fog).</p>	low		
Exposure to Heat	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Instructor to ensure participants are suitably prepared for weather conditions.</p> <p>2) Gazebos to be placed at the bottom for shade if required.</p> <p>3) SLT/Instructor to assess suitability of conditions prior and during session.</p> <p>4) First aid trained staff on site.</p>	medium		
Ladder	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Falls from height • Musculoskeletal disorders • Sprains 	<p>1) Ladder to be seated correctly at bottom and legs are sufficiently spread.</p> <p>2) Ladder used according to training. This will be taught during activity specific training. A video is also available on SharePoint.</p>	medium		

			<p>3) Ladder to be carried back to the cabin/office in between sessions.</p> <p>4) Quarterly ladder inspections.</p> <p>5) Pre use check as per training and link https://www.hse.gov.uk/work-at-height/ladders/how-to-check-ladder-is-safe-before-use.htm</p>			
Inclement Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Electrical Shocks 	<p>1) If thunderstorms are forecast then session will not run</p> <p>2) If thunderstorms occur during session, immediate end and return to building</p> <p>3) Sessions on tower not to run in winds in excess of 24mph.</p> <p>4) If fog is present then the session will not run.</p>	low		
Unattended Equipment	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • Death 	<p>1) If equipment is being left at the tower, it must be inside the locked green fence.</p> <p>2) The ladder must be chained and locked to the wooden frame at the bottom of the zip line.</p> <p>2) After sessions have run all equipment to be returned to the activity cabin and checked.</p>	low		
Equipment not being secured correctly	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Falls from height • Head Injuries 	<p>1) Ensuring that all screw gates and snap gates are closed correctly and re-checked before descending.</p> <p>2) All staff trained appropriately.</p> <p>3) Harnesses and helmets fitted by instructor and checked prior to descent.</p> <p>4) All equipment at the top of the</p>	medium		

			tower to be attached to the tower.		
			5) Helmets to be worn at all times within the fenced area.		
Overloading System	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Falls from height 	1) Maximum weight load is 111kg. 2) All participants over the age of 18 need weighing prior to any aerial activity. 3) Groups under the age of 18 are weighed if SLT deem necessary.	low	
Falling from Tower	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Falls from height 	1) Instructors must be attached to the safety system at all times on the stairs/top platform 2) Participants only allowed on the stairs/top platform when attached to safety system and invited by instructor.	low	
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	1) All activity undertaken in line with government advice and guidelines.	medium	
Other site users	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Head Injuries 	1) Fences in place to discourage walking below zip wire 2) Other activities (for example orienteering) to be briefed on walking around the zip wire not under it 3) Bottom instructor to remain vigilant and stop people attempting to walk underneath 4) Participants only sent down the zip wire after visual and verbal check	medium	
Structural Failure	<ul style="list-style-type: none"> • Employees • Members of 	<ul style="list-style-type: none"> • Back Pain • Death 	1) Aerial tower built in line with current standards - EN 15567-1:2015+A1:2020 (part 1) and	low	

	<ul style="list-style-type: none"> public Students Visitors Young Persons 	<ul style="list-style-type: none"> Falls from height Head Injuries 	<p>operated in line with EN 15567-2:2015 (part 2).</p> <p>2) Inaugural inspection - by an external Type A inspection body prior to commercial use.</p> <p>3) Subject to: Routine Visual Inspections (prior to each use) Monthly Operational Inspections (Local competent person) 6 monthly external type C Inspection 6 monthly LOLER inspection Annual Inspection by an external type A Inspection body</p>			
Use of helmets (religious or cultural beliefs/large hair)	<ul style="list-style-type: none"> Employees Members of public Visitors Young Persons 	<ul style="list-style-type: none"> Back Pain Broken bones Cuts Head Injuries 	<p>1) Informed Consent gained prior to group attending by Group Lead/Individual/Parents/carers.</p> <p>2) ONLY a single person per group not wearing a helmet (E.g., we cannot have a whole group not wearing helmets) One person only, to reduce the likelihood of impact from others</p> <p>3) Participants are not near the wire rope, there is no tree canopy, participants can invert, therefore risk is low.</p> <p>4) Remind participant of the wire rope/equipment at the top of the platform.</p> <p>5) Hijabs/ head scarves are to be tucked away.</p> <p>6) Helmets to be worn by all visiting staff, even if not participating in the activity.</p>	medium		
Grillon Rope catching on fence	<ul style="list-style-type: none"> Employees Members of public Volunteers Young Persons 	<ul style="list-style-type: none"> Back Pain Broken bones Burns Cuts Entanglement 	<p>1. Ski straps to be safely secured around the rope. This will prevent grillon rope catching on green fencing around tower.</p> <p>2. Top instructor to ensure this is</p>	medium		

		<ul style="list-style-type: none"> • Head Injuries • Sprains 	checked prior to leaving the platform.			
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	<ol style="list-style-type: none"> 1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female. 	medium		
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where appropriate. 6. Use of the DM completing walk arounds 7. Staff members from visiting group available 	medium		

Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Participant hair tied up and clear of face 2. Glasses straps issued if required. 3. Dangly or hooped earrings must be removed, studs permitted. 4. Hoodie strings tucked away. 5. Hoods tucked away. 6. Necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles). If rings cannot be removed then they cannot participate. 7. Appropriate clothing i.e. no vest tops, warm attire, coats etc. 8. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels). 	medium		
Uncontrolled ascent of the stairs	<ul style="list-style-type: none"> • Members of public • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Eye injuries • Falls from height • Head Injuries • Lacerations • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Bottom instructor must have site of the entire group, until top instructor invites the participant up the stair system. 2. Bottom instructor instructs the participant to return the trolley, then wait outside the green fencing (where sign is located). 3. Top instructor will then invite the participant to ascend the stairs and take site of that individual until they reach the top and descend. The top instructor must intervene when necessary to prevent clipping into the wrong place or being unclipped at any point. 4. Signage available/present on both the green fencing and hobbit hatch. 	medium		
Unauthorised Access	<ul style="list-style-type: none"> • Members of public • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Damage to property • Death • Eye injuries • Falls from height 	<ol style="list-style-type: none"> 1. Surrounding fence to tower to be locked at all times when no staff member present. The padlock numbers must be scrambled to mitigate them being shared. 2. Tower door to be locked at all times when no staff members are present. 3. Safety signage located in and around the tower. 	medium		

		<ul style="list-style-type: none"> • Head Injuries • Lacerations • Slips trip and fall • Sprains 				
Incorrect Set Up	<ul style="list-style-type: none"> • Members of public • Visitors 	<ul style="list-style-type: none"> • Back Pain • Burns • Cuts • Damage to property • Entanglement • Trapping / Pinching 	1. Ensure YOU check the set up and equipment prior to beginning your session, if you did not set up. 2. Staff ONLY trained on the tower activities can set up these activities.	low		

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Mini Zip Wire	School /Department:	School of Sport and Exercise Science	Version:	016
Assessor(s):	Samantha Petchey, Robert Delahay, Jonathan Hunt, Emma Chambers, Susan Scriven	Signature:	Active Directory Authenticated		
Location:	Lakeside	Assessment date:	24/10/2024	Review date:	24/04/2025
Activity being assessed:	Zip Wire Rob Delahay – Outdoor Activity, Sport and Exercise Manager Jon Hunt – Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Emma Chambers - Outdoor Activity, Sport and Exercise Supervisor Danny Griffith - Mountaineering and Climbing Instructor (MCI), MLW, MIAS L3, LOLER, PPE, Wire rope and Wooden Pole, Operational inspector				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Uneven Ground	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall • Sprains 	<p>1) Comprehensive safety and operating brief, prior to and during activity.</p> <p>2) To include, no running around whilst waiting for their turn and not to stand on platform until asked to.</p> <p>3) Clear boundaries should be set as part of the safety brief.</p> <p>4) Close supervision of participants during passive and active phases of activity and use of visiting adults to support behaviour management</p> <p>5) The launch platform and surrounding ground area need regular checks prior to session commencement. E.g Rabbit holes, fallen branches etc.</p>	medium		
Equipment Failure	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Death • Head Injuries 	<p>1) Pre-session visual checks to be carried out as per SOP (Zip line and PPE)</p> <p>2) PPE equipment to be subject to regular planned quarterly inspections.</p> <p>3) Formal checks at regular intervals and written record kept.</p> <ul style="list-style-type: none"> - Annual PPE inspections carried out by technical advisor - Quarterly operational inspections by trained staff - Annual periodical inspection by Type A - Annual arboreal (trees) inspections - Quarterly ladder inspections 	low		

			<p>4) Use of appropriately trained/qualified instructors.</p> <p>5) Use of appropriate back up safety system (Rope/Steel carabiner).</p> <p>6) Harnesses and helmets to be fitted by instructor and checked prior to descent of zip.</p> <p>7) Rescue procedure practiced at appropriate intervals with all staff.</p> <p>8) The truck is not to be used for transporting any rope based equipment, including harnesses to and from the tower, due to cross contamination.</p>		
Carriage System	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • amputation • Death • degloving • entrapment 	<p>1) Participants advised to keep all body parts clear of pulley and cable system.</p> <p>2) Instructors to maintain active supervision at all times</p> <p>3) All participants and instructors to wear climbing helmets.</p> <p>4) To keep long hair tied back and out of face, baggy clothing (hoody strings) tucked in or taken off and jewellery removed.</p> <p>5) In cases where rings cannot be removed, then they cannot participate in the Mini Zip. Religious wrist jewellery can be covered with neoprene bands located in the office.</p> <p>6) Staff correctly trained/qualified.</p> <p>7) Instructors to only allow participants to 'step off' the platform when starting their descent (no jumping).</p>	low	

			<p>8) Regular role rotation to minimise instructor fatigue.</p> <p>9) Participants briefed to hold onto rope bundle at all times during descent.</p> <p>10) Grillon on carriage system is identified with yellow marking to demonstrate 5m rope.</p>			
Exposure to Cold	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) Kit list made available prior to attendance and checked by instructor</p> <p>2) SLT/Instructor to assess suitability of conditions prior and during session.</p> <p>3) First aid trained staff on site</p>	low		
Collison at bottom of zip wire	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Head Injuries • Impact Injuries • Musculoskeletal disorders • Sprains 	<p>1) Active supervision and clear instructions</p> <p>2) Participants sent to appropriate waiting area after detachment</p> <p>3) Both visual and audible signals between upper and lower instructors before every participant launches.</p> <p>4) Ensure the participant hits the braking system and has slowed before the instructor takes hold of the tail end of the lowering off rope</p>	low		
Exposure to Heat	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Instructor to ensure participants are suitably prepared for weather conditions</p> <p>2) Shaded areas to be used for waiting if required</p> <p>3) SLT/Instructor to assess suitability of conditions prior and during session.</p>	medium		

			4) First aid trained staff on site		
Ladder	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • entrapment • Falls from height • Musculoskeletal disorders • Sprains 	<p>1) Ladder to be seated correctly at bottom and legs are sufficiently spread.</p> <p>2) Ladder used according to training. This will be taught during activity specific training. A video is also available on SharePoint.</p> <p>3) Ladder to be carried back to the cabin/office in between sessions.</p> <p>4) Quarterly ladder inspections.</p> <p>5) Pre use check as per training and link https://www.hse.gov.uk/work-at-height/ladders/how-to-check-ladder-is-safe-before-use.htm</p>	medium	
Inclement Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Electrical Shocks 	<p>1) If thunderstorms are forecast then session will not run</p> <p>2) If thunderstorms occur during session, immediate end and return to building</p> <p>3) Sessions not to run in winds exceeding 24mph.</p>	low	
Unattended Equipment	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • Death 	<p>1) All equipment to be returned with group at session end.</p> <p>2) Gates in place to discourage unauthorised access</p>	low	
Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors 	<ul style="list-style-type: none"> • drowning 	<p>1) Group to be controlled by instructor and/or accompanying adult (i.e. school teacher) when not directly participating in zip line.</p> <p>2) Participants to wait in designated</p>	low	

	<ul style="list-style-type: none"> • Young Persons 		<p>appropriate waiting area away from water. Participants not to walk down banks or get close to waters edge.</p> <p>3) Instructor at bottom of zip line to watch participant walk back up to the top via roadside.</p> <p>4) Participants must be spotted by both instructors at the top and bottom (shared responsibility).</p>			
Equipment not being secured correctly	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Falls from height 	<p>1) Ensuring that all screw gates and snap gates are closed correctly and re-checked before descending.</p> <p>2) All staff trained appropriately.</p> <p>3) Harnesses and helmets fitted by instructor and checked prior to descent.</p>	medium		
Overloading System	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Falls from height 	<p>1) Maximum weight load is 111kg.</p> <p>2) Scales available to check participants weight if required</p>	low		
Falling from Platform	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Falls from height 	<p>1) Instructors must be attached to the safety line, before opening and securing the gates.</p> <p>2) Participants only allowed on platform when invited by instructor and secured to safety line</p>	low		
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium		

Use of helmets (religious or cultural beliefs/large hair)	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries 	<p>1) No helmet, then no participants are permitted on the mini zip (as per HSE guidelines).</p> <p>2) Hijabs/ head scarves to be tucked away.</p>	low		
Shortening Grillon Rope	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Falls from height 	<p>1) Ropes will only be shortened by a competent person</p> <p>2) Knot tied in the end of the rope to prevent slipping through the grillon</p> <p>3) Ropes only to be shortened using hot knife to seal ends</p> <p>4) Shortened ropes to be tested prior to use</p> <p>5) Quarterly equipment inspections that will check conditions of rope</p>	medium		
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Bullying • Emotional Trauma • Hurt • Missing Child 	<p>1. Staff to have read and signed safeguarding policy.</p> <p>2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better.</p> <p>3. Appropriate facility for changing (where required) for certain activities.</p> <p>4. Staff made aware of issues to individual groups attending.</p> <p>5. Do not leave your group to approach a trespasser/stranger on LC site.</p> <p>6. Instructors to set boundaries for their activity.</p> <p>7. Understand and be aware of reporting procedure.</p> <p>8. Never leave anyone unattended.</p> <p>9. Never be in a 1:1 situation with a minor, vulnerable adult or U18.</p> <p>10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female.</p>	medium		

Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Participant hair tied up and clear of face 2. Glasses straps issued if required. 3. Dangly or hooped earrings must be removed, studs permitted. 4. Hoodie strings tucked away. 5. Hoods tucked away. 6. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles). 7. Appropriate clothing i.e. no vest tops, warm attire, coats etc. 8. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels). 	medium		
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where appropriate. 6. Use of the DM completing walk arounds 7. Staff members from visiting group available. 	medium		

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Canoeing	School /Department:	School of Sport and Exercise Science	Version:	017
Assessor(s):	Samantha Petchey, Rob Delahay, Susie Scriven		Signature:	Active Directory Authenticated	
Location:	Lakeside	Assessment date:	24/10/2024	Review date:	24/04/2025
Activity being assessed:	Canoeing on lakes with groups Rob Delahay – Outdoor Activity, Sport and Exercise Manager Jon Hunt – Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Emma Chambers - Outdoor Activity, Sport and Exercise Supervisor Phil Hadley – Technical Advisor (L4 Canoe, IK, Sea National Trainer, SUP DSM Provider				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Water	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> Drowning 	<p>1) Participants must wear appropriate buoyancy aids.</p> <p>2) In the case of capsizes; staff to ensure all participants involved are accounted for and safe.</p> <p>3) Instructor to be on the water at all times after launching group.</p> <p>4) Up to date qualifications and rescue training with annual staff training taking place.</p> <p>5) All staff to hold Paddlesport Qualification, attend annual training/ regular rescue practise and undergo a SSSO.</p> <p>6) Buoyancy aids checked by staff prior to the session beginning.</p> <p>7) Staff vigilance throughout the session to ensure buoyancy aids are worn correctly, not tampered with or removed completely.</p> <p>8) Buoyancy aids must be worn over all clothing which must be appropriate and lightweight.</p> <p>9) If water temperature is below 10.0 degrees- in water activity is suspended. 14.0 and below then cags are highly recommended. The DM may stipulate this on the day.</p> <p>10) Instructor to safely acclimatise jumping participants if necessary.</p> <p>11) When medical/inclusion</p>	low		

			requirements are presented to us, lifejackets are available and recommended by SLT to ensure participants are easily identifiable.		
Wet/Uneven Surfaces	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall 	<p>1) Comprehensive safety and operating brief, prior to and during activity.</p> <p>2) Shoes MUST be worn at all times (no wellies, crocs, flip flops sandals, sliders or high heels).</p> <p>3) Attention to management of equipment and space during activities.</p> <p>4) Close supervision of participants during passive and active phases of activity.</p> <p>5) Anyone expecting to go on or in the water (including jetty) should wear a buoyancy aid.</p> <p>6) Bank based spectators are not permitted near water's edge.</p> <p>7) Jetty to be closed when not in use. No one to use it without instructor supervision</p>	low	
Collision and Paddle Strikes	<ul style="list-style-type: none"> • Employees • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • facial injuries • Head Injuries 	<p>1) Comprehensive safety brief before commencing activity.</p> <p>2) The brief must emphasize paddle safety. Reiterate this at every opportunity during the session. Staff will have paddle safety training during activity specific training.</p> <p>3) Reinforce safe use of paddles when in proximity (e.g. during games).</p> <p>4) Safe and controlled movement around boat.</p>	medium	

			<p>5) Instructor discretion as to use of helmets with groups.</p> <p>6) When taking part in rescue training or coaching capsizes (when it may be known that they will be underneath the body of water) participants MUST wear a helmet.</p> <p>7) Be aware of other water users when groups have capsized or playing games where a collision could occur</p> <p>8) Active supervision of group at all times, reiterating safety points throughout.</p> <p>9) Damaged equipment to be removed and reported via a maintenance report form</p>			
Water borne pathogens	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms • sickness 	<p>1) All staff to be fully aware of the status of the lake with regards to blue-green algae.</p> <p>2) Signage by the changing warning people of the potential of blue-green algae in the lake.</p> <p>3) Monthly water testing, sampling and monitoring 3rd party contractor</p> <p>4) Participants instructed to wash hands after session before eating or touching face</p>	low		
Lifting Boats	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders 	<p>1) Close and directive supervision of participants when lifting boats</p> <p>2) All activity leaders to receive annual manual handling training.</p> <p>3) All staff follow BC qualification training when performing rescues</p>	medium		

			<p>4) Storage of canoes close to water.</p> <p>5) Group participants not to curl boats out of the water- instructor to either send participants to the bank or to lift boats themselves in line with training</p> <p>6) Instructors to work within their capabilities when moving canoes and to follow all training.</p>			
Exposure to UV	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns 	<p>1) Sunglasses available and encouraged for instructors</p> <p>2) Sun cream is included on the kit list issued to groups.</p> <p>3) Instructors encouraged to wear sun cream and to remind groups to wear it</p>	medium		
Entrapment	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning • entrapment 	<p>1) Close control of group on water.</p> <p>2) Operate in areas appropriate to group ability and site specific conditions.</p> <p>3) Ensure sparred canoes are fixed safely; with spars attached to thwart with straps. Both painters must be used to tie boats together. Care to be taken when handling wooden spar.</p> <p>4) In solo boats, painters should be stowed away safely</p> <p>5) If groups join together (SAME CRAFT ONLY) then instructors must be sure that they remain responsible for their own group at all times (utilise canoe colours to assist with this)</p> <p>6) Attention paid to situations where entrapment could become an issue (people stuck in boats, PPE getting caught on objects, painters on boats secured properly with NO loops, people's feet stuck in mud, people's feet getting stuck under the seat and</p>	low		

			<p>or thwart or yoke when a boat capsizes)</p> <p>7) Make sure fingers are not on the gunnels when rafting up out on the water.</p> <p>8) Wellies are NOT to be worn when on the water as they create unnecessary weights when the wearer falls into the water.</p>			
Cold Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) All participants to wear appropriate clothing and equipment.</p> <p>2) First aiders present on campus at all times</p> <p>3) All participants advised to warn leaders of any relevant medical conditions prior to activity- this should be conveyed in the booking process and information passed on prior to group arrival.</p> <p>4) Prompt rescue.</p> <p>5) Use rafted boats where appropriate to reduce risk of capsize</p> <p>6) Advise that a wetsuit can be provided if the participant does not have adequate clothing.</p> <p>7) In extreme cold weather water based activities will not be undertaken</p>	low		
Hot Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Full brief prior to activity</p> <p>2) Provision of shade, shelter and fluids.</p> <p>3) Appropriate clothing for weather advised by instructors, sun cream and sun hats on kit list and participants and instructors encouraged to use it</p>	medium		

			4) When required extra breaks and shortened sessions can be provided			
Capsize in shallow water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Facial injury • Head Injuries • Sprains 	<p>1) Group to be discouraged from capsizing and if it forms part of session then this is to take place in deep water.</p> <p>2) Managing correct entry and exit in the water</p> <p>3) Active supervision whilst launching and exiting water</p> <p>4) Instructors to brace boats and load participants one at a time when launching canoes</p> <p>5) Radio if additional assistance is needed</p>	low		
Group dispersing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning • loss of group control 	<p>1) Take into account wind direction and adjust starting location of session if required.</p> <p>2) Smaller pools provide more shelter from the wind and should be used if wind is too strong on main lake (exceeding 8mph, or 12mph depending on instructor/group competence, SLT Decision).</p> <p>3) Instructor to be aware of 'C.L.A.P' (Communication, Line of Sight, Avoidance, Position of maximum usefulness)</p> <p>4) Active supervision and management of group needs to ensure group stays together</p> <p>5) Radio if additional assistance is needed</p> <p>6) Boundaries to be communicated prior to launch to help keep</p>	medium		

			participants close together at start of session			
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	1) All activity undertaken in line with government advice and guidelines.	medium		
Multiple Groups	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning • loss of group control • unable to identify own group 	<p>1) If groups join together (SAME CRAFT ONLY) then instructors must remain responsible for their own group</p> <p>2) Regular head counts and/or roll call.</p> <p>3) Emphasis on not gathering around capsized boats. Instructor to reiterate to give capsized boats space</p> <p>4) Radio comms between instructors when required</p> <p>5) Where large groups are expected, with multiple canoes, groups should utilise the canoe colours as a means of identifying your own group. In cases where groups are less than 12, they should still be identifiable and separated from other groups (same as Orienteering HIVIS system).</p> <p>6) Instructors must be in their own canoe unless advised by DM to go in a sparred canoe to make 7.</p>	medium		
Inclement Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Electrical Shocks 	<p>1) Activity not to run if thunderstorms are forecast</p> <p>2) If thunderstorms occur during a session immediate evacuation of the lake</p>	low		

			3) Smaller pools provide more shelter from the wind and should be used if wind is too strong on main lake (exceeding 8mph, or 12mph depending on instructor/group competence, SLT Decision).		
Games	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries • Slips trip and fall • Sprains 	<p>1) Instructor to choose games appropriate to the level of the group</p> <p>2) Instructors to actively supervise all games and intervene or stop game if not working/getting out of hand</p> <p>3) Staff to actively supervise movement within the canoes, during games and when the canoes are being moved for launching.</p> <p>4) Discourage collisions during games, no deliberate bumping of boats (can be added to collisions and paddle strikes too).</p>	medium	
Cold Water Shock	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Drowning 	<p>1) All participants must wear a buoyancy aid</p> <p>2) Instructor staff are first aid trained and aware of signs of cold water shock</p> <p>3) Where possible, acclimatisation time will be allowed before entering water</p> <p>4) Wetsuits available if required</p> <p>5) In colder months where water temperature is lower, water sessions will be adapted to reduce contact with water (i.e. sparred canoeing)</p> <p>6) Prior to sessions medical information requested for all participants</p>	medium	
1:1 Coaching Session	<ul style="list-style-type: none"> • Members of 	<ul style="list-style-type: none"> • Broken bones 	1) 1:1 ratio so staff member lone working on the lake. If participant is	medium	

	public	<ul style="list-style-type: none"> • Cuts • Head Injuries • Lacerations • Slips trip and fall • Sprains 	<p>under the age of 18, then parent/carer must always be present.</p> <p>2) Radio contact with SLT back at main building.</p> <p>3) Coach predominantly delivers from the bank, therefore, must have board or kayak on hand for emergency/rescue purposes.</p> <p>4) Most lessons will be delivered by a qualified coach (where possible) within that craft i.e. sheltered water kayak coach.</p> <p>5) Coaches and participants are not required to wear helmets, unless they are rolling/underwater rescues are being performed.</p>			
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<p>1. Participant hair tied up and clear of face</p> <p>2. Glasses straps issued if required.</p> <p>3. Dangly or hooped earrings must be removed, studs permitted.</p> <p>4. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles).</p> <p>5. Appropriate clothing i.e. no vest tops, warm attire, coats etc.</p> <p>6. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).</p>	medium		
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<p>1. Behaviour Policy in place, and overview given during marquee brief.</p> <p>2. Participant must adhere to the instruction's issues by the instructor.</p> <p>3. Behaviour Policy in place. DM on hand to assist if necessary.</p> <p>4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook.</p> <p>5. Rules must be reiterated throughout the session, where appropriate.</p>	medium	N/A	medium

			6. Use of the DM completing walk arounds 7. Staff members from visiting group available.			
Safeguarding	<ul style="list-style-type: none"> Employees Members of public Students Visitors Volunteers Work Experience Young Persons 	<ul style="list-style-type: none"> bullying emotional trauma hurt missing child 	1. Staff to have read and signed safeguarding policy. 2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better. 3. Appropriate facility for changing (where required) for certain activities. 4. Staff made aware of issues to individual groups attending. 5. Do not leave your group to approach a trespasser/stranger on LC site. 6. Instructors to set boundaries for their activity. 7. Understand and be aware of reporting procedure. 8. Never leave anyone unattended. 9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female.	medium		
Unauthorised Access/Misuse of Equipment	<ul style="list-style-type: none"> Members of public 	<ul style="list-style-type: none"> Broken bones Damage to property Death 	1. Canoes not in use must be padlocked to the wooden frame 2. The padlock numbers must be scrambled to mitigate them being shared. (canoes located at smaller pools).	low		

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Kayaking	School /Department:	School of Sport and Exercise Science	Version:	018
Assessor(s):	Samantha Petchey, Robert Delahay, Jonathan Hunt, Emma Chambers, Susan Scriven	Signature:	Active Directory Authenticated		
Location:	Lakeside	Assessment date:	24/10/2024	Review date:	24/04/2025
Activity being assessed:	Kayaking with groups on the lakes Rob Delahay – Outdoor Activity, Sport and Exercise Manager Jon Hunt – Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Emma Chambers - Outdoor Activity, Sport and Exercise Supervisor Phil Hadley – Technical Advisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning 	<p>1) Participants must wear appropriate buoyancy aids and be checked prior to session commencing.</p> <p>2) In the case of capsize; staff to ensure all participants involved are accounted for and safe.</p> <p>3) Instructor to be on the water at all times after launching group.</p> <p>4) Up to date qualifications and rescue training with annual staff training taking place.</p> <p>5) All staff to hold Paddlesport Qualification, attend annual training/ regular rescue practise and undergo a SSSO.</p> <p>6) Staff vigilance throughout the session to ensure buoyancy aids are worn correctly, not tampered with or removed completely.</p> <p>7) Buoyancy aids must be worn over all clothing which must be appropriate and lightweight.</p> <p>8) If water temperature is below 10.0 degrees- in water activity is suspended. 14.0 and below then wetsuits and cags are highly recommended. The DM may stipulate this on the day.</p> <p>9) Instructor to safely acclimatise jumping participants if necessary.</p> <p>10) When medical/inclusion requirements are presented to us,</p>	low		

			lifejackets are available and recommended by SLT to ensure participants are easily identifiable.		
Wet/Uneven Surfaces	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall 	<p>1) Comprehensive safety and operating brief, prior to and during activity.</p> <p>2) Shoes MUST be worn at all times (no wellies, crocs, flip flops sandals, sliders or high heels).</p> <p>3) Attention to management of equipment and space during activities.</p> <p>4) Close supervision of participants during passive and active phases of activity.</p> <p>5) Anyone expecting to go on or in the water should wear a buoyancy aid.</p> <p>6) Bank based spectators not permitted on the water's edge.</p> <p>7) Jetty to be closed when not in use. No one to use it without instructor supervision</p>	medium	
Collision and Paddle Strikes	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • facial injuries • Head Injuries 	<p>1) Comprehensive safety brief before commencing activity.</p> <p>2) The brief must emphasize paddle safety. Reiterate this at every opportunity during the session. Staff will have paddle safety training during activity specific training.</p> <p>3) Reinforce safe use of paddles when in proximity (e.g. during games).</p> <p>4) Safety management of activity.</p> <p>5) Helmets to be worn by all taking part in activity. Instructor helmets have bright yellow stripes to easily identify.</p>	medium	

			<p>6) Be aware of other water users when groups have capsized or playing games where a collision could occur</p> <p>7) In cases where jewellery (e.g., rings) cannot be removed, then it must be taped. Religious wrist jewellery can be covered with neoprene bands located in the office.</p> <p>8) Active supervision of group at all times.</p> <p>9) Damaged equipment to be removed and reported via a maintenance report form</p>			
Water borne pathogens	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms • sickness 	<p>1) All staff to be fully aware of the status of the lake with regards to blue-green algae.</p> <p>2) Safety signage by the changing room warning people of the potential of blue-green algae in the lake.</p> <p>3) Monthly water testing, sampling and monitoring 3rd party contractor</p> <p>4) Participants instructed to wash hands after session before eating or touching face</p>	low		
Lifting Boats	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders 	<p>1) Close and directive supervision of participants when lifting boats</p> <p>2) All activity leaders to receive annual manual handling training.</p> <p>3) All staff follow BC qualification training when performing rescues</p> <p>4) If using closed cockpit kayaks, in event of a rescue the instructor is to send participant to the bank and manage the emptying of the boat.</p>	medium		

			5) Instructors to work within their capabilities when moving kayaks and to follow all training.		
Capsize in Shallow Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Facial Injuries • Head Injuries • Sprains 	<p>1) Group to be discouraged from capsizing and if it forms part of session then this is to take place in deep water.</p> <p>2) Instructor to manage correct entry and exit from water and maintain active supervision</p> <p>3) Games to take place in deeper water</p> <p>4) Greater awareness and depth of instruction to be given when using closed cockpit kayaks</p> <p>5) Radio if additional assistance is needed</p>	low	
Exposure to UV	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns 	<p>1) Sunglasses available and encouraged for instructors</p> <p>2) Sun cream is included on the kit list issued to groups.</p> <p>3) Instructors encouraged to wear sun cream and to remind groups to wear it</p>	medium	
Closed cockpit kayaks	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • Entrapment 	<p>1) Close control of group on water.</p> <p>2) Operate in areas appropriate to group ability.</p> <p>3) Prompt rescue of capsized participants.</p> <p>4) Correct choice and use of equipment provided, spray decks not to be used without training and authorisation.</p> <p>5) If sessions join together, instructors must retain clear responsibility for</p>	medium	

			<p>their own group</p> <p>6) Instructors using closed cockpit kayaks on sessions must be competent in self rescue</p>			
Cold Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) All participants to wear appropriate clothing and equipment.</p> <p>2) First aiders present on campus at all times</p> <p>3) All participants advised to warn leaders of any relevant medical conditions prior to activity- this should be conveyed in the booking process and information passed on prior to group arrival.</p> <p>4) Prompt rescue.</p> <p>5) Use rafted boats where appropriate to reduce risk of capsize</p> <p>6) Advise that a wetsuit can be provided if the participant does not have adequate clothing.</p> <p>7) In extreme cold weather water based activities will not be undertaken</p>	medium		
Hot Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Full brief prior to activity</p> <p>2) Provision of shade, shelter and fluids.</p> <p>3) Appropriate clothing for weather advised by instructors, sun cream and sun hats on kit list and participants and instructors encouraged to use it</p> <p>4) When required extra breaks and shortened sessions can be provided</p>	medium		
Group Dispersing	<ul style="list-style-type: none"> • Employees • Members of 	<ul style="list-style-type: none"> • drowning • loss of group 	<p>1) Take into account wind direction and adjust starting location of session if required.</p>	medium		

	public <ul style="list-style-type: none"> • Students • Visitors • Young Persons 	control	2) Smaller pools provide more shelter from the wind and should be used if wind is too strong on main lake (exceeding 8mph, or 12mph depending on instructor/group competence, SLT Decision). 3) Instructor to be aware of 'C.L.A.P' (Communication, Line of Sight, Avoidance, Position of maximum usefulness) 4) Active supervision and management of group needs to ensure group stays together 5) Radio if additional assistance is needed 6) Boundaries to be communicated prior to launch to help keep participants close together at start of session			
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	1) All activity undertaken in line with government advice and guidelines.	medium		
Multiple Groups	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • Loss of Group Control • Unable to identify own group 	1) If groups join together (SAME CRAFT ONLY) then instructors must remain responsible for their own group 2) Regular head counts and/or roll call. 3) Emphasis on not gathering around capsized boats. Instructor to reiterate to give capsized boats space 4) Radio comms between instructors when required	medium		

Inclement Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Electrical Shocks 	<p>1) Activity not to run if thunderstorms are forecast</p> <p>2) If thunderstorms occur during a session immediate evacuation of the lake</p> <p>3) Smaller pools provide more shelter from the wind and should be used if wind is too strong on main lake (exceeding 8mph, or 12mph depending on instructor/group competence, SLT Decision).</p>	low		
Games	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries • Slips trip and fall • Sprains 	<p>1) Instructor to choose games appropriate to the level of the group</p> <p>2) Instructors to actively supervise all games and intervene or stop game if not working/getting out of hand</p> <p>3) Discourage collisions during games, no deliberate bumping of boats (can be added to collisions and paddle strikes too).</p>	medium		
Cold Water Shock	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Drowning 	<p>1) All participants must wear a buoyancy aid</p> <p>2) Instructor staff are first aid trained and aware of signs of cold water shock</p> <p>3) Where possible, acclimatisation time will be allowed before entering water</p> <p>4) Wetsuits available if required</p> <p>5) In colder months where water temperature is lower, water sessions will be adapted to reduce contact with water (i.e. sparred canoeing)</p> <p>6) Prior to sessions medical information requested for all</p>	medium		

Use of helmets (religious or cultural beliefs/large hair)	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries 	<p>participants</p> <p>1) Informed Consent gained prior to group attending by Group Lead/Individual/Parents/carers.</p> <p>2) ONLY a single person per group not wearing a helmet (E.g., we cannot have a whole group not wearing helmets) One person only, to reduce the likelihood of impact from others</p> <p>3) Participants ONLY allowed on Sit on Tops individually (no pairs or triples).</p> <p>4) Instructing staff to alter session to ensure participant is kept away from banks and to avoid close proximity of other kayaks/participants.</p>	medium		
1:1 Coaching Session	<ul style="list-style-type: none"> • Members of public 	<ul style="list-style-type: none"> • Broken bones • Cuts • Head Injuries • Lacerations • Slips trip and fall • Sprains 	<p>1) 1:1 ratio so staff member lone working on the lake. If participant is under the age of 18, then parent/carer must always be present.</p> <p>2) Radio contact with SLT back at main building.</p> <p>3) Coach predominantly delivers from the bank, therefore, must have board or kayak on hand for emergency/rescue purposes.</p> <p>4) Most lessons will be delivered by a qualified coach (where possible) within that craft i.e. sheltered water kayak coach.</p> <p>6) Coaches and participants are not required to wear helmets, unless they are rolling/underwater rescues are being performed.</p>	medium		
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress 	<p>1. Participant hair tied up and clear of face</p> <p>2. Glasses straps issued if required.</p> <p>3. Dangly or hooped earrings must be</p>	medium		

	<ul style="list-style-type: none"> • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Hypothermia • Slips trip and fall • Sprains 	<p>removed, studs permitted.</p> <p>4. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles).</p> <p>5. Appropriate clothing i.e. no vest tops, warm attire, coats etc.</p> <p>6. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).</p>			
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<p>1. Behaviour Policy in place, and overview given during marquee brief.</p> <p>2. Participant must adhere to the instruction's issues by the instructor.</p> <p>3. Behaviour Policy in place. DM on hand to assist if necessary.</p> <p>4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook.</p> <p>5. Rules must be reiterated throughout the session, where appropriate.</p> <p>6. Use of the DM completing walk arounds</p> <p>7. Staff members from visiting group available.</p>	medium	N/A	medium
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	<p>1. Staff to have read and signed safeguarding policy.</p> <p>2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better.</p> <p>3. Appropriate facility for changing (where required) for certain activities.</p> <p>4. Staff made aware of issues to individual groups attending.</p> <p>5. Do not leave your group to approach a trespasser/stranger on LC site.</p> <p>6. Instructors to set boundaries for their activity.</p> <p>7. Understand and be aware of reporting procedure.</p> <p>8. Never leave anyone unattended.</p>	medium		

		9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female.		
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Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Kayaking	School /Department:	School of Sport and Exercise Science		Version:	018
Assessor(s):	Samantha Petchey, Robert Delahay, Jonathan Hunt, Emma Chambers, Susan Scriven		Signature:	Active Directory Authenticated		
Location:	Lakeside		Assessment date:	24/10/2024	Review date:	24/04/2025
Activity being assessed:	Kayaking with groups on the lakes Rob Delahay – Outdoor Activity, Sport and Exercise Manager Jon Hunt – Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Emma Chambers - Outdoor Activity, Sport and Exercise Supervisor Phil Hadley – Technical Advisor					

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • drowning 	<p>1) Participants must wear appropriate buoyancy aids and be checked prior to session commencing.</p> <p>2) In the case of capsize; staff to ensure all participants involved are accounted for and safe.</p> <p>3) Instructor to be on the water at all times after launching group.</p> <p>4) Up to date qualifications and rescue training with annual staff training taking place.</p> <p>5) All staff to hold Paddlesport Qualification, attend annual training/ regular rescue practise and undergo a SSSO.</p> <p>6) Staff vigilance throughout the session to ensure buoyancy aids are worn correctly, not tampered with or removed completely.</p> <p>7) Buoyancy aids must be worn over all clothing which must be appropriate and lightweight.</p> <p>8) If water temperature is below 10.0 degrees- in water activity is suspended. 14.0 and below then wetsuits and cags are highly recommended. The DM may stipulate this on the day.</p> <p>9) Instructor to safely acclimatise jumping participants if necessary.</p> <p>10) When medical/inclusion requirements are presented to us,</p>	low		

			lifejackets are available and recommended by SLT to ensure participants are easily identifiable.		
Wet/Uneven Surfaces	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall 	<p>1) Comprehensive safety and operating brief, prior to and during activity.</p> <p>2) Shoes MUST be worn at all times (no wellies, crocs, flip flops sandals, sliders or high heels).</p> <p>3) Attention to management of equipment and space during activities.</p> <p>4) Close supervision of participants during passive and active phases of activity.</p> <p>5) Anyone expecting to go on or in the water should wear a buoyancy aid.</p> <p>6) Bank based spectators not permitted on the water's edge.</p> <p>7) Jetty to be closed when not in use. No one to use it without instructor supervision</p>	medium	
Collision and Paddle Strikes	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • facial injuries • Head Injuries 	<p>1) Comprehensive safety brief before commencing activity.</p> <p>2) The brief must emphasize paddle safety. Reiterate this at every opportunity during the session. Staff will have paddle safety training during activity specific training.</p> <p>3) Reinforce safe use of paddles when in proximity (e.g. during games).</p> <p>4) Safety management of activity.</p> <p>5) Helmets to be worn by all taking part in activity. Instructor helmets have bright yellow stripes to easily identify.</p>	medium	

			<p>6) Be aware of other water users when groups have capsized or playing games where a collision could occur</p> <p>7) In cases where jewellery (e.g., rings) cannot be removed, then it must be taped. Religious wrist jewellery can be covered with neoprene bands located in the office.</p> <p>8) Active supervision of group at all times.</p> <p>9) Damaged equipment to be removed and reported via a maintenance report form</p>			
Water borne pathogens	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms • sickness 	<p>1) All staff to be fully aware of the status of the lake with regards to blue-green algae.</p> <p>2) Safety signage by the changing room warning people of the potential of blue-green algae in the lake.</p> <p>3) Monthly water testing, sampling and monitoring 3rd party contractor</p> <p>4) Participants instructed to wash hands after session before eating or touching face</p>	low		
Lifting Boats	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders 	<p>1) Close and directive supervision of participants when lifting boats</p> <p>2) All activity leaders to receive annual manual handling training.</p> <p>3) All staff follow BC qualification training when performing rescues</p> <p>4) If using closed cockpit kayaks, in event of a rescue the instructor is to send participant to the bank and manage the emptying of the boat.</p>	medium		

			5) Instructors to work within their capabilities when moving kayaks and to follow all training.		
Capsize in Shallow Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Facial Injuries • Head Injuries • Sprains 	<p>1) Group to be discouraged from capsizing and if it forms part of session then this is to take place in deep water.</p> <p>2) Instructor to manage correct entry and exit from water and maintain active supervision</p> <p>3) Games to take place in deeper water</p> <p>4) Greater awareness and depth of instruction to be given when using closed cockpit kayaks</p> <p>5) Radio if additional assistance is needed</p>	low	
Exposure to UV	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns 	<p>1) Sunglasses available and encouraged for instructors</p> <p>2) Sun cream is included on the kit list issued to groups.</p> <p>3) Instructors encouraged to wear sun cream and to remind groups to wear it</p>	medium	
Closed cockpit kayaks	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • Entrapment 	<p>1) Close control of group on water.</p> <p>2) Operate in areas appropriate to group ability.</p> <p>3) Prompt rescue of capsized participants.</p> <p>4) Correct choice and use of equipment provided, spray decks not to be used without training and authorisation.</p> <p>5) If sessions join together, instructors must retain clear responsibility for</p>	medium	

			<p>their own group</p> <p>6) Instructors using closed cockpit kayaks on sessions must be competent in self rescue</p>			
Cold Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) All participants to wear appropriate clothing and equipment.</p> <p>2) First aiders present on campus at all times</p> <p>3) All participants advised to warn leaders of any relevant medical conditions prior to activity- this should be conveyed in the booking process and information passed on prior to group arrival.</p> <p>4) Prompt rescue.</p> <p>5) Use rafted boats where appropriate to reduce risk of capsize</p> <p>6) Advise that a wetsuit can be provided if the participant does not have adequate clothing.</p> <p>7) In extreme cold weather water based activities will not be undertaken</p>	medium		
Hot Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Full brief prior to activity</p> <p>2) Provision of shade, shelter and fluids.</p> <p>3) Appropriate clothing for weather advised by instructors, sun cream and sun hats on kit list and participants and instructors encouraged to use it</p> <p>4) When required extra breaks and shortened sessions can be provided</p>	medium		
Group Dispersing	<ul style="list-style-type: none"> • Employees • Members of 	<ul style="list-style-type: none"> • drowning • loss of group 	<p>1) Take into account wind direction and adjust starting location of session if required.</p>	medium		

	public <ul style="list-style-type: none"> • Students • Visitors • Young Persons 	control	2) Smaller pools provide more shelter from the wind and should be used if wind is too strong on main lake (exceeding 8mph, or 12mph depending on instructor/group competence, SLT Decision). 3) Instructor to be aware of 'C.L.A.P' (Communication, Line of Sight, Avoidance, Position of maximum usefulness) 4) Active supervision and management of group needs to ensure group stays together 5) Radio if additional assistance is needed 6) Boundaries to be communicated prior to launch to help keep participants close together at start of session			
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	1) All activity undertaken in line with government advice and guidelines.	medium		
Multiple Groups	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • Loss of Group Control • Unable to identify own group 	1) If groups join together (SAME CRAFT ONLY) then instructors must remain responsible for their own group 2) Regular head counts and/or roll call. 3) Emphasis on not gathering around capsized boats. Instructor to reiterate to give capsized boats space 4) Radio comms between instructors when required	medium		

Inclement Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Electrical Shocks 	<p>1) Activity not to run if thunderstorms are forecast</p> <p>2) If thunderstorms occur during a session immediate evacuation of the lake</p> <p>3) Smaller pools provide more shelter from the wind and should be used if wind is too strong on main lake (exceeding 8mph, or 12mph depending on instructor/group competence, SLT Decision).</p>	low		
Games	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries • Slips trip and fall • Sprains 	<p>1) Instructor to choose games appropriate to the level of the group</p> <p>2) Instructors to actively supervise all games and intervene or stop game if not working/getting out of hand</p> <p>3) Discourage collisions during games, no deliberate bumping of boats (can be added to collisions and paddle strikes too).</p>	medium		
Cold Water Shock	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Drowning 	<p>1) All participants must wear a buoyancy aid</p> <p>2) Instructor staff are first aid trained and aware of signs of cold water shock</p> <p>3) Where possible, acclimatisation time will be allowed before entering water</p> <p>4) Wetsuits available if required</p> <p>5) In colder months where water temperature is lower, water sessions will be adapted to reduce contact with water (i.e. sparred canoeing)</p> <p>6) Prior to sessions medical information requested for all</p>	medium		

Use of helmets (religious or cultural beliefs/large hair)	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries 	<p>participants</p> <p>1) Informed Consent gained prior to group attending by Group Lead/Individual/Parents/carers.</p> <p>2) ONLY a single person per group not wearing a helmet (E.g., we cannot have a whole group not wearing helmets) One person only, to reduce the likelihood of impact from others</p> <p>3) Participants ONLY allowed on Sit on Tops individually (no pairs or triples).</p> <p>4) Instructing staff to alter session to ensure participant is kept away from banks and to avoid close proximity of other kayaks/participants.</p>	medium		
1:1 Coaching Session	<ul style="list-style-type: none"> • Members of public 	<ul style="list-style-type: none"> • Broken bones • Cuts • Head Injuries • Lacerations • Slips trip and fall • Sprains 	<p>1) 1:1 ratio so staff member lone working on the lake. If participant is under the age of 18, then parent/carer must always be present.</p> <p>2) Radio contact with SLT back at main building.</p> <p>3) Coach predominantly delivers from the bank, therefore, must have board or kayak on hand for emergency/rescue purposes.</p> <p>4) Most lessons will be delivered by a qualified coach (where possible) within that craft i.e. sheltered water kayak coach.</p> <p>6) Coaches and participants are not required to wear helmets, unless they are rolling/underwater rescues are being performed.</p>	medium		
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress 	<p>1. Participant hair tied up and clear of face</p> <p>2. Glasses straps issued if required.</p> <p>3. Dangly or hooped earrings must be</p>	medium		

	<ul style="list-style-type: none"> • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Hypothermia • Slips trip and fall • Sprains 	<p>removed, studs permitted.</p> <p>4. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles).</p> <p>5. Appropriate clothing i.e. no vest tops, warm attire, coats etc.</p> <p>6. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels).</p>			
Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<p>1. Behaviour Policy in place, and overview given during marquee brief.</p> <p>2. Participant must adhere to the instruction's issues by the instructor.</p> <p>3. Behaviour Policy in place. DM on hand to assist if necessary.</p> <p>4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook.</p> <p>5. Rules must be reiterated throughout the session, where appropriate.</p> <p>6. Use of the DM completing walk arounds</p> <p>7. Staff members from visiting group available.</p>	medium	N/A	medium
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	<p>1. Staff to have read and signed safeguarding policy.</p> <p>2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better.</p> <p>3. Appropriate facility for changing (where required) for certain activities.</p> <p>4. Staff made aware of issues to individual groups attending.</p> <p>5. Do not leave your group to approach a trespasser/stranger on LC site.</p> <p>6. Instructors to set boundaries for their activity.</p> <p>7. Understand and be aware of reporting procedure.</p> <p>8. Never leave anyone unattended.</p>	medium		

		9. Never be in a 1:1 situation with a minor, vulnerable adult or U18. 10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female.		
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Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Stand Up Paddleboarding	School /Department:	School of Sport and Exercise Science	Version:	016
Assessor(s):	Samantha Petchey, Robert Delahay, Jonathan Hunt, Emma Chambers, Susan Scriven	Signature:	Active Directory Authenticated		
Location:	Lakeside	Assessment date:	24/10/2024	Review date:	24/04/2025
Activity being assessed:	Stand Up Paddleboarding (SUP) on lakes Rob Delahay – Outdoor Activity, Sport and Exercise Manager Jon Hunt – Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Emma Chambers - Outdoor Activity, Sport and Exercise Supervisor Phil Hadley – Technical Advisor (L4 Canoe, IK, Sea National Trainer, SUP DSM Provider)				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Water Borne Pathogens	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms • Sickness 	<p>1) All staff to be fully aware of the status of the lake with regards to blue-green algae.</p> <p>2) Clear signs around the campus and water, warning people of the potential of blue-green algae in the lake.</p> <p>3) Monthly water testing, sampling and monitoring 3rd party contractor</p> <p>4) Participants instructed to wash hands after session before eating or touching face</p>	low		
Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning 	<p>1) Participants must wear appropriate buoyancy aids and checked prior to the session commencing.</p> <p>2) In the case of capsize; staff to ensure all participants involved are accounted for and safe.</p> <p>3) Instructor to be on the water at all times when students are after launch.</p> <p>4) Up to date qualifications and rescue training with annual staff training taking place.</p> <p>5) All staff to hold Paddlesport Qualification, attend annual training/ regular rescue practise and undergo a SSSO.</p> <p>6) Staff vigilance throughout the session to ensure buoyancy aids are worn correctly, not tampered with or removed completely.</p> <p>7) Any additional clothing (over wetsuits) must be lightweight in nature</p>	low		

			<p>i.e. rain coat, fleece and not heavy winter parkas and must be worn underneath buoyancy aids so that the instructor can perform quick visual checks throughout the session</p> <p>8) If water temperature is below 10.0 degrees- in water activity is suspended. 14.0 and below then wetsuits and cags are highly recommended. The DM may stipulate this on the day.</p> <p>9) Instructor to safely acclimatise jumping participants if necessary.</p> <p>10) When medical/inclusion requirements are presented to us, lifejackets are available and recommended by SLT to ensure participants are easily identifiable.</p>		
Lifting Boards	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Musculoskeletal disorders 	<p>1) Close supervision of participants and paddler centred approach</p> <p>2) All activity leaders to receive annual manual handling training.</p> <p>3) All staff follow BC qualification training when performing rescues and handling equipment.</p> <p>4) Full safety brief before commencement of activity including safe movement of boards if required.</p> <p>5) Correct choice and use of equipment provided</p> <p>6) Use multiple participants to carry one board if required</p> <p>7) Ensure adequate space around you before moving boards</p>	medium	

Jetty	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Head Injuries • Sprains 	<p>1) Instructor to be aware of location of jetty in relation to group.</p> <p>2) Participants to drop to knees in proximity of the jetty</p> <p>3) Instructor to manage launching from jetty, holding the board to allow participant to kneel on (for all ages). Ladders to be used (when available) to help exit from the water.</p> <p>4) Instructor to maintain active supervision around jetty</p>	low		
Inclement Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Electrical Shocks 	<p>1) Activity not to run if thunderstorms are forecast</p> <p>2) If thunderstorms occur during a session immediate evacuation of the lake</p>	low		
Group Dispersing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Drowning • Loss of Group Control 	<p>1) Take into account wind direction and adjust starting location of session if required.</p> <p>2) Smaller pools provide more shelter from the wind and should be used if wind is too strong on main lake.</p> <p>3) Instructor to be aware of 'C.L.A.P' (Communication, Line of Sight, Avoidance, Position of maximum usefulness)</p> <p>4) Active supervision and management of group needs to ensure group stays together</p> <p>5) Radio if additional assistance is needed</p> <p>6) Boundaries to be communicated prior to launch to help keep participants close together at start of session</p>	medium		

Collision and Paddle Strikes	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Broken bones • Cuts • Facial Injuries • Head Injuries 	<p>1) Comprehensive safety brief before commencing activity.</p> <p>2)The brief must emphasize paddle safety. Reiterate this at every opportunity during the session. Staff will have paddle safety training during activity specific training.</p> <p>3) Reinforce safe use of paddles when in proximity (e.g. during games).</p> <p>4) Safety management of activity.</p> <p>5) Instructor discretion as to use of helmets with groups.</p> <p>6) Be aware of other water users when groups have capsized or playing games where a collision could occur</p> <p>7) Active supervision of group at all times</p> <p>8) Damaged equipment to be removed and reported via a maintenance report form</p> <p>9) Instructor to discourage 'horseplay' i.e. jumping over boards</p>	medium		
Falling off boards	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Facial Injuries • Head Injuries • Sprains 	<p>1) Participants briefed on personal safety.</p> <p>2) Active group supervision at all times and clear instructions of hazards of close proximity.</p> <p>3) Ensure good spacing of boards during challenges and activities</p> <p>4) Clear instructions on how to enter shallow water, and when near other crafts (drop to knees on board).</p> <p>5) Participants given information</p>	medium		

			regarding dropping to knees.			
Fins	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Damage to property • Facial Injuries • Head Injuries • Lacerations 	<p>1) Participants must be made aware of fins prior to carrying kit.</p> <p>2) Boards are only to be used right way up.</p> <p>3) Avoid activities that lift the rear of the board from the water to stop fins from raising out</p> <p>4) Boards to be flipped back safely as soon as possible if upside down.</p> <p>5) If burring/sharp edges are identified on the fin in pre use checks it should be reported via a maintenance report form and not used</p>	medium		
Viral & Bacterial Infections	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms 	<p>1) All activity undertaken in line with government advice and guidelines.</p>	medium		
Under Inflated SUPs	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • injuries 	<p>1) Ensure boards are correctly inflated prior to use</p> <p>3) If board becomes deflated during session radio for assistance</p>	low		
Cold Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Hypothermia 	<p>1) All participants to wear appropriate clothing and equipment.</p> <p>2) First aiders present on campus at all times</p> <p>3) All participants advised to warn leaders of any relevant medical conditions prior to activity- this should be conveyed in the booking process</p>	low		

			<p>and information passed on prior to group arrival.</p> <p>4) Prompt rescue.</p> <p>5) Use rafted boats where appropriate to reduce risk of capsize</p> <p>6) Advise that a wetsuit can be provided if the participant does not have adequate clothing.</p> <p>7) In extreme cold weather water based activities will not be undertaken</p>		
Hot Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Heat Stress 	<p>1) Full brief prior to activity</p> <p>2) Provision of shade, shelter and fluids.</p> <p>3) Appropriate clothing for weather advised by instructors, sun cream and sun hats on kit list and participants and instructors encouraged to use it</p> <p>4) When required extra breaks and shortened sessions can be provided</p>	medium	
Wet/Uneven Surfaces	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Slips trip and fall 	<p>1) Comprehensive safety and operating brief, prior to and during activity.</p> <p>2) Shoes MUST be worn at all times (no wellies, crocs, flip flops sandals, sliders or high heels).</p> <p>3) Attention to management of equipment and space during activities.</p> <p>4) Close supervision of participants during passive and active phases of activity.</p> <p>5) Anyone expecting to go on or in the water should wear a buoyancy aid.</p>	low	

			6) Bank based spectators to be advised to avoid edge of water 7) Jetty to be closed when not in use. No one to use it without instructor supervision			
Exposure to UV	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns 	1) Brief group on potential risk to eyesight from UV rays. 2) Sunglasses available and encouraged for instructors 3) Sun cream is included on the kit list issued to groups. 4) Instructors encouraged to wear sun cream and to remind groups to wear it	medium		
Games	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Back Pain • Broken bones • Cuts • Head Injuries • Slips trip and fall • Sprains 	1) Instructor to choose games appropriate to the level of the group 2) Instructors to actively supervise all games and intervene or stop game if not working/getting out of hand 3) Participants not to attempt head/hand stands 4) Jumping off jetty onto board only for over 18's. 5) Staff to actively supervise movement on the SUPs during games. 6) Discourage collisions during games, no deliberate bumping of boards. (can be added to collisions and paddle strikes too) 7) Games/Activities where paddles are not required, place the paddles in a suitable location, clear of the participant.	medium		
Cold Water Shock			1) All participants must wear a	medium		

	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Drowning 	<p>buoyancy aid</p> <p>2) Instructor staff are first aid trained and aware of signs of cold water shock</p> <p>3) Where possible, acclimatisation time will be allowed before entering water</p> <p>4) Wetsuits available if required</p> <p>5) In colder months where water temperature is lower, water sessions will be adapted to reduce contact with water (i.e. sparred canoeing)</p> <p>6) Prior to sessions medical information requested for all participants</p>			
Safeguarding	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • bullying • emotional trauma • hurt • missing child 	<p>1. Staff to have read and signed safeguarding policy.</p> <p>2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better.</p> <p>3. Appropriate facility for changing (where required) for certain activities.</p> <p>4. Staff made aware of issues to individual groups attending.</p> <p>5. Do not leave your group to approach a trespasser/stranger on LC site.</p> <p>6. Instructors to set boundaries for their activity.</p> <p>7. Understand and be aware of reporting procedure.</p> <p>8. Never leave anyone unattended.</p> <p>9. Never be in a 1:1 situation with a minor, vulnerable adult or U18.</p> <p>10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female.</p>	medium		

Inappropriate Behaviour	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Behaviour Policy in place, and overview given during marquee brief. 2. Participant must adhere to the instruction's issues by the instructor. 3. Behaviour Policy in place. DM on hand to assist if necessary. 4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook. 5. Rules must be reiterated throughout the session, where appropriate. 6. Use of the DM completing walk arounds 7. Staff members from visiting group available 	medium	N/A	low
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1. Participant hair tied up and clear of face 2. Glasses straps issued if required. 3. Dangly or hooped earrings must be removed, studs permitted. 4. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles). 5. Appropriate clothing i.e. no vest tops, warm attire, coats etc. 6. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels). 	medium		
1:1 Coaching Session	<ul style="list-style-type: none"> • Members of public 	<ul style="list-style-type: none"> • Broken bones • Cuts • Head Injuries • Lacerations • Slips trip and fall • Sprains 	<ol style="list-style-type: none"> 1) 1:1 ratio so staff member lone working on the lake. If participant is under the age of 18, then parent/carer must always be present. 2) Radio contact with SLT back at main building. 3) Most lessons will be delivered by a qualified coach (where possible) within that craft i.e. sheltered water kayak coach. 4) Coach predominantly delivers from the bank, therefore, must have board or kayak on hand for 	medium		

			emergency/rescue purposes.			
Leashes	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> Entanglement 	1. Leashes are available for instructors ONLY. 2. NOT to be given to participants.	medium		
Unauthorised Access/Misuse of Equipment	<ul style="list-style-type: none"> Members of public 	<ul style="list-style-type: none"> Cuts Damage to property Death Drowning 	1. The SUP Container/Metal Shed must be locked when a staff member is not present. 2. The padlock numbers must be scrambled to mitigate them being shared. (container located at smaller pools).	low		

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	SS to sign off	s.scriven@worc.ac.uk	01/12/2024	06/11/2024

RISK ASSESSMENT FORM RA1

To be read with the Universities Risk Assessment operating procedure. This details the approach to risk assessment. Please ensure you are competent to carry out the assessment, if you have any doubts, please seek advice from your line manager or safety services. Once completed, the control measures must be adhered to and reviewed at least annually, or when the activity changes or if an accident occurs.

Name of Assessment:	LS - Water Safety	School /Department:	School of Sport and Exercise Science	Version:	012
Assessor(s):	Samantha Petchey, Robert Delahay, Jonathan Hunt, Emma Chambers, Susan Scriven	Signature:	Active Directory Authenticated		
Location:	Lakeside	Assessment date:	24/10/2024	Review date:	24/04/2025
Activity being assessed:	Water Safety- 1 Level 2 swim teacher alongside 1x OWL with PSI Rob Delahay – Outdoor Activity, Sport and Exercise Manager Jon Hunt – Outdoor Activity, Sport and Exercise Supervisor Samantha Petchey - Outdoor Activity, Sport and Exercise Supervisor Emma Chambers - Outdoor Activity, Sport and Exercise Supervisor				

Risk Rating (RR)	Action
extreme	Do not proceed
high	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
medium	Determine if further controls are required to reduce risk to as low as is reasonably practicable
low	No further action, keep under review

Significant Hazards	People at risk	What harm might occur	Existing control measures	Risk Rating (current controls)	Future control measures	Residual Risk
Boats/equipment from other sessions	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries • Slips trip and fall 	1) Activities also using the lake to be aware of swimmers and communicate entry areas.	medium		
Surface on entry/exit of lake	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cuts • Slips trip and fall 	1) Shoes MUST be worn at all times (no wellies, crocs, flip flops sandals, sliders or high heels).	medium		
Open Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Death • Drowning 	<p>1) Swimmers not to enter the water before instructors are ready and indicate that swimmers may now enter the water.</p> <p>2) Swimmers remain near to bank within proximity of lifeguard</p> <p>3) Wetsuits are available. If water temperature is below 10.0 degrees- in water activity is suspended. 18.0 and below then wetsuits are mandatory. When above 18 degrees, spare clothing is preferred but wetsuits may still be worn.</p> <p>4) Instructors to remain vigilant and watch participants for signs of fatigue and alter the session/remove participant from water if required</p> <p>5) Swim teacher (instructor for land-based section): swimmer ratio of 1:12</p>	medium		

			<p>6) Clear means of communication between lifeguards and swim teacher</p> <p>7) All participants to use a swim noodle or buoyancy aid if nervous/non-swimmer.</p> <p>8) Selection of appropriate water session content to suit the capabilities of the group/weather dependent</p> <p>9) Instructors to identify weak/non-swimmers before entering the water</p>			
Physical Activity	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • cramp • dehydration • drowning • existing health conditions • Overexertion 	<p>1) Staff are appropriately trained and able to spot signs of fatigue</p> <p>2) Activity to take place within close proximity of bank/slipway to allow participants to exit water if required</p>	medium		
Other Lake Users	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Head Injuries 	<p>1) Zoning programmed for multiple activities by SLT and communicated in morning brief</p> <p>2) Communication between other instructors leading other water activities.</p>	low		
Cold Water	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Cold Water Shock • Hypothermia 	<p>1) Wetsuits are available. To be worn if the water temperature is 18 degrees and below.</p> <p>2) Participants enter water gradually to allow for acclimatisation</p> <p>3) Showers available for re-warming.</p> <p>4) Sessions not to commence until water is over 11°C</p> <p>5) Lifeguard to remain in close</p>	low		

			proximity to participants 6) Instructors aware of medical conditions prior to entry to the water		
Hot Weather	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Young Persons 	<ul style="list-style-type: none"> • Burns • Heat Stress • hyperthermia 	1) Shade can be used for land based sections if required 2) Sessions can be shortened/alterd if required 3) Wetsuits not be worn if water temperature is above 18 degrees. 4) Participants to be encouraged to use sun cream and drink water	medium	
Polluted water	<ul style="list-style-type: none"> • Employees • Members of public • Visitors • Young Persons 	<ul style="list-style-type: none"> • Flu-like symptoms • sickness 	1) A check will be made before swimming that there is no visible algal scum in the designated swimming area. If carpet like algae visible session to be cancelled 2) Monthly water quality tests. Safe operating parameters are outlined by Beyond Swim and adhered to. 3) Participants advised to take measures to avoid infection and cross contamination <ul style="list-style-type: none"> - Cover all cuts with plasters - Wash hands before eating - Try not to ingest water while swimming - Shower after session at earliest opportunity 4) Multiple water bodies available for use	medium	
Severe Weather	<ul style="list-style-type: none"> • Employees • Members of 	<ul style="list-style-type: none"> • Electrical Shocks 	1) Lake must be evacuated in the event of thunder and/or lightning	medium	

	<ul style="list-style-type: none"> public Visitors Young Persons 		<p>2) Supervisors to check weather forecast throughout the week and day and cancel session if lightning is forecast.</p> <p>3) If excessive fog/rain/hail means from the bank we cannot see the swim buoys then the session is to be cancelled.</p>			
Wildlife	<ul style="list-style-type: none"> Employees Members of public Visitors Young Persons 	<ul style="list-style-type: none"> Cuts Head Injuries 	<p>1) Swan activity to be monitored</p> <p>2) Participants warned and advised (safety signage) to stand up, talk and splash the swans gently if they take a particular interest in an individual.</p> <p>3) Instructor staff are also present in the water and would be on the swans side if they came near.</p>	medium		
Weeds	<ul style="list-style-type: none"> Employees Members of public Students Visitors Young Persons 	<ul style="list-style-type: none"> drowning Entanglement panic attack 	<p>1) Pre session checks of area being used</p> <p>2) Re-position of a particular area if weeds are dense</p> <p>3) Rake to be used to maintain quality of lake as required</p>	low		
Safeguarding	<ul style="list-style-type: none"> Employees Members of public Students Visitors Volunteers Work Experience Young Persons 	<ul style="list-style-type: none"> bullying emotional trauma hurt missing child 	<p>1. Staff to have read and signed safeguarding policy.</p> <p>2. Staff to have completed safeguarding training. This could be both internally delivered by the DSL or an equivalent external agency, similar to our training or better.</p> <p>3. Appropriate facility for changing (where required) for certain activities.</p> <p>4. Staff made aware of issues to individual groups attending.</p> <p>5. Do not leave your group to approach a trespasser/stranger on LC site.</p> <p>6. Instructors to set boundaries for their activity.</p>	medium		

			<p>7. Understand and be aware of reporting procedure.</p> <p>8. Never leave anyone unattended.</p> <p>9. Never be in a 1:1 situation with a minor, vulnerable adult or U18.</p> <p>10. Minimum of 2 staff around by the changing rooms when U18's are present. If possible 1 x male and 1 x female.</p>			
Inappropriate Footwear / Clothing	<ul style="list-style-type: none"> • Employees • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Cuts • Head Injuries • Heat Stress • Hypothermia • Slips trip and fall • Sprains 	<p>1. Participant hair tied up and clear of face</p> <p>2. Glasses straps issued if required.</p> <p>3. Dangly or hooped earrings must be removed, studs permitted.</p> <p>4. Rings, necklaces, and bracelets removed or covered where appropriate (i.e. religious bangles).</p> <p>5. Appropriate clothing for the water temperature.</p> <p>6. Suitable Footwear (Shoes MUST be always worn (no wellies, crocs, flip flops sandals, sliders or high heels)).</p>	medium		
Inappropriate Behaviour	<ul style="list-style-type: none"> • Members of public • Students • Visitors • Volunteers • Work Experience • Young Persons 	<ul style="list-style-type: none"> • Acts of aggression • Broken bones • Burns • Cuts • Eye injuries • Head Injuries • Slips trip and fall • Sprains 	<p>1. Behaviour Policy in place, and overview given during marquee brief.</p> <p>2. Participant must adhere to the instruction's issues by the instructor.</p> <p>3. Behaviour Policy in place. DM on hand to assist if necessary.</p> <p>4. Staff must follow behaviour management training; the 4-step system behaviour policy as outlined in the staff handbook.</p> <p>5. Rules must be reiterated throughout the session, where appropriate.</p> <p>6. Use of the DM completing walk arounds</p> <p>7. Staff members from visiting group available.</p>	medium		

Action Ref	Action required	Who is responsible?	By when?	Date completed
1	Susie Scriven to read and approve	s.scriven@worc.ac.uk	01/12/2024	06/11/2024