



RISK ASSESSMENTS

This document has been compiled to manage and reduce the risk of our activities. It is reviewed continuously. An annual review of this document is conducted each winter by an appropriate manager, with assistance from our qualified staff, and where necessary, our technical advisor and the relevant National Governing Body.



MENDIP RISK ASSESSMENT INDEX

REVISED 13th JUNE 2020

NO	ACTIVITY	GENERIC RISKS (PAGE 3)	SPECIFIC RISKS	NGB QUALIFIED INSTRUCTORS	IN HOUSE TRAINING	STANDARD PROCEDURES	ACTIVITY ON OUR SITE	ACTIVITY OFF SITE	PROTECTIVE EQUIPMENT	FIRST AID COVER	MAX RATIO	£5M INSURANCE	RISK LEVEL	COVID SECURE as of the revised date
1	AIR RIFLE	✓	✓	✓	✓	✓	✓	N/A	✓	✓	1:12	✓	LOW	✓
2	ARCHERY	✓	✓	✓	✓	✓	✓	✓	✓	✓	1:12	✓	LOW	✓
3	ARCHERY ACTIVE	✓	✓	N/A	✓	✓	✓	✓	✓	✓	1:16	✓	LOW	✓
4	ASSAULT COURSE	✓	✓	N/A	✓	✓	✓	✓	✓*	✓	1:10	✓	LOW	✓
5	AXE THROWING	✓	✓	N/A	✓	✓	✓	✓	N/A	✓	1:12	✓	LOW	✓
6	BUSHCRAFT	✓	✓	N/A	✓	✓	✓	✓	N/A	✓	1:16	✓	LOW	✓
7	CAMPING	✓	✓	N/A	✓	✓	✓	✓	N/A	✓	Bespoke	✓	LOW	
8	CANOE / KAYAK	✓	✓	✓	✓	✓	✓	✓	✓	✓	1:10/1:6	✓	LOW	✓
9	CAVING	✓	✓	✓	✓	✓	✓	✓	✓	✓	1:10/ 2:10 / 2:6 1:12	✓	LOW	✓
10	CLIMB/ABSEIL	✓	✓	✓	✓	✓	✓	✓	✓	✓	1:10	✓	LOW	✓
11	CRATE STACK	✓	✓	N/A	✓	✓	✓	N/A	✓	✓	1:14	✓	LOW	✓
12	FRISBEE GOLF	✓	✓	N/A	✓	✓	✓	✓	N/A	✓	N/A	✓	LOW	✓
13	SELF LED FRISBEE GOLF	✓	✓	N/A	✓	✓	✓	✓	N/A	N/A	N/A	✓	LOW	✓
14	EVENING ACTIVITIES	✓	✓	N/A	✓	✓	✓	✓	N/A	✓	Bespoke	✓	LOW	
15	HILL WALKING	✓	✓	✓	✓	✓	✓	✓	N/A	✓	Bespoke	✓	LOW	
16	MOUNTAIN BIKES	✓	✓	✓	✓	✓	✓	✓	✓	✓	1:10	✓	MEDIUM	✓
17	ORIENTEERING	✓	✓	✓	✓	✓	✓	✓	N/A	✓	1:12	✓	LOW	✓
18	SELF LED ORIENTEERING	✓	✓	✓	✓	✓	✓	✓	N/A	N/A	Bespoke	✓	LOW	✓
19	PIONEERING	✓	✓	N/A	✓	✓	✓	✓	✓*	✓	1:12 / 2:12	✓	LOW	
20	RAFT BUILD	✓	✓	N/A	✓	✓	✓	✓	✓	✓	1:10	✓	LOW	✓
21	SNOWSPORTS	✓	✓	✓	✓	✓	✓	N/A	✓	✓	1:8	✓	MEDIUM	✓
22	SNOWSPORTS UNSUPERVISED	✓	✓	✓	✓	✓	✓	N/A	N/A	✓	N/A	✓	MEDIUM	✓
23	TOBOGGANING	✓	✓	N/A	✓	✓	✓	N/A	N/A	✓	N/A	✓	LOW	✓
24	TEAM BUILDING	✓	✓	N/A	✓	✓	✓	✓	✓*	✓	1:16	✓	LOW	✓

* Protective Equipment will be provided during certain elements of the activity

Covid-19 Secure Risk Assessment

HAZARD	WHO IS AT RISK?	UNMAN-AGED RISK	CONTROL MEASURES	MANAGED RISK
Maintaining session safety whilst abiding by social distancing measures	All	MEDIUM	<ul style="list-style-type: none"> • Kit up done via a visual demo then by clients themselves with help from each other, then followed by a thorough check from the instructor whilst maintaining a distance • Capable participants to be encouraged to assist anyone struggling • Management support to stop sessions at any point if group cannot be controlled using these measures 	LOW
Transmission of Covid-19 when having to enforce safety issues	All	HIGH	<ul style="list-style-type: none"> • If an urgent safety issue occurs where a member of Mendip Staff needs to intervene and is unable to keep to social distancing then this needs to happen to ensure the safety of others and themselves. After the incident is resolved then careful and through personal hygiene needs to take place and the time spent in close contact needs to be kept to the absolute minimum. • minimize close contact between individuals wherever possible during incidents and people involved. 	LOW
Transmission of Covid-19 while performing first aid	All	HIGH	<ul style="list-style-type: none"> • Social distancing measures must be followed as much as possible. • If you need to get within 2ms of the person then limit the amount of people involved with the first aid and wear PPE provided—gloves and facemask. If possible put a facemask on the casualty, if you can't put a facemask on the casualty then cover their mouth and nose with a breathable covering for example towel or triangular bandage. • remember strict personal hygiene after contact with the casualty. • follow CPR guidance from the Resuscitation Council UK - if cardiac arrest is suspected call 999 immediately, cover face and mouth of casualty and give chest compressions. If it is a child then they advise to give rescue breaths and use a face mask. 	LOW

Covid-19 Secure Risk Assessment

HAZARD	WHO IS AT RISK?	UNMAN-AGED RISK	CONTROL MEASURES	MANAGED RISK
Not able to keep to Social distance restrictions	All	HIGH	<ul style="list-style-type: none"> • Pre booking required for all users • Floor markings and signage to assist in social distancing, staff to remind and enforce social distancing at all times. • All internal areas will have a reduced capacity and signage to inform the requirements. Staff will monitor and enforce. • Instructors to carry facemask while on session incase of an incident that requires getting closer to people. 	LOW
Infection risk from transmission on touch points, surfaces and shared equipment.	All	MEDIUM	<ul style="list-style-type: none"> • All equipment to either be disinfected after use or quarantined for 72hrs. Follow procedures put in place for collection and returning equipment. • all surfaces and touch points to be cleaned regularly throughout the day with a disinfectant that meets EN1276, if the surface/touchpoints are visibly dirty then warm water and soap should be used prior to disinfecting. • Toilets will be single use only with the outside door will be kept open. • Any doors/gates to be left open where ever possible. 	LOW
Transmission from someone developing symptoms while onsite		HIGH	<ul style="list-style-type: none"> • If a member of public develops symptoms then they are encouraged leave the site ASAP and follow government guidance regarding self isolations and to inform centre staff ASAP their whereabouts at the centre to allow deep cleaning. • Deep clean of all areas and equipment used using disposable cloths/mop heads using soap and warm water for visibly dirty surfaces then all surfaces disinfected with a disinfectant that meets EN1276 standards, the person cleaning should use disposable gloves and apron, and then all materials used should be double bagged and securely stored for 72hrs then disposed normally. 	LOW
Poor hygiene		HIGH	<ul style="list-style-type: none"> • All people advised to wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water is not available. • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • Bins to be regularly emptied and disinfected. • Regularly cleaning of the hand washing facilities and check soap and sanitizer levels 	LOW
Incidents	All	HIGH	<ul style="list-style-type: none"> • If an incident occurs during working hours then the safety of others takes priority and the social distances measures can be relaxed but careful and through personal hygiene needs to take place immediately after the incident. All reasonable steps needed to be taken before this. • Minimize close contact between individuals wherever possible during incidents and people involved. 	LOW
Human error - forgetting or not adhering to guidelines	All	HIGH	<ul style="list-style-type: none"> • Mendip staff available to remind clients of social distancing and to assist clients if needed. • Signage around site to remind and inform all people of guidelines and any changes. 	LOW

MENDIP GENERIC RISKS (APPLIES TO ALL ACTIVITIES)

REVISED JULY
2017

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Medical emergency caused by pre-existing medical condition	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> Participants complete a medical declaration prior to session Instructor to check all medicals prior to session Instructors are qualified first aiders Participants are requested to make themselves known to their supervising instructor if they have any pre-existing conditions In the very unlikely event that a participant should suffer from a medical emergency (i.e. heart attack, stroke, epileptic fit, diabetic emergency) the emergency services will be contacted. Appropriate First aid treatment will be administered. At the earliest opportunity the Mendip office will be informed and our emergency procedures instigated if appropriate 	LOW
Inappropriate behaviour	Instructors, group and other visitors	LOW	<ul style="list-style-type: none"> Abandon session if bad behaviour could affect the safety of the group 	LOW
Ticks: Lyme Disease	All	LOW	<ul style="list-style-type: none"> Advise groups to wear trousers Brief groups on Ticks and how to get them removed Inform the group of the symptoms and when to seek further medical assistance Issue Tick Advice card from First Aid Kit 	LOW
Weather conditions causing injury- Hyperthermia Hypothermia	Instructors, group and other visitors	MEDIUM	<ul style="list-style-type: none"> Kit lists supplied in advance of activity session Instructor to check all participants are dressed suitably to the weather conditions Instructor to advise participants to apply sun cream when appropriate Instructor to ensure group has enough water / fluids Instructor to carry mobile phone and first aid kit During overhead lightning groups will be taken to the safer location In extreme conditions the activity may be delayed, postponed or cancelled 	LOW
Waterborne disease: Weil's disease	All	LOW	<ul style="list-style-type: none"> Inform the group of the risks and what to do if they become ill Make sure groups wash their hands at the end of the session Advising any existing cuts are covered up with a waterproof covering. 	LOW

1: AIR RIFLES

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	✓
FIRSTAID	✓
RATIO	1:12

MINIMUM INSTRUCTOR QUALIFICATION

National Small-bore Rifle Association Youth Proficiency Scheme Tutor. For supervising anyone under the age of 17 years old, the supervisor must be over 21 years old.

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Unauthorised use of weapons - Shooting towards group/visitors - Ricochet of pellets - Re-bound eye injury	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> • Qualified Instructors to run the session • Rifles to be locked in appropriate secure storage when not in use • Safety briefing and demonstration at the beginning of the session • Instructor vigilance during session • Seated shooting area with guns pointing down range • Safety glasses to be worn by all participants and spectators • No pellets left next to the rifles when collecting the targets/people are down range. • Appropriate range distance set up to minimise ricochet potential • Impact absorbing material at the end of the range • Immediate access to a first aid kit by an instructor at all times • Mobile phone to be taken to the site of activity by the I/C Instructor 	LOW
Injury caused by: - Trapping finger in barrel when loading - Cutting hands on targets / cans - Pellets straying out of bounds - Accidental firing of air rifle whilst being carried to the range	Instructors, group and other visitors	MEDIUM	<ul style="list-style-type: none"> • Clear instruction provided by qualified instructors • Instructor vigilance during session • Use absorbent material behind targets to absorb pellets • Ensure all targets are placed on the floor of the outside range • When left unattended air rifles are left un-cocked and broken. • One to one coaching from a distance used on first round of shooting with only one person at a time 	LOW

2: ARCHERY

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

Archery GB Leader Award or GNAS Archery Leader (until 31st Dec 2017)

RATIO 1:12

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: Jewellery / clothing / hair becoming caught in the string Walking into an arrow Bow limbs breaking	Instructors, group and other visitors	MEDIUM	<ul style="list-style-type: none"> Watches, bracelets, rings and dangly earrings should be removed (if possible, if not taping over) and long hair and toggles/drawstrings on jumpers tied back to prevent them getting caught in the bow string Groups instructed not to draw bows without arrows as bow limbs could be damaged, causing injury Instruction is provided on collecting the arrows to prevent people walking into them Any lost arrow should be looked for straight after losing, if not found then a near miss form must be filled out Maximum of 6 students at the shooting line per instructor. Immediate access to a first aid kit by an instructor at all times Mobile phone is required to be taken to the site of activity by the I/C Instructor Relevantly qualified staff to run the session Not allowing bows and arrows to be left together unattended at any time 	LOW
Injury caused by: Inappropriate range set up Malicious behaviour	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> Safety briefing to include range rules and expectations Warning signs to be displayed around the area at access point Checking behind the stop net regularly to ensure no one is behind Close control of the range Abandon session if bad behaviour could affect the safety of the group One to one coaching from a distance used on first round of shooting with only one person at a time 	LOW

3: ARCHERY ACTIVE

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	✓
FIRSTAID	✓
RATIO	1:16

MINIMUM INSTRUCTOR QUALIFICATION

In house assessed + Archery GB Award

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: Tripping / slipping / falling Being hit in the face by an arrow Players not following game rules Close range shots Bow limbs breaking	Instructors, group and other visitors	MEDIUM	<ul style="list-style-type: none"> Trained instructors to facilitate all sessions Players instructed not to draw bows without arrows as limbs could cause injury Immediate access to a first aid kit by an instructor at all times Lead Instructor to carry mobile phone All players / Instructors must wear a protective face mask unless in a safety zone Players will only be given bows/ arrows once all players are wearing a face mask Bows and arrows will be kept separately in different areas when not in use There will be a 15 metre exclusion zone surrounding all game areas Safety briefing is to take place with all players and understanding checked Players are not permitted to shoot each other at close range Players are briefed on the safety method of calling the supervising member 	LOW
Being hit by a damaged arrow	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> All arrows will be closely monitored to ensure no defective arrows are ever in play Advice given on how to easily identify a defective arrow and take it out of play 	LOW
Injury caused by: Jewellery / clothing / hair catching in the bow string Misunderstanding of game rules Malicious behaviour Inappropriate game areas	Instructors, group and other visitors	LOW	<ul style="list-style-type: none"> Watches, bracelets, rings and dangly earrings should be removed (if possible, if not taped over) and long hair and toggles/drawstrings on jumpers tied back to prevent them getting caught in the bow string Abandon game if bad behaviour could affect the safety of the group Warning signs to be displayed around the area at access point · Safety exclusion zone of 15metres around the game area Close control of the game area at all times 	LOW
Falling on rock surface Falling off edge of quarry	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> Initial safety briefing to inform group members of the risks of the quarry Clear boundaries given to all group members during briefing Groups are advised of the uneven surface Bark chippings to be placed in the game area to soften the area. Game areas are located away from edges of the quarry 	LOW

4: ASSAULT COURSE

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	✓
FIRSTAID	✓
RATIO	1:10

MINIMUM INSTRUCTOR QUALIFICATION

In house assessed

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury to participants e.g. broken bones, twists, cuts, slips caused from: Jewellery/clothing becoming caught Walking into obstacles Trapping body parts Slipping off obstacles Poor lifting techniques Being dropped when being lifted or assisted through obstacles Falling from height Incorrectly dismounting obstacles Hard contact with objects	Instructors and group	MEDIUM	<ul style="list-style-type: none"> • Watches, bracelets, rings and dangly earrings should be removed (if possible, if not taped over) to prevent them getting caught on obstacles • Each obstacle will be explained and risks discussed prior to use • Obstacles are checked visually prior to each use. • Each obstacle is generally used separately from the adjoining obstacles, except where one obstacle has a minimal risk and does not require direct supervision • A sensible pace for the conditions / obstacle is encouraged • When using blindfolds. Groups must not race. Only one person blindfolded per instructor on the obstacles at a time • Immediate access to a first aid kit by an instructor at all times • Mobile phone is required to be taken to the site of activity by the I/C Instructor • Demonstrate / explain how to dismount safely • Instructor is available to spot as necessary • Only one participant per instructor on an obstacle at a time as necessary 	LOW
DROWNING: Equipment failure Cold water shock Clients not being able to swim Becoming knocked unconscious	Instructors and group	HIGH	<ul style="list-style-type: none"> • All participants to wear buoyancy aids and helmets when on or near the water • Participants informed about the cold water • All equipment is checked when handed out • Instructors are in house trained with the FSRT or life saving award and will have the appropriate safety equipment • Instructor ensures they know where all their group is at all times. If several people are in the water constant head counts are required to ensure nobody is trapped underwater. 	LOW

5: AXE THROWING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	✓
FIRSTAID	✓
RATIO	1:12

MINIMUM INSTRUCTOR QUALIFICATION

In house assessed

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: Thrown items rebounding towards thrower Thrown items going over the back stop net Burrs on edges caused by clashes. Arm, elbow, shoulder injuries from throwing.	Instructors, group and other visitors	MEDIUM MEDIUM	<ul style="list-style-type: none"> • Instructor to demonstrate correct throwing techniques • Safe carrying and passing over of hawks and angels demonstrated and practised. • Throwers to stand no closer than 3m throwing line. • No one to stand behind axe thrower. • Maximum of 4 students at the throwing line per instructor. • Immediate access to a first aid kit by an instructor at all times • Mobile phone is required to be taken to the site of activity by the I/C Instructor • Not allowing hawks or angels to be left unattended at any time • Instructor to suggest warm up as necessary and coach correct throwing methods. • Participants advised to stop and rest if any pain occurs. • One to one coaching from a distance used on first round of shooting with only one person at a time 	LOW
Injury caused by: Inappropriate range set up Malicious behaviour	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> • Safety briefing to include range rules and expectations • Warning signs to be displayed around the area at all access points • Checking behind the stop net regularly to ensure no one is behind • Close control of the range • Abandon session if bad behaviour could affect the safety of the group 	LOW

6: BUSHCRAFT

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	
FIRSTAID	✓
RATIO	1:12

MINIMUM INSTRUCTOR QUALIFICATION

In house assessed

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Using tools incorrectly - Blunt tools - Poor behaviour - Poor instruction & monitoring - Falling trees/branches - Loss of concentration	Instructors, group and other visitors	MEDIUM	<ul style="list-style-type: none"> • Instruction to be provided, including health and safety briefing before the session and each new skill • Tools only given to participants who can behave sensibly, On going monitoring must occur • Tools used on a flat surface • Tools to be kept collected/covered/stored when not in use • Immediate access to a first aid kit by an instructor at all times • Check area to be used for falling branches • When wind speeds are forecast in excess of 40mph the Duty Manager will monitor the woodland at Mendip Snowsport Centre and will make a decision on which areas may be used. If wind speeds rise to dangerous levels on the land then the DM may need to restrict activities from going ahead. The Instructor will also carry out a risk assessment throughout the session. • Mobile phone is required to be taken to the site of activity by the I/C Instructor 	LOW
Getting Lost; not being able to find way back to meeting point	Group	LOW	<ul style="list-style-type: none"> • Clear boundaries to be set by the instructor, for example if using the lower site ensure at all times the clients can see the parachute 	LOW
Burns caused by: - Making fires in inappropriate locations - Poor behaviour - Poor instruction & monitoring - Being burnt by cooking marshmallows	Group	HIGH	<ul style="list-style-type: none"> • Instruction to be provided, including health and safety briefing • On going monitoring • Water must always be available when a fire is lit • No running in proximity of the fire pit • Supervision of all cooking activities and instructor to limit the number of clients around the fire dependant on the group. 	LOW
Food poisoning caused by: - Cross contamination - Using high risk foods - Misidentification of wild foods	Instructors, group and other visitors	MEDIUM	<ul style="list-style-type: none"> • Instruction on food hygiene to be provided • Gloves or antibacterial gel to be considered • Only known plants/wild foods to be eaten 	LOW

7: CAMPING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATIONS

In house assessed

RATIO

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spo-
ke

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Poor use of stoves -Standing on pegs -Falling branches -Tripping on guy lines	Instructors, group and other people	MEDIUM	<ul style="list-style-type: none"> • First aid kit to be carried by the instructor at all times. Mobile phone is required to be taken to the site of activity by the I/C Instructor. • Ensure there is always water available when using a stove to cool a burn • Group members should be briefed, identify specific hazards • Keep guy lines short and away from access routes • Tent pegs should be driven right into the ground, if possible • Shoes must be worn around camp. 	LOW
Use of Stoves (Trangia) -Burns to self -Objects catching fire -Carrying Meths -Food poisoning	Group	HIGH	<ul style="list-style-type: none"> • Ensure there is always water available when using a stove to either cool a burn or to put out a fire. • Appropriate placement of stoves • Fuel bottles are always used to refill and carry meths in. 	LOW
Child Protection/safeguarding Issues	Instructors, group and other people	HIGH	<ul style="list-style-type: none"> • Supervision to be provided by staff. • Opposite sex must not be allowed to enter others tents • Appropriate training for Mendip Staff 	LOW

8: CANOE / KAYAK

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	✓
FIRSTAID	✓
RATIO	1:10
RATIO	1:6 1:10

MINIMUM SHELTERED WATER INSTRUCTOR QUALIFICATIONS

British Canoeing Paddlesport Instructor with Site Specific training and appropriate competence.

MINIMUM MODERATE WATER INSTRUCTOR QUALIFICATIONS

British Canoeing Moderate Water Coach 1:6 for continuous moderate water, 1:10 for Symonds Yat

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Jewellery/clothing becoming caught - Slipping on jetty - Poor lifting techniques - Other water users - Jumping / falling in shallow water	Instructors, group and other people	MEDIUM	<ul style="list-style-type: none"> • Long hair or dangling straps are tucked away • Remove or tape over any jewellery • Prior safety briefing about the hazards of the launch area and lifting techniques, once told about techniques clients can assist the instructor with loading and unloading boats • Immediate access to a first aid kit by an instructor at all times • Mobile phone is required to be taken to the site of activity by the I/C Instructor • Instructor to ensure depth of water is deep enough for the activity • Water levels and river section to be considered in relation to ability of group 	LOW
Drowning caused by: - Equipment failure - Cold water shock - Clients not being able to swim - Becoming knocked unconscious - Becoming entrapped in the craft - Becoming entangled in a tree - Becoming pinned by rocks	Instructor and group	HIGH	<ul style="list-style-type: none"> • All participants to wear buoyancy aids and helmets when on/near the water. • Participants informed about the cold water • All equipment is checked when being handed out. • All instructors ensure that they know where all participants are at all times (if several people are in the water, the first thing to do is count everyone, to ensure nobody is trapped underwater. • Instructor to give a safety brief about the activity and craft so all participants are informed of what to do during the event of a capsized. • Instructor to brief the group of the hazards, how to deal with them and appropriate signals for the trip. • Leader to use appropriate leadership skills and judgement when navigating a hazard. • Water level to be consider in relation to ability of group whether the section is suitable. 	LOW

9: CAVING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	✓
FIRSTAID	✓
RATIO	1:12
RATIO	2:6

MINIMUM INSTRUCTOR QUALIFICATION
Horizontal System

Statement of Competence of Sandford Levvy. 1:12 British Caving Association Local Cave Leader Award level 1. Adults: 1:10. Children*: 2:10 - there will always be a second adult in the cave with a children's group. either an assistant to the group or another instructor with their own group.

MINIMUM INSTRUCTOR QUALIFICATION
Vertical System

British Caving Association Local Cave Leader Award level 2. 2:6 - instructor plus a competent adult.

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury cause by: - Rocks falling from above - Person falling from above - Falling/slipping while climbing - Poor route choice - Equipment failure - Exhaustion - Inadequate clothing/footwear - Becoming stuck - Falling	Instructor and group	HIGH	<ul style="list-style-type: none"> • Groups told not to throw rocks while around drops or entrances • Cave Leaders are to keep up to date and monitor the cave systems that are regularly used and avoid areas that contain or are likely to contain loose rock and manage loose rock with an appropriate solution • The leader should be at the front for the descent and at the back for the ascent • Ensure the route is appropriate for all group members and that there is a way round if there is a challenge involved • Long/cold trips can affect people in different ways, so the leader must regularly check the group to ensure they are coping • Make sure the groups are dressed for the conditions in the cave, whether that is wearing a boiler suit and wellies for most normal dry trips or wearing cordura over suits and fleeces for wet / long trips • All anchors, whether natural or man-made, must be checked before use • Double check all knots and karabiners are secure when being used • Hand-lines, or assisted hand-lines, should be used where climbs are particularly slippery and belayed when necessary • Caving belts must be worn properly to provide an attachment point in case of emergency and also as a secure handhold to assist clients, warn them when you are going to grab belt. Caving belts, helmets and lights must be checked for correct fitting and fully functional before use. Caving belts not required in Sandford Levvy • Instructors should be aware of the risks of Radon and other gases • Call out times must be left when caving with the office, the office must be informed if changes to cave system are made, instructors must report in to the office when no other groups are present at the site after leaving the site. • Ensure group members are appropriately briefed when attempting a challenging/tight section of cave to ensure the client can successfully complete that section. If they are physically too big for the challenge then the client must be dissuaded from the challenge to avoid becoming stuck and potentially injured. • Immediate access to a first aid kit by an instructor at all times 	LOW
Group members exploring on their own and becoming lost	Group	HIGH	<ul style="list-style-type: none"> • Ensure all group members know to stay together and understand the importance of it. 	LOW

9: CAVING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION
Horizontal System

British Caving Association Local Cave Leader Award level 1. Adults: 1:10. Children*: 2:10- there will always be a second adult in the cave with a children's group. either an assistant to the group or another instructor with their own group.

RATIO 1:12

MINIMUM INSTRUCTOR QUALIFICATION
Vertical System

British Caving Association Local Cave Leader Award level 2. 2:6 - instructor plus a competent adult.

RATIO 2:6

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Hypothermia - Falling into cold water - Becoming wet from cave features e.g. Waterfalls	Group	LOW	<ul style="list-style-type: none"> Ensure all participants are correctly and appropriately dressed for the conditions of the cave, particularly wet caves. Immediate access to a first aid kit by an instructor at all times 	LOW
Group members exploring on their own and becoming lost	Group	HIGH	<ul style="list-style-type: none"> Ensure all group members know to stay together and understand the importance of it. 	LOW
Flooding - Flash flooding - Heavy, persistent rain	Instructor and group	HIGH	<ul style="list-style-type: none"> Check the weather forecast before the trip Know how the cave reacts with rainfall. 	LOW
- Jewellery/clothing becoming caught	Group	LOW	<ul style="list-style-type: none"> Tuck away long hair or dangling straps and remove or tape over any jewellery 	LOW
- Co2 exposure	Instructor and group	MED	<ul style="list-style-type: none"> Avoid areas that are known to hold Co2, especially during low airflow events - during temperature events when cave and outside temperature are equal. If Co2 exposure symptoms are displayed: Headaches, flushed face, panting. Evacuate the area as soon as possible. 	LOW
- Radon exposure	Instructor and group	MED	<ul style="list-style-type: none"> With the current guidance and Radon Levels in the Mendip's then instructors will not exceed the accepted exposure of Radon during the year. Keep up to date with current guidance via BCA 	LOW
Transmission of COVID-19	All	MED	<ul style="list-style-type: none"> Face coverings to be advised while underground Only people from a single household on sessions If assistance is required then the instructor must be behind the client and whenever possible use a rope to assist to enable social distancing. All clients advised to wear gloves—not applicable in Sandford Levvy 	LOW

10: CLIMB / ABSEIL

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

Mountain Leader Training-UK Single Pitch Award (SPA) or Rock Climbing Instructor (RCI)

RATIO 1:10

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Rocks falling from above. - Jewellery/clothing becoming caught - Person falling from above - Falling/slipping while climbing or bouldering - Poor route choice - Equipment dropping	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> • Tuck away long hair or dangling straps and remove or tape over any jewellery • Standard climbing calls are used to prevent misunderstandings • Climber must tell instructor when they are ready to descend and wait for instructor to okay • Make sure climbers stay on route to avoid them pendulum swinging if they fall • Spotting of the climber must occur when starting the route • When bouldering only climb to hip height of the spotter • Clear any loose debris from the top when rigging • Groups are told not to throw rocks as there may be people below • Only use areas of crags that are suitable for the group • Immediate access to a first aid kit by an instructor at all times. Mobile phone is required to be taken to the site of activity by the I/C Instructor • Ensure all loose equipment e.g. mobile phones etc are secured in zip pockets or left on the floor • Anyone at the rock face must wear a helmet 	LOW
Fall caused by: - Anchor failure - Equipment failure - Incorrect belaying - Poor group management	Group	HIGH	<ul style="list-style-type: none"> • Instruction of safe belaying techniques • The responsibility of the belayer and back ups should be made very clear and failure to comply in any way should result in instructor intervention • Karabiners and knots are to be checked each time anyone attaches to the climbing rope and belay device • When lowering, with beginners, the instructor or competent assistant should operate the belay device and control the rope or back up on the rope • Use of at least 2 anchors on rigging • Regular checking of all equipment • Checking all in situ and natural anchors when rigging • Ensure group are well controlled and briefed about the risks of the site. If necessary utilizing visiting staff members to control the group • Anyone at the cliff edge, either setting up or waiting to abseil, must be clipped onto a rope to prevent falling, unless in an appropriate waiting area 	LOW
Becoming stuck - Hair/jewellery stuck in the belay device - Getting stuck on a ledge	Group	MEDIUM	<ul style="list-style-type: none"> • Long hair or dangling straps are tucked away • Remove or tape over any jewellery • Appropriate choice of routes for the clients • Briefing to practice the lowering technique lower down the climbs before they get too high 	LOW

11: CRATE STACK

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	✓
FIRSTAID	✓
RATIO	1:14

MINIMUM INSTRUCTOR QUALIFICATION

In house assessed

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Tripping, slipping on the crate stack base. - Getting fingers caught in the crate stack - Getting hair caught in the grigri when belaying - Being hit by a falling crate - Falling Trees/branches	Instructors, group and other visitors	MEDIUM	<ul style="list-style-type: none"> Instructors should be in a position where they can see and protect all of the group and be able to stop anything that may be dangerous. All equipment must be checked to ensure that it is suitable for the intended purpose, if it is unfit for use then remove from the system. Instructors should check that all equipment is positioned safely, and that anything constructed by the group is safe, and that it is used in the manner for which it is intended. Safety briefing to take place before the activity to ensure participants are aware of the specific risks of the activities i.e. Crates falling and fingers becoming trapped. Anyone with long hair belaying must tie it up or tuck the hair away to prevent it getting caught. Only group members in harnesses are allowed to leave the ground, the rest of the team must stay on the ground and not stand on crates to help the climbers. If the stack is looking likely to fall then the supervising instructor must be prepared to push the tower towards a safe falling area. All users must have a helmet on during the activity Immediate access to a first aid kit by an instructor at all times When wind speeds are forecast in excess of 40mph the Duty Manager will monitor the woodland and will make a decision on which areas may be used. If wind speeds rise to dangerous levels on the land then the DM may need to restrict activities from going ahead. 	LOW
Fall caused by: - Tampering ropes/rigging - Rope failure - Equipment failure - Rigging failure	Group	HIGH	<ul style="list-style-type: none"> Instructors to visually check the fixed rigging before the stack is rigged up the ropes When returning to the crate stack after rigging the ropework must be checked to ensure that nothing has been tampered with Crates are visually checked for signs of fatigue. When the stack is in use there must be two people belaying at all times. 	LOW

12: FRISBEE GOLF

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	
FIRSTAID	✓
RATIO	N/A

MINIMUM INSTRUCTOR QUALIFICATION

In house assessed

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Walking into obstacles - Slipping on vegetation and mud - Being hit by a disc - Hitting the tee description post - Falling from a stile - Falling Trees/branches	Instructors, group and other visitors	LOW	<ul style="list-style-type: none"> • Safety briefing prior to the start of the session/round where any hazards are highlighted • Barbed wire, on the fences where there are stiles, are covered to prevent injury • Advising players not to try and catch the discs and must stand behind the thrower • Advising that the hole must be clear before throwing your disc • When wind speeds are forecast in excess of 40mph the Duty Manager will monitor the woodland and will make a decision on which areas may be used. If wind speeds rise to dangerous levels on the land then the DM may need to restrict activities from going ahead. 	LOW
Getting lost	Group	LOW	<ul style="list-style-type: none"> • Below 12 years must be accompanied by a responsible person (above 16 years), 12 - 16 years must be in a group of 4 or more. 16 years + self led, unaccompanied. 	LOW

13: FRISBEE GOLF (SELF LED)

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	
FIRSTAID	✓

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Walking into obstacles - Slipping on vegetation and mud - Being hit by a disc - Hitting the tee description post - Falling from a stile - Falling trees/branches	Users	LOW	<ul style="list-style-type: none"> Safety briefing prior to the start of the session/round where any hazards are highlighted Barbed wire, on the fences where there are stiles, are covered to prevent injury Advising players not to try and catch the discs and must stand behind the thrower Advising that the hole must be clear before throwing your disc When wind speeds are forecast in excess of 40mph the Duty Manager will monitor the woodland and will make a decision on which areas may be used. If wind speeds rise to dangerous levels on the land then the DM may need to restrict activities from going ahead. 	LOW
Getting lost	users	LOW	<ul style="list-style-type: none"> When groups are checked in they are briefed and given a map of the course and course information which contains the centre phone number in case of emergency All users of the course are required to sign in and out of the course so we can ensure all users are accounted for. 	LOW

14: EVENING ACTIVITIES

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	
FIRSTAID	✓
RATIO	BESPOKE

MINIMUM INSTRUCTOR QUALIFICATION

In house assessed

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Tripping over unseen obstacles due to darkness - Slipping on damp surfaces - Collisions with group members	Instructors, group and other visitors	LOW	<ul style="list-style-type: none"> • Safety briefing to take place before each activity to ensure participants are aware of the specific risks of the activities • 'Spotting' of group by other group members or instructor must be in place when group members are off the ground • When playing games groups are reminded to be wary of each other • Torches are advised if group members have them for any night time activities • Immediate access to a first aid kit by an instructor at all times 	LOW
- Getting lost due to darkness	Group	LOW	<ul style="list-style-type: none"> • Torches are advised if the group members have them, for any night time activities • Strict boundaries are provided for night time games • 'Numbering off' of the group to ensure you have everyone • Safety briefing to include what to do if you get lost 	LOW
Burns caused by: - Campfires - Being burnt by cooking marshmallows	Group	HIGH	<ul style="list-style-type: none"> • Water must be available to everyone in case of being burnt and to control the fire if needed • Strict safety rules given for behaviour around the fire • If having marshmallows, inform the group of how to roast them 	LOW
Injuries caused by swimming at Barton Camp: Slipping and Trips Drowning	All Users	HIGH	<ul style="list-style-type: none"> • Barton Camp Pool Safety Operating Procedures must be followed by groups and enforced by Supervising Mendip Staff—http://www.bartoncamp.co.uk/pdfs/Pool%20Safety%20Operating%20Procedures%202017.pdf • Mendip Instructors to have BC FSRT to supervise swimming. • Operate swimming sessions on a 1:20 ratio. 	LOW

15: HILL WALKING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

BELOW 600M INSTRUCTOR QUALIFICATION

In house trained with local knowledge

BELOW 600M but in 'Wild Country' INSTRUCTOR QUALIFICATION

Mountain Training UK Mountain Leader Summer Trained

ABOVE 600M INSTRUCTOR QUALIFICATION

Mountain Training UK Mountain Leader Summer

PPE	
FIRSTAID	✓
RATIO	BESPOKE
RATIO	BESPOKE
RATIO	BESPOKE

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Tripping over rocks - Descending steep rocks - Back injuries due to heavy rucksacks - Road traffic collision	Instructors, group and other visitors	LOW	<ul style="list-style-type: none"> Instructor to provide health and safety briefing to prevent injuries where appropriate. Immediate access to a first aid kit by an instructor at all times Mobile phone is required to be taken to the site of activity by the I/C Instructor. Backpacks of participants are checked to ensure groups aren't carrying too much extra kit to keep weight down. All groups are briefed about crossing roads and walking on them, routes should be planned to avoid use of them. 	LOW
Getting lost: - Poor group management - Poor navigation	Group	LOW	<ul style="list-style-type: none"> Ensure management is done effectively using all available staff Ensure local knowledge is known for the area or navigation skills are sufficient Duke of Edinburgh participants are briefed with the Mendip Emergency procedure and walking groups are briefed what to do if they get separated 	LOW
Drowning: River Crossings	Group	HIGH	<ul style="list-style-type: none"> At all times river crossings are to be avoided Routes to be plotted to avoid all water obstacles In adverse weather conditions with heavy rain careful consideration is needed to avoid being trapped by rising water. 	LOW
Dehydration - Hot weather	Group	MEDIUM	<ul style="list-style-type: none"> During hot weather instructors will carry extra water for the group Ensuring all participants have sufficient water bottles and they are full. For DofE groups water is available at checkpoints if needed. 	LOW
Remote supervision - Groups walking independently of supervisors	Group	MEDIUM	<ul style="list-style-type: none"> Before the walk ensure that the group have all the required emergency kit Ensure the group know what to do if they get lost, see risk 'Getting lost' above When planning the route the groups are given compulsory checkpoints that they must visit, the Mendip staff will all have check in sheets where teams arrival and departure times can be recorded and any notes made. These sheets are kept on the system and then can be called upon for future walks 	LOW

16: MOUNTAIN BIKES

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	✓
FIRSTAID	✓
RATIO	1:10

MINIMUM INSTRUCTOR QUALIFICATION

British Mountain Biking Leader Level 2

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury Caused by: - Falling off bike caused by: - Poor balance - Wet surface - Steep descents - Loose surface - Vehicles - Too close to the person in front - Equipment Failure - Collision with other road/trail users	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> • All Participants must wear helmets, gloves and safety glasses • Instructor to provide safety briefing before the session • Instructor to consider group competence when selecting route. • When cycling on roads, extra care should be taken; the leader should consider their position within the group dependant on the road. If the group are to lead clear instructions must be provided on the route • Instructor to hold first aid qual. and carry first aid kit • Route planned to reduce the use of public roads • Group is managed effectively by the instructor • Forestry operations signs and advice followed • Group briefed on considerate riding • Must ride on bridleways not footpaths • Immediate access to a first aid kit by an instructor at all times 	MEDIUM
Bike failure might include : - Brake pads worn - Deraillleur snapped - Punctures - Pedal snapped	Group	MEDIUM	<ul style="list-style-type: none"> • Full bike check to occur prior to session – group can assist in this but leader must also check • A repair kit appropriate to the ride must be carried within the group 	LOW
Participants lost/separated from group.	Group	LOW	<ul style="list-style-type: none"> • Group is managed effectively by the instructor • Limited group size and leader/participant ratio • Group are briefed of what to do if they become separated 	LOW

17: ORIENTEERING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

British Orienteering Teaching Orienteering Part 1

Age	SITUATION	INSTRUCTOR	ONE ASSISTANT	TWO ASSISTANTS
CHILD	School classroom/hall or indoor space	1:16	1:32	
CHILD	Fenced school grounds	1:12	1:24	1:36
CHILD	Area with clearly marked boundaries away from major hazards with a simple objective	1:12	1:24	1:36
CHILD	Fenced school grounds or area with clearly marked boundaries away from major hazards progressive/advanced content	1:12		
ADULT	Indoor or outdoor	1:12		

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Unsuitable course setting - Becoming injured due to vegetation - Animals/livestock - Falling trees/branches - Falling from a stile	Instructors, group and other visitors	LOW	<ul style="list-style-type: none"> • Safety briefing before the task/session starts so any hazards can be highlighted e.g. using stiles/gates to cross a fence. • Ensure any livestock are removed from the areas to be used if possible. • Barbed wire, on the fences where there are stiles, are covered to prevent injury • Immediate access to a first aid kit by an instructor at all times • Mobile phone is required to be taken to the site of activity by the I/C Instructor. • When wind speeds are forecast in excess of 40mph the Duty Manager will monitor the woodland and will make a decision on which areas may be used. If wind speeds rise to dangerous levels on the land then the DM may need to restrict activities from going ahead. The Instructor will also carry out a risk assessment throughout the session. 	LOW
Getting lost due to: - Task set being too hard - No clear boundaries - Permanent course markers removed	Group	LOW	<ul style="list-style-type: none"> • Safety briefing before the task/session starts to set out rules, boundaries, lost procedure (if client becomes lost return to the start) 	LOW

18: ORIENTEERING (self led)

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE

FIRSTAID



HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Becoming injured due to vegetation - Animals/livestock - Falling trees/branches -Falling from a stile	Users	LOW	<ul style="list-style-type: none"> • Safety briefing before the activity starts so any hazards can be highlighted e.g. using stiles/ gates to cross a fence. • Safety briefing at the start of the activity clearly explaining the course and how to navigate and use the map key. • Barbed wire, on the fences where there are stiles, are covered to prevent injury • When wind speeds are forecast in excess of 40mph the Duty Manager will monitor the woodland and will make a decision on which areas may be used. If wind speeds rise to dangerous levels on the land then the DM may need to restrict activities from going ahead. 	LOW
Getting lost due to: - Task being too hard - Permanent course markers removed	Users	LOW	<ul style="list-style-type: none"> • Periodic checks of all permanent course markers to ensure they are all in place and at a useable condition. • When groups are checked in they are briefed and given a map of the course and course information which contains the centre phone number in case of emergency • All users of the course are required to sign in and out of the course so we can ensure all users are accounted for. 	LOW

19: PIONEERING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓*

FIRSTAID ✓

RATIO 1:12

MINIMUM INSTRUCTOR QUALIFICATION

In house assessed

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
<p>Injury caused by:</p> <ul style="list-style-type: none"> - Falling from height - Parts of the structure falling down - Bad lifting techniques. - Being hit by equipment - Equipment failure 	<p>Instructors, group and other visitors</p>	<p>LOW</p>	<ul style="list-style-type: none"> • Instructors should be in a position where they can see and protect all of the group and be able to stop anything that may be dangerous. For low risk activities the group can be divided into smaller teams • All equipment must be checked to ensure that it is suitable for the intended purpose, if it is unfit for use then remove from the system • Instructors should check that all equipment is positioned safely, and that anything constructed by the group is safe, and that it is used in the manner for which it is intended. Equipment should be positioned not to be on/in the way of public rights of way • 'Spotting' of group by other group members or instructor must be in place when group members are off the ground • Safety briefing to take place before each activity to ensure participants are aware of the specific risks of the activities • All structures / ropes / anchors must be checked by instructor before being used • The Bridge Build requires two instructors i.e. 1 to watch the anchors & structures on each side of the river • When packing equipment, poles should be checked for soundness and all other equipment must also be checked Instructors must have a knife, first aid kit and throw-lines to hand • Group members must be very closely supervised when hammering in stakes. Advise wearing of gloves & stiff boots. STAKES MUST NEVER be held whilst they are being hammered home. (They can be adequately wedged using wood) • Group members must not go onto the bridge until it has been checked and tested by the Instructors. Check all stakes, knots & lashings. If in any doubt whatsoever about the safety of a particular bridge, or design, nobody should be allowed on the bridge. Bridges can be tested using barrels full of water, rather than participants • Only 1 person may go across the bridge at a time • When building catapults/trebuchets the firing mechanism must be from a safe distance • The A-Frame should be no closer than 5 metres from the river bank. The stakes should be about 15 metres from the river bank. The Anchors & A-Frames must be in line • A-Frames must be guyed in place or preferably held in place using 1 complete turn of the main rope around the Apex of the A-Frame, this also reinforces the crucial top lashing • The Hawser-laid main rope must be tied off directly to the Anchors on both sides i.e. when using pulleys to tighten the rope they must be used in parallel to the main rope • Immediate access to a first aid kit by an instructor at all times • Safe handling techniques advised 	<p>LOW</p>

20: RAFT BUILDING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	✓
FIRSTAID	✓
RATIO	1:10

MINIMUM INSTRUCTOR QUALIFICATION

In house assessed

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Jewellery/clothing becoming caught - Trapping body parts - Slipping on jetty - Poor lifting techniques - Jumping/falling in shallow water	Instructors, group and other visitors	MEDIUM	<ul style="list-style-type: none"> • Watches, bracelets, rings and dangly earrings should be removed (if possible, if not taping over) to prevent them getting caught on obstacles. • All groups are briefed before getting on the raft about the hazards of the raft • Prior safety briefing about the hazards of the launch area and lifting techniques • Immediate access to a first aid kit by an instructor at all times • Mobile phone is required to be taken to the site of activity by the I/C Instructor. • Instructor to ensure depth of water is deep enough for the activity. 	LOW
Drowning caused by: - Equipment failure - Cold water shock - Clients not being able to swim - Becoming knocked unconscious - Slipping on Jetty - Becoming entrapped - Raft flipping - Jumping/falling in shallow water	Group	HIGH	<ul style="list-style-type: none"> • All participants to wear buoyancy aids and helmets when on/near the water. • Participants informed about the cold water • All equipment is checked on a monthly basis and also visually when being handed out. • Instructors are at least in house trained and will have the appropriate safety equipment. • All instructors ensure that they know where all participants are at all times (if several people are in the water, the first thing to do is count everyone, to ensure nobody is trapped underwater. • If the venue is wider or bigger than a throw line then a rescue craft is need on site and ready to use if necessary • Counting all participants on and off the water. • Checking raft prior to launching. • Throw line and a Knife must be to hand while the raft is on the water. • Instructor to ensure depth of water is deep enough for the activity. • Instructor to brief the group on how to sit on the raft to avoid becoming trapped. 	LOW

21: SNOWSPORTS

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	✓
FIRSTAID	✓
RATIO	1:8

MINIMUM INSTRUCTOR QUALIFICATION

Snowsport England Level 1

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
<p>Injury caused by:</p> <ul style="list-style-type: none"> - Strenuous activities without warming up - Catching fingers/thumbs in the matting - Hit/dragged by the poma lift - Fatigue - Ill fitting equipment - Lightning - Collisions with other slope users 	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> • All slope users to leave the slope if lightning is visibly close to the centre • Warm up before starting activity • Safety briefing is given at the beginning of each lesson to introduce or recap the safety points and procedures. • All slopes and lifts are checked before use and visual checks done during the day, any hazards cleared from the slope, repaired or cordoned off. • Ensure any users are wearing gloves, long sleeves and long trousers • Ensure netting and padding on trees/posts are in position. • Limit number of slope users at any one time to a maximum of 75 people, this includes lessons as well. Max of 6 Instructors on the slope at a time. • Explain and demonstrate lift use • Inform all students of how to shut off lift • Ensure clients on instruction are taught how to fall correctly. • Instructor to monitor the group of fatigue and to take appropriate action if needs be. • Snowboarding specific - • Correct PPE for users ie, elbow pads, knee pads wrist guards to be worn whilst under instruction • one foot strapped in whilst riding the lift. • All people on the slope must wear a helmet • Immediate access to a first aid kit by an instructor at all times 	MEDIUM

22: SNOWSPORTS UNSUPERVISED

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	✓
FIRSTAID	✓

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Strenuous activities without warming up - Catching fingers/thumbs in the matting - Hit / dragged by the poma lift - Fatigue - Ill fitting equipment - Lightning - Collisions with other slope users - Not being up to Recreational standard*	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> Recreational users must be able to control their speed, link turns, stop and use a button drag-lift All slope users to leave the slope if lightning is visibly close to the centre Staff to advise users to warm up before starting activity All slopes and lifts are checked before use and visual checks done during the day, any hazards cleared from the slope, repaired or cordoned off. Users must wearing gloves, long sleeves, long trousers and helmets Ensure netting and padding on trees is in position. Limit number of slope users at any one time to a maximum of 75 people, this includes lessons. Max of 6 Instructors on the slope at a time. All users are to sign a Rec user disclaimer agreeing to our slope rules and stating their ability is above is Rec Standard and will ski by the FIS code*. No teaching is allowed on the slope unless done by our own qualified staff. Mendip Staff will monitor to ensure users are following the Slope rules and if they aren't adhered to users will be asked to leave the slope. If customers are using their own skis the bindings must be releasable. Snowboarding specific - one foot strapped in whilst riding the lift. First Aiders and first aid kit on site 	MEDIUM

FIS Code: These are in operation throughout the rest of the world to promote safe skiing.

- You are responsible for your own safety and that of other skiers and snow boarders. Be aware of people around you and take necessary action to avoid skiing dangerously or causing a hazard to yourself or others.
- Control your direction and speed of travel, taking account of the terrain, snow, weather and traffic conditions.
- Select an appropriate path. If you are skiing behind someone it's your responsibility to ski around him or her without causing any danger to him or her.
- You can over-take from either left or right but you must leave enough distance between yourself and other skiers to allow them to manoeuvre properly.
- Before starting off or pulling out you must look up and down the slope and choose an appropriate moment to execute your manoeuvre, so as not to endanger yourself or other skiers.
- Avoid stopping at blind corners or narrow or enclosed places unless you have to i.e. you're injured. In the case of an injury you must vacate the spot as soon as practicable, to avoid further danger (to yourself or others). You should always stop at the side of the Piste.
- You must always use the side of the Piste to walk up or down, whether with or without skis on.
- Pay attention to and follow the signs, markings and notices on the Piste.
- You are obliged by law to offer help and assistance in the event of any accident.

23: TOBOGGANING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE

FIRSTAID ✓

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
<p>Injury caused by:</p> <ul style="list-style-type: none"> - Catching fingers / thumbs in the matting - Fatigue - Lightning - Collisions with other slope users - Feet being used to stop the toboggan 	<p>Group and other visitors</p>	<p>MEDIUM</p>	<ul style="list-style-type: none"> • Verbal, engaging safety briefing from our team to both children and accompanying adults explaining and demonstrating safety rules • All slope users to evacuate the slope if lightning is visibly close to the centre • Mendip Staff will spot check to ensure users are following the Slope rules and if they aren't adhered to users will be asked to do so, or leave the slope • Feet must be kept outstretched and not used to stop • Users must go down the slope on their own • All users must sit facing forwards on the seat area of the toboggan (wobble lines) with the handle between their legs • Users must wear long sleeved tops, long trousers and gloves. Shoes or trainers to be worn NOT OPEN TOED FOOT WEAR • The maximum on the slope is 25 • This is not a supervised activity, therefore parents need to supervise their own children • Explain they MUST go down feet first, keep their hands on the handles and walk back up the SIDES of slope • Note see toboggan disclaimer for list of rules • First Aiders and first aid kit on site 	<p>LOW</p>

24: TEAM BUILDING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	✓*
FIRSTAID	✓
RATIO	N/A

MINIMUM INSTRUCTOR QUALIFICATION

In house assessed

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
<p>Injury caused by:</p> <ul style="list-style-type: none"> - Tripping over unseen obstacles due to darkness - Slipping on damp surfaces - Collisions with group members - Falling from height - Hard contact with objects - Parts of the structure falling down 	Instructors, group and other visitors	LOW	<ul style="list-style-type: none"> • Instructors should be in a position where they can see and protect all of the group and be able to stop anything that may be dangerous. For low risk activities the group can be divided into smaller teams. • All equipment must be checked to ensure that it is suitable for the intended purpose, if it is unfit for use then remove from the system. • Instructors should check that all equipment is positioned safely, and that anything constructed by the group is safe, and that it is used in the manner for which it is intended. • Equipment should be positioned not to be on/in the way of public rights of way. • 'Spotting' of group by other group members or instructor must be in place when group members are off the ground. • Safety briefing to take place before each activity to ensure participants are aware of the specific risks of the activities. • Immediate access to a first aid kit by an instructor at all times • Instructors should check that all equipment is positioned safely, and that anything constructed by the group is safe, and that it is used in the manner for which it is intended. Equipment should be positioned not to be on/in the way of public rights of way • All structures / ropes / anchors must be checked by instructor before being used • The Bridge Build requires two instructors i.e. 1 to watch the anchors & structures on each side of the river • When packing equipment, poles should be checked for soundness and all other equipment must also be checked Instructors must have a knife, first aid kit and throw-lines to hand • When building catapults/trebuchets the firing mechanism must be from a safe distance • Immediate access to a first aid kit by an instructor at all times • Safe handling techniques advised 	LOW



VENUE RISK ASSESSMENTS

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PHAROS
RESPONSE



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REVISED APRIL 2019

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Mendip Activity Centre

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1:Mendip Activity Centre - General

Activities Venue for: Snowsports, Archery, Air Rifle, Orienteering, Team Building, Bush craft, Frisbee Golf and Mountain Biking

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Slips and trips caused by— Wet floors Uneven Floors/Steps	All centre users	MEDIUM	<ul style="list-style-type: none"> • Appropriate signage displayed where necessary • When cleaning, appropriate cleaning methods/products used to minimise slipping risk • Customers warned of difficulties of walking in ski boots and advised to use the handrails. 	LOW
Fire caused by— Electrical faults, gas leak, chemicals etc	All centre users	HIGH	<ul style="list-style-type: none"> • See separate Fire Safety Report. • All staff to be trained in fire safety and familiar with the Evacuation Procedure. 	LOW
Vehicles	All centre users	HIGH	<ul style="list-style-type: none"> • Max speed limit of 15 mph on site • Vehicles kept to a minimum around the centre entrance and walkways with the pedestrian crossing to be kept clear at all times 	LOW
Other users	All centre users	LOW	<ul style="list-style-type: none"> • Staff to inform Duty Manager of suspicious activity 	LOW
Members of public accessing staff areas leading to potentially dangerous items such as cooking equipment, cleaning supplies, and activity kit.	All centre users	MEDIUM	<ul style="list-style-type: none"> • All doors leading to staff areas to be kept locked at all times when unattended. • 'Staff Only' signs situated on appropriate doors. 	LOW
Power cuts	All centre users	MEDIUM	<ul style="list-style-type: none"> • Emergency lighting and glow in the dark signs throughout the building. • Staff to assist customers with evacuation where necessary 	LOW
Extreme Weather conditions	All centre users	MEDIUM	<ul style="list-style-type: none"> • If extreme weather is forecast then the Duty Manager will monitor the weather and make all staff aware of any issues. • When wind speeds are forecast in excess of 40mph the Duty Manager will monitor the woodland and will make a decision on which areas may be used. If wind speeds rise to dangerous levels on the land then the DM may need to restrict activities from going ahead. • When on session the instructor will need to monitor the weather and if needs be stop the session to ensure the safety of their group. 	LOW
Injury caused by maintenance team carrying out essential repairs	All centre users	MEDIUM	<ul style="list-style-type: none"> • Maintenance team to ensure they keep their tools tidy once the job is finished and during the works the work area is cordoned off to ensure no one can access the area. 	LOW

2:Mendip Activity Centre - Alpine Lounge Take Away Food

HAZARD	WHO IS AT RISK?	UNMAN-AGED RISK	CONTROL MEASURES	MANAGED RISK
Exposure to Covid-19 from others: -close contact to someone else that has a confirmed case or symptoms of the virus. -contact with others that don't show symptoms	All	HIGH	<ul style="list-style-type: none"> • Only one person permitted to order point at any time, menus viewed outside. • Markings on floor to separate people. • If 2 staff working in the kitchen then one must stay in the kitchen and the other in the bar, there will be no crossing over to exit. 	LOW
Infection risk from transmission on touch points, surfaces and shared equipment.	All	MEDIUM	<ul style="list-style-type: none"> • Hand sanitiser points to be used on entry and exit. • Contactless card payments only. • No outside furniture to be available - Take away only. 	LOW
Infection risk from food wrappings	All	MEDIUM	<ul style="list-style-type: none"> • Only new take away containers to be used at all times. • All catering staff to use face masks and gloves at all times in the kitchen / bar. • Sachet sauces only ,to be given out on request so not left for all to touch. • Milk and sugar to be put in to drinks by staff 	LOW
Infection risk from delivered products	Staff	HIGH	<ul style="list-style-type: none"> • All products to be removed from external packaging. Then hands to be washed before taking products to the bar. • -If no external packaging then sanitise and leave to dry before taking to kitchen. 	LOW

3:Mendip Activity Centre - Woodland

Activities Venue for: Snowsports, Archery, Air Rifle, Orienteering, Team Building, Bush craft, Frisbee Golf and Mountain Biking

HAZARD	WHO IS AT RISK?	UNMAN-AGED RISK	CONTROL MEASURES	MANAGED RISK
Slips and trips caused by— Mud, roots, uneven ground etc	All centre users	MEDIUM	<ul style="list-style-type: none"> • Customers are warned of the current conditions underfoot when booking in for activities or by the instructor on the session • Signs displayed to remind users of specific risks 	LOW
Fire caused by poor management of fires on activity sessions	All centre users	MEDIUM	<ul style="list-style-type: none"> • Instructors to deal with fires at the end of session in an appropriate way. • When the Forest School site has been hired out then a member of staff will check the area before and when the hire is over to ensure the fire has been left in a suitable way. 	LOW
Injury caused by vehicles	All centre users	HIGH	<ul style="list-style-type: none"> • Max speed limit of 15 mph on site • Vehicles driven on the land must take extra care when driving on uneven ground and crossing paths / bridleways 	LOW
Other users	All centre users	LOW	<ul style="list-style-type: none"> • Staff to inform Duty Manager of suspicious activity 	LOW
Extreme Weather	All centre Users	MEDIUM	<ul style="list-style-type: none"> • If extreme weather is forecast then the Duty Manager will monitor the weather and make all staff aware of any issues. • When wind speeds are forecast in excess of 40mph the Duty Manager will monitor the woodland and will make a decision on which areas may be used. If wind speeds rise to dangerous levels on the land then the DM may need to restrict activities from going ahead. • When on session the instructor will need to monitor the weather and if needs be stop the session to ensure the safety of there group. 	LOW

4:Mendip Activity Centre - Hewish Activity Site

Activities Venue for: Assault Course, Archery and Water sports

HAZARD	WHO IS AT RISK?	UNMAN-AGED RISK	CONTROL MEASURES	MANAGED RISK
Uneven farming land with access to a river and activity equipment.	Users	MEDIUM	<ul style="list-style-type: none"> • Safety briefing given to all users when they arrive at the site to highlight specific risks and boundaries • Clients briefed not to use any equipment on site without instruction from Mendip Staff. • Appropriate footwear to be worn at all times 	LOW
Injury caused by: -Stepping on lost arrows	Users	MEDIUM	<ul style="list-style-type: none"> • Archery ranges should not be used for other activities. • Lost arrows reported and searched for after every session. 	LOW
Trespassers	Users	LOW	<ul style="list-style-type: none"> • Staff aware that there are public footpaths running through the land and to watch for users straying from the paths. • Signs in place clearly marking the land as private. 	LOW
Falling in river / Drowning	Users	HIGH	<ul style="list-style-type: none"> • Briefing to all group members on arrival to the site regarding the water edge and not approaching it. • All users of the water, landing area and waters edge must be wearing appropriate PPE • Number of people on the jetty / slipway to be limited to avoid accidents and falls. • If paddling under the M5 the group must be briefed to stay away from the fence/pipe as the walkway is undercut 	LOW
Electricity / Machinery	Users	MEDIUM	<ul style="list-style-type: none"> • Electric fences which control the cattle to be turned off before clients access the area. • Water pump to only be used by Mendip staff. 	LOW
Farm animals	Users	MEDIUM	<ul style="list-style-type: none"> • Cattle to be removed from fields when clients present to avoid any accidents. 	LOW
No Drinking water	Users	LOW	<ul style="list-style-type: none"> • Water in the toilet block is not drinking water and signage is clearly in place to show this. • Staff to inform all groups of this on arrival. • Water taken on session and made available in hot weather. 	LOW
Opening of sluice gate	All Users	MEDIUM	<ul style="list-style-type: none"> • The water board have access to a system telling them when we are using the water, so the diary must be correct to prevent opening of the sluice when we have groups on the water. • Staff are trained to know the signs of the sluice being opened and also where you can get off if they do open the sluice without letting us know. • Instructors must have a mobile phone with them so the office can get hold of them if needed. 	LOW

5:Mendip Activity Centre - Tented Village

Venue for Mendip Residentials

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury to users by: -tripping over stiles throughout field -stepping on pegs -burns from catering area -sharp knives in catering area	All Users	MEDIUM	<ul style="list-style-type: none"> Information pack and briefing given to leaders providing details of the camp Group are given a briefing at start of residential to cover all the safety points and information for the camp Group given boundaries to play in, normally not to leave the campsite field and stay within sight of the Hub No children allowed in the kitchen areas Safety briefing must include advising of the serving areas being a danger The Camp first aid kit is available for use and all staff will be briefed on its location. Where ever possible pegs are capped with a safety cover and groups briefed not to walk between tents to prevent injury. 	LOW
Getting lost around the campsite or toilets	All users	MEDIUM	<ul style="list-style-type: none"> Only using the main toilet block during day light hours or when the lights are switched on, otherwise using the night time toilet block. 	LOW
Fire caused by: - smoking inside tents -Electrical/Gas Fault	All Users	HIGH	<ul style="list-style-type: none"> Group are briefed about the fire procedure at the start of the camp No smoking in and around the area of the Canvas Village All smokers to use the campfire area All staff are given a welcome briefing with all the relevant information regarding shut offs for equipment All equipment to be checked annually 	LOW
Ticks: Lyme's Disease	All Users	MEDIUM	<ul style="list-style-type: none"> Brief groups on Ticks and how to get them removed Advise groups to wear trousers and to check regularly for ticks Inform the group of the symptoms and when to seek further medical assistance Should a tick be found then a tick card should be given to them for their parents to see. 	LOW
Gas Leaks: Catering Equipment	All Users	MEDIUM	<ul style="list-style-type: none"> Gas shut off valves are shown to camp leaders and staff so if a leak is suspected then it can be switched off. 	LOW
Extreme Weather	All Users	MEDIUM	<ul style="list-style-type: none"> During the welcome brief the relevant procedure will be explained so all group members know what to do. 	LOW

6:Mendip Activity Centre - Mendip Lodge

Venue for Mendip Residentials

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Slips and trips caused by— Uneven steps/floors Wet floors Stairs	All centre users	MEDIUM	<ul style="list-style-type: none"> Group to be informed of the hazards Appropriate signage used where necessary When cleaning, appropriate cleaning methods/products used to minimise slipping risk Groups asked not to play on bunks or climb on walls Mendip will provide a briefing to the Group Leader informing them of all the needed information 	LOW
Fire caused by— Electrical faults, Accidental fires, Gas Leak, Log burner etc	All centre users	LOW	<ul style="list-style-type: none"> See separate Fire Safety Report. All staff to be informed of the Evacuation Procedure. Centre is fitted with fire alarm and warning system Mendip will provide a briefing to the Group Leader informing them of all the needed information 	LOW
Injury caused by vehicles	All centre users	MEDIUM	<ul style="list-style-type: none"> Group to be informed of the hazards and boundaries set avoiding roads and car park. 	LOW
Members of the group accessing staff areas leading to potentially dangerous items such as cooking equipment, cleaning supplies, and activity kit.	All centre users	LOW	<ul style="list-style-type: none"> Group members to be briefed of 'Out of Bounds' areas. If possible keep rooms locked. Access to rooms can be locked from the outside if required 	LOW
Power cuts	All centre users	LOW	<ul style="list-style-type: none"> Emergency lighting and glow in the dark signs throughout the building. All staff to be informed of the Evacuation Procedure. Mendip will provide a briefing to the Group Leader informing them of all the needed information 	LOW
Falling from bunk beds	Users	MEDIUM	<ul style="list-style-type: none"> Groups briefed of the dangers. Group leaders to allocate beds. 	LOW



Residential Venues

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7:Residential - Barton Camp

Venue for Mendip Residentials

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Slips and trips caused by— Uneven steps/floors Wet floors	All centre users	MEDIUM	<ul style="list-style-type: none"> • Group to be informed of the hazards • Appropriate signage used where necessary • When cleaning, appropriate cleaning methods/products used to minimise slipping risk • Groups asked not to play on bunks or climb on walls 	LOW
Fire caused by— Electrical faults, Accidental fires, Gas Leak etc	All centre users	LOW	<ul style="list-style-type: none"> • See separate Fire Safety Report. • All staff to be informed of the Evacuation Procedure. • Centre is fitted with fire alarm and warning system 	LOW
Injury caused by vehicles	All centre users	MEDIUM	<ul style="list-style-type: none"> • Group to be informed of the hazards and boundaries set avoiding roads and car park. 	LOW
Members of the group accessing staff areas leading to potentially dangerous items such as cooking equipment, cleaning supplies, and activity kit.	All centre users	LOW	<ul style="list-style-type: none"> • Group members to be briefed of 'Out of Bounds' areas. • If possible keep rooms locked. • Access to rooms can be locked from the outside if required 	LOW
Power cuts	All centre users	LOW	<ul style="list-style-type: none"> • Emergency lighting and glow in the dark signs throughout the building. • All staff to be informed of the Evacuation Procedure. 	LOW
Falling from bunk beds	Users	MEDIUM	<ul style="list-style-type: none"> • Groups briefed of the dangers. 	LOW
Swimming Pool	All centre users	HIGH	<ul style="list-style-type: none"> • Group members to be briefed of 'Out of Bounds' areas. • Groups to follow Barton Camps pool usage policy. • Area is clearly fenced and marked 	LOW

8: Residential - Biblins Campsite

Venue for Mendip Residentials

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Slips and trips caused by— Uneven steps/floors/ground Wet floors	All centre users	MEDIUM	<ul style="list-style-type: none"> Group to be informed of the hazards on initial briefing 	LOW
Fire caused by— Electrical faults, Accidental fires, Gas Leaks etc	All centre users	LOW	<ul style="list-style-type: none"> All staff and groups to be informed of the Evacuation Procedure. 	LOW
Injury caused by vehicles	All centre users	HIGH	<ul style="list-style-type: none"> Group to be informed of the hazards and to avoid the road/car parks 	LOW
Members of public	All centre users	LOW	<ul style="list-style-type: none"> Group members to be briefed of 'Out of Bounds' areas. Groups are reminded about 'stranger danger' 	LOW
Drowning in the river	All centre users	HIGH	<ul style="list-style-type: none"> Group are given a briefing at start of residential to cover this point – No children allowed beyond the track without supervision. 	LOW
Delayed Emergency response due to limited phone signal	All centre users	MEDIUM	<ul style="list-style-type: none"> There is an emergency landline phone in the Wardens office if needed All staff and instructors are to be made aware there is signal at the top of the track. 	LOW
Members of the group accessing staff areas leading to potentially dangerous items such as cooking equipment, cleaning supplies, and activity kit.	All centre users	MEDIUM	<ul style="list-style-type: none"> No children allowed in the kitchens / stores 	LOW

9: Residential - Somermead

Venue for Mendip Residentials

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Slips and trips caused by— Uneven steps/floors/ground Wet floors	All centre users	MEDIUM	<ul style="list-style-type: none"> • Group to be informed of the hazards • Appropriate signage where necessary • When cleaning appropriate cleaning methods to minimise slipping risk 	LOW
Fire caused by— Electrical faults, Accidental fires, Gas Leaks etc	All centre users	LOW	<ul style="list-style-type: none"> • All staff to be informed of the Evacuation Procedure. • Centre is fitted with fire alarm and warning system 	LOW
Injury caused by vehicles	All centre users	HIGH	<ul style="list-style-type: none"> • Group to be informed of the hazards and to avoid roads and car park 	LOW
Members of public	All centre users	LOW	<ul style="list-style-type: none"> • Group members to be briefed of 'Out of Bounds' areas. • Groups are reminded about 'stranger danger' 	LOW
Power cuts	All centre users	LOW	<ul style="list-style-type: none"> • Emergency lighting and glow in the dark signs throughout the building. • All staff to be informed of the Evacuation Procedure. 	LOW
Falling from bunk beds	Users	MEDIUM	<ul style="list-style-type: none"> • Groups briefed of the dangers. 	LOW
Members of the group accessing staff areas leading to potentially dangerous items such as cooking equipment, cleaning supplies, and activity kit.	All centre users	LOW	<ul style="list-style-type: none"> • Group members to be briefed of 'Out of Bounds' areas. • If possible keep rooms locked. • Access to rooms can be locked from the outside if required 	LOW



Mountain Bike Venues

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10:MTB Venue - Ashton Court, Leigh Woods

Activities Venue for: Mountain Biking

HAZARD	WHO IS AT RISK?	UNMAN-AGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by— Mud, Uneven ground, Litter, Debris on track	All centre users	MEDIUM	<ul style="list-style-type: none"> • Clients are warned of the current conditions underfoot when booking in for activities or by the instructor on the session • Instructor to go first on the track during first run to ensure the track is clear of obstacles. 	LOW
Injury caused by vehicles	All centre users	HIGH	<ul style="list-style-type: none"> • Groups briefed of the hazard • Minimise time spent on roads or areas with vehicles. 	LOW
Other users	All centre users	LOW	<ul style="list-style-type: none"> • Groups briefed of the hazard and given instructions on what to do when other users approach as the site is a public area. 	LOW



Caving Venues



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PHAROS
RESPONSE



11:Caving - Denny's, Lox- ton

Venue for caving

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Approach to the cave - Uneven ground Hidden entrance	Group Members	MEDIUM	<ul style="list-style-type: none"> Briefing to all group members of the hazards on the walk to the cave 	LOW
Injury caused by: -glass/ other debris in the cave -falling rocks	Users	MEDIUM	<ul style="list-style-type: none"> Safety briefing given to all users when they arrive at the site to highlight specific risks and boundaries. Group members to wear appropriate PPE at all times in the cave and around entrances. 	LOW
Disturbance of Bats	Group Members	LOW	<ul style="list-style-type: none"> Briefing given to not disturb bats and why it's an issue. Should include not touching and shining lights onto them. 	LOW

12:Caving - Goatchurch

Venue for caving

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Falling down - Badgers Hole, Giants Stairs, Jacob's Ladder Tradesman's Entrance, Coal Chute	Group Members	MEDIUM	<ul style="list-style-type: none"> Instructor/assistant should spot wherever needed and use a rope to assist if required. Instructor must use either a belay line or assisted hand line when using the Coal Chute. 	LOW
Becoming stuck in - 'Hole in the Floor' Hellish Tight Superman Squeeze	Group Members	MEDIUM	<ul style="list-style-type: none"> Group members are briefed on how to attempt the squeeze and what to do if unsuccessful If the instructors believes a group member won't be able to do the squeeze then advise them against it and provide an alternative route. 	LOW
Approach to the cave - Steps Crossing road	Group Members	HIGH	<ul style="list-style-type: none"> Briefing to all group members of the hazards on the walk to the cave Groups only to cross the road when necessary and must be with an instructor. 	LOW
Other groups	Group Members	MEDIUM	<ul style="list-style-type: none"> Safety briefing for group members highlighting issues and reinforced when needed. 	LOW
Injury caused by: -glass/ other debris in the cave -falling rocks	Users	MEDIUM	<ul style="list-style-type: none"> Safety briefing given to all users when they arrive at the site to highlight specific risks and boundaries. Group members to wear appropriate PPE at all times in the cave and around entrances. 	LOW
Disturbance of Bats	Group Members	LOW	<ul style="list-style-type: none"> Briefing given to not disturb bats and why its an issue. Should include not touching and shining lights onto them. 	LOW

13:Caving - Pierre's Pot

Venue for caving

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Falling down - Entrance climb	Group Members	MEDIUM	<ul style="list-style-type: none"> Instructor/assistant should spot wherever needed and use a rope to assist if required. 	LOW
Becoming stuck in - Lower Series	Group Members	LOW	<ul style="list-style-type: none"> Group members are briefed on how to attempt the squeeze & what to do if unsuccessful If the instructor believes a group member wont be able to do the squeeze then advise them against it and provide an alternative route. 	LOW
Approach to the cave - Crossing road	Group Members	HIGH	<ul style="list-style-type: none"> Briefing to all group members of the hazards on the walk to the cave Groups only to cross the road when necessary and must be with an instructor. 	LOW
Other groups	Group Members	MEDIUM	<ul style="list-style-type: none"> Safety briefing for group members highlighting issues and reinforced when needed. 	LOW
Injury caused by: -glass/ other debris in the cave -falling rocks	Users	MEDIUM	<ul style="list-style-type: none"> Safety briefing given to all users when they arrive at the site to highlight specific risks and boundaries. Group members to wear appropriate PPE at all times in the cave and around entrances. 	LOW
Disturbance of Bats	Group Members	LOW	<ul style="list-style-type: none"> Briefing given to not disturb bats and why its an issue. Should include not touching and shining lights onto them. 	LOW

14:Caving - Rod's Pot

Venue for caving

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Falling down - The entrance step over The 'Pots' The Bear Pit	Group Members	HIGH	<ul style="list-style-type: none"> Instructor/assistant should spot wherever needed and use a rope to assist if the group need it. Instructor must use a traverse line when going over the 'Pots' An assisted hand line must be used when attempting the Bear Pit 	LOW
Injury caused by: -glass/ other debris in the cave -falling rocks	Users	MEDIUM	<ul style="list-style-type: none"> Safety briefing given to all users when they arrive at the site to highlight specific risks and boundaries. Group members to wear appropriate PPE at all times in the cave and around entrances. 	LOW
Approach to the cave	Group Members	MEDIUM	<ul style="list-style-type: none"> Briefing to all group members of the hazards on the walk to the cave 	LOW
Disturbance of Bats	Group Members	LOW	<ul style="list-style-type: none"> Briefing given to not disturb bats and why its an issue. Should include not touching and shining lights onto them. 	LOW

15:Caving - Sandford Levvy

Venue for caving

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Falling down - Test holes/shafts	Group Members	MEDIUM	<ul style="list-style-type: none"> • Group to be given briefing at the beginning warning of the shafts. • None of the shafts to be used 	LOW
Damaging formations and bats	Group Members	LOW	<ul style="list-style-type: none"> • Group to be given briefing regarding conservation issues and not to cross the conservation tape. 	LOW
Injury caused by: -glass/ other debris in the cave -falling rocks	Users	MEDIUM	<ul style="list-style-type: none"> • Safety briefing given to all users when they arrive at the site to highlight specific risks and boundaries. • Group members to wear appropriate PPE at all times in the cave and around entrances. 	LOW
Approach to the cave - Crossing road	Group Members	HIGH	<ul style="list-style-type: none"> • Briefing to all group members of the hazards on the walk to the cave • Groups only to cross the road when necessary and must be with an instructor. 	LOW
Disturbance of Bats	Group Members	LOW	<ul style="list-style-type: none"> • Briefing given to not disturb bats and why its an issue. Should include not touching and shining lights onto them. 	LOW

16:Caving - Sidcot Swallet

Venue for caving

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Falling down - The entrance climb Lobster Pot	Group Members	MEDIUM	<ul style="list-style-type: none"> Instructor/assistant should spot wherever needed and use a rope to assist if the group need it. Instructor must use a hand line for the Lobster Pot 	LOW
Becoming stuck in - Lobster Pot	Group Members	LOW	<ul style="list-style-type: none"> If needed then an assisted hand line can be used to assist the climber out of the lobster Pot 	LOW
Hyperthermia	Group Members	MEDIUM	<ul style="list-style-type: none"> The ducks are not to be attempted. 	LOW
Injury caused by: -glass/ other debris in the cave -falling rocks	Users	MEDIUM	<ul style="list-style-type: none"> Safety briefing given to all users when they arrive at the site to highlight specific risks and boundaries. Group members to wear appropriate PPE at all times in the cave and around entrances. 	LOW
Approach to the cave - Steps Crossing road	Group Members	HIGH	<ul style="list-style-type: none"> Briefing to all group members of the hazards on the walk to the cave Groups only to cross the road when necessary and must be with an instructor. 	LOW
Disturbance of Bats	Group Members	LOW	<ul style="list-style-type: none"> Briefing given to not disturb bats and why its an issue. Should include not touching and shining lights onto them. 	LOW

17:Caving - Swildons hole

Venue for caving

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Falling down - Step from Zig-Zags, Entrance chamber, Jacob's Ladder, 8ft climb below 40ft, Old 40ft Pitch, 20ft Pitch, Double Pots, Tratmans Temple entrance/exit, Barnes Loop	Group Members	HIGH	<ul style="list-style-type: none"> Instructor/assistant should spot wherever needed and use a rope to assist if the group need it. Only Level 2 and above instructors to go beyond the 20ft pitch and go down the old 40ft Group members to wear harnesses when using the pitch 	LOW
Hyperthermia	Group Members	HIGH	<ul style="list-style-type: none"> Group members to be wearing appropriate clothing. Group briefed to inform the instructor when getting cold Instructor to monitor group and carry a survival bag 	LOW
Exhaustion	Group Members	MEDIUM	<ul style="list-style-type: none"> Group briefed to inform the instructor when getting tired Instructor to monitor group to watch for signs of exhaustion 	LOW
Becoming entangled when climbing ladder	Group Members	MEDIUM	<ul style="list-style-type: none"> Hiking boots are not to be worn when using a ladder Releasable rigging system to be used to allow ladder to be removed 	LOW
Drowning	Group Members	MEDIUM	<ul style="list-style-type: none"> Don't use the cave when severe weather is forecast May need to adjust route for the group if water levels are high. 	LOW
Injury caused by: -glass/ other debris in the cave -falling rocks	Users	MEDIUM	<ul style="list-style-type: none"> Safety briefing given to all users when they arrive at the site to highlight specific risks and boundaries. Group members to wear appropriate PPE at all times in the cave and around entrances. 	LOW
Approach to the cave	Group Members	MEDIUM	<ul style="list-style-type: none"> Briefing to all group members of the hazards on the walk to the cave 	LOW
Disturbance of Bats	Group Members	LOW	<ul style="list-style-type: none"> Briefing given to not disturb bats and why its an issue. Should include not touching and shining lights onto them. 	LOW



River Venues

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18:River Avon

Venue for river trips - Saltford weir is a specified venue to be treated as a sheltered water venue.

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Fishermen causing tangles in lines.	Group Members	MEDIUM	<ul style="list-style-type: none"> • Group to be briefed of the hazard during the initial safety brief. • Instructor to lead and communicate with the fishermen early. • Group to take a wide line to avoid as much as possible 	LOW
Trees becoming a strainer	Group Members	MEDIUM	<ul style="list-style-type: none"> • Group to be briefed of the hazard during the initial safety brief then managed on the water. 	LOW
Becoming separated from the group	Group Members	MEDIUM	<ul style="list-style-type: none"> • Group to be briefed of the hazard during the initial safety brief. • Instructor to closely manage the group 	LOW
Drowning caused by— Moving water Weirs	Group Members	HIGH	<ul style="list-style-type: none"> • Group to be briefed of the hazard during the initial safety brief. • Appropriately qualified instructor to be used to run the river trip or portage around the hazard 	LOW
Other river users— Sight-seeing boats Canal boats	Group Members	MEDIUM	<ul style="list-style-type: none"> • Group to be briefed of the hazard during the initial safety brief. • Instructor to manage the group when the boats are close. 	LOW

19:River Wye

Venue for river trips

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Fishermen causing tangles in lines.	Group Members	MEDIUM	<ul style="list-style-type: none"> • Group to be briefed of the hazard during the initial safety brief. • Instructor to lead and communicate with the fishermen early. • Group to take a wide line to avoid as much as possible 	LOW
Trees becoming a strainer	Group Members	MEDIUM	<ul style="list-style-type: none"> • Group to be briefed of the hazard during the initial safety brief then managed on the water. 	LOW
Becoming separated from the group	Group Members	MEDIUM	<ul style="list-style-type: none"> • Group to be briefed of the hazard during the initial safety brief. • Instructor to closely manage the group 	LOW
Drowning caused by— Capsizing in moving water	Group Members	MEDIUM	<ul style="list-style-type: none"> • Group to be briefed of the hazard during the initial safety brief. • Appropriately qualified instructor to be used to run the river trip 	LOW
Other river users— Sight-seeing boats Ferry barge	Group Members	MEDIUM	<ul style="list-style-type: none"> • Group to be briefed of the hazard during the initial safety brief. • Instructor to manage the group when the boats are close. 	LOW

20:River Yeo

Venue for watersports

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Slips and trips caused by— Wet jetty Muddy field	Group members	MEDIUM	<ul style="list-style-type: none"> Group to be informed of the hazards during briefing 	LOW
Vehicles	Group members	HIGH	<ul style="list-style-type: none"> Group to be informed of the hazards during briefing and to avoid the road/car park Minimise time spent in the car park. 	LOW
Injury to lower limbs from shallow water	Group members	MEDIUM	<ul style="list-style-type: none"> Group to be informed of the hazards during briefing Groups only allowed to jump in when in deep water 	LOW
Drowning in weir	Group members	LOW	<ul style="list-style-type: none"> Group to be informed of the hazard, the weir is only a hazard in higher water levels and sessions will be tailored to the ability of the group 	LOW



Rocksport Venues



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21:Sandford Quarry

Activities Venue for: Rocksport and Archery Active

HAZARD	WHO IS AT RISK?	UNMAN-AGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: -Rock fall -Other users -Falls -Broken Glass/Litter	Users	MEDIUM	<ul style="list-style-type: none"> • Quarry area to be used is checked before every use in case of loose rock/litter/changes • Safety briefing given to all users when they arrive at the site to highlight specific risks and boundaries etc. • Only properly equipped group members or staff should be near the cliff bottoms or tops. • Any unauthorised persons are asked to leave the quarry. • Gates into the quarry are kept closed whenever possible. • When groups are taking part in abseiling and are near to the top they must be supervised and safeguarded by a member of Mendip Staff. • Whenever possible Mendip Staff will check the climbing area for any litter/glass and remove. 	LOW
Damage caused to vehicles by uneven access track	Users	LOW	<ul style="list-style-type: none"> • Mendip Staff are briefed on the condition of the access track and must adhere to Mendip guidelines on vehicle usage in the quarry • Clients are informed of the access tracks state and are informed it is their decision if they want to use it. Parking is available in Quarry Road. 	LOW

22:Symonds Yat Rock

Activities Venue for: Rocksports

HAZARD	WHO IS AT RISK?	UNMAN-AGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: -glass/ other debris in the car park -falling rocks -mud -uneven and steep ground	Users	MEDIUM	<ul style="list-style-type: none"> • Safety briefing given to all users when they arrive at the site to highlight specific risks and boundaries. • Site checked on arrival and cleared of any rubbish if necessary. • Appropriate footwear to be worn at all times. • Only group members with appropriate PPE to approach the rock face • At the bottom of the crag it is advised to put a handline up to protect the steep area of land. 	LOW
Other users	Users	MEDIUM	<ul style="list-style-type: none"> • Safety briefing given to all users when they arrive at the site to regarding ' stranger danger' risks. 	LOW
Car Park and Road -walking to the toilets	Users	HIGH	<ul style="list-style-type: none"> • Briefing to all group members of the on arrival to the site regarding the dangers • Groups informed to access the toilets via the footpath and go as a group 	LOW

23: Burrington Combe, Goblin Combe, Uphill Quarry

Activities Venue for: Rocksports

HAZARD	WHO IS AT RISK?	UNMAN-AGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: -glass/ other debris in the car park -falling rocks	Users	MEDIUM	<ul style="list-style-type: none"> • Safety briefing given to all users when they arrive at the site to highlight specific risks and boundaries. • Site checked on arrival and cleared of any rubbish if necessary. • Appropriate footwear to be worn at all times. • Only group members with appropriate PPE to approach the rock face / edge 	LOW
Other users	Users	MEDIUM	<ul style="list-style-type: none"> • Safety briefing given to all users when they arrive at the site to regarding 'stranger danger' risks. 	LOW
Car Park and Road -walking to the toilets	Users	HIGH	<ul style="list-style-type: none"> • Briefing to all group members of the on arrival to the site regarding the dangers • Groups informed to access the toilets via the edges of car parks not across them • Groups only to cross roads when necessary and must be with an instructor. 	LOW



Transport Risk Assessment

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24:Transportation Risk Assessment

HAZARD	WHO IS AT RISK?	UNMAN-AGED RISK	CONTROL MEASURES	MANAGED RISK
Vehicle Malfunction	Drivers/ passengers & other road users	HIGH	<ul style="list-style-type: none"> •Drivers perform a daily driver defect check before driving a vehicle. All damage or issues to vehicles are reported, unfit vehicles are NOT used & the Transport manager informed. •All our PSV minibuses have 10 weekly safety inspections, frequent in-house checks and are serviced to the manufacturer's recommendations. •All our Minibuses are tested annually, which is completed at a VOSA approved test station. •Hire vehicles are checked at the start of the hire period to ensure that there are no obvious defects. •All our road vehicles are covered for breakdown / accident assistance through the insurance company. 	LOW
Trailers Malfunction	Drivers/ passengers & other road users	HIGH	<ul style="list-style-type: none"> •Drivers perform a daily driver defect check before towing any trailer. Any damage is reported and if unfit trailer is removed from service & the Transport manager informed. •All trailers are annually serviced. •Trailers receive regular in-house inspections for damage / defects. 	LOW
Items falling off trailers / roof racks	Other road users	HIGH	<ul style="list-style-type: none"> •Drivers receive in house training covering how to secure their load •Drivers inspect their load before setting off, On long journeys drivers stop regularly to recheck there load. 	LOW
Road traffic accident	Drivers/ passengers & other road users	HIGH	<ul style="list-style-type: none"> •Drivers hold the appropriate driving licence for the type of vehicle / trailer they are driving. •Licences are checked regularly by our Transport manager, In addition, our minibus drivers have a current CPC entitlement. •All drivers receive specific training from our transport manager with regard to: Driver defect check, Breakdown/ accident procedure •All drivers have undergone a familiarisation drive/assessment with our transport manager •All our drivers are experienced and over 21. •All drivers are required to inform us if they receive penalty points. •All drivers to drive at a safe, legal and sensible speed according to road conditions. •All vehicles equipped with first aid kit and fire extinguisher. •Seat belts are provided and all passengers must use them. •All drivers hold a First Aid certificate. •Any luggage must be appropriately stored and must not block any exit. •Drivers keep to Drivers Hours rules. 	LOW

24:Transportation Risk Assessment

HAZARD	WHO IS AT RISK?	UNMAN-AGED RISK	CONTROL MEASURES	MANAGED RISK
Slips, trips and falls	Drivers & passengers	MEDIUM	Drivers to warn passengers of any Hazards which are likely to cause injury (i.e. Wet slippery steps, Hitting heads on door frames, oncoming traffic.)	LOW
Other road users	Drivers/passengers & other road users	HIGH	Only use experienced, qualified drivers	LOW
Being hit by traffic whilst walking on pavements / road	Drivers & passengers	HIGH	Drivers, Instructors / visiting staff should highlight the dangers & supervise group members when walking along roads especially where there are no pavements, ensure that group members keep to the side of the road. High Visibility clothing to be issued in some circumstances	LOW
Adverse weather Strong winds Lightning storms Torrential rain, Fog & Snow	Drivers/passengers & other road users	HIGH	When adverse weather conditions are encountered, the Driver will take appropriate measures to mitigate these dangers, Possibly pulling off the road, delaying or even cancelling the journey. We will always monitor the prevailing conditions and take safe appropriate measures when required.	LOW
Crossing Roads	Drivers & passengers	HIGH	Drivers, instructors / visiting staff to supervise safe crossing of the road with young people. Selecting a sensible position to cross with good visibility. High Visibility clothing to be issued in some circumstances.	LOW
Medical emergency Passengers	Passengers	MEDIUM	All participants fill in a medical /risk declaration form prior to an event and if suffering from a known condition should make themselves known to their supervising instructor / driver. In the very unlikely event that a passenger should suffer from a medical emergency (ie heart attack, stroke epileptic fit, diabetic emergency) whilst in the vehicle, the driver will pull over where safe. All our drivers have a first aid qualification. Emergency services will be contacted. Appropriate First aid treatment administered. Any remaining participants will be supervised until such time that the casualty is out of danger or is passed on to the appropriate emergency service. Only then will the journey resume if the driver feels emotionally safe to continue, or else they will be replaced. At the earliest opportunity the Mendip office will be informed and our emergency procedures instigated if appropriate	LOW
Medical emergency Driver	Drivers/passengers & other road users	MEDIUM	All PSV Licensed drivers have undergone a medical examination as part of obtaining there licence. Drivers are required to inform the transport manager if they develop a notifiable medical condition	LOW
Passenger issues Behaviour / Distracting the Driver	Drivers/passengers & other road users	MEDIUM	Passengers briefed before journey. Extra supervision on vehicle if we anticipate issues. Procedures in place so as not to carry unruly passengers	LOW
Not able to keep to Social distance restrictions	All	HIGH	- Limiting passengers to allow for social distancing requirements—if this is not possible then either consider using extra vehicles or all users should wear face masks. - if passengers are being carried then increase ventilation in the vehicle if possible—open windows.	LOW
Spread of Covid-19 through touching of surfaces and equipment	All	HIGH	-72Hr quarantine of the vehicle will be the primary control otherwise if the vehicle is needed in that time then Touch points to be cleaned before use. Cleaning kit stored in the transport office. - All are encouraged to wash hands following gov.uk guidance when possible.	LOW



Employee Specific Risk Assessment

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Covid-19 Secure Risk Assessment - Employee Specific

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Exposure to Covid-19 from others: -close contact to someone else that has a confirmed case or symptoms of the virus. -contact with others that don't show symptoms	All	HIGH	<ul style="list-style-type: none"> All people on site must follow current government advice of self isolating if you or someone you live with have a confirmed case or symptoms of the virus. Current isolation guidance can be found here—https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/ Social distancing at all times must be adhered to, at least 2m apart at all times 	LOW
Increased risk of illness for certain groups of people	Clinically extremely vulnerable Clinically vulnerable	HIGH	<ul style="list-style-type: none"> Clinically extremely vulnerable people should not attend work— see here for definition—https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable Clinically vulnerable—see here for definition—https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people—if possible then a role that can be done remotely will be offered if otherwise then these people will be given roles that will fulfil social distancing requirements. 	LOW
Infection risk from transmission on touch points, surfaces and shared equipment.	All	MEDIUM	<ul style="list-style-type: none"> Wherever possible don't share tools/equipment during jobs. All tools/equipment to be disinfected after use. Follow procedures put in place for collection and returning equipment. all surfaces and touch points to be cleaned regularly throughout the day with a disinfectant that meets EN1276, if the surface/touchpoints are visibly dirty then warm water and soap should be used prior to disinfecting. Access to the maintenance area will be restricted. The only computer/workspace for shared use will be the reception computer, Alpine Lounge and instructor offices. All others desks not to be shared. 	LOW
Transmission from someone developing symptoms while at work		HIGH	<ul style="list-style-type: none"> if an employee develops symptoms while at work they should return home immediately and follow self-isolation. inform a senior manager ASAP and inform them of areas worked in, route leaving the premises and any equipment used. Deep clean of all areas and equipment used using disposable cloths/mop heads using soap and warm water for visibly dirty surfaces then all surfaces disinfected with a disinfectant that meets EN1276 standards, the person cleaning should use disposable gloves and apron, and then all materials used should be double bagged and securely stored for 72hrs then disposed normally. 	LOW
Poor hygiene		HIGH	<ul style="list-style-type: none"> Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water is not available and hand washing technique to be adopted as directed by NHS Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. Bins to be regularly emptied and disinfected. Regularly clean the hand washing facilities and check soap and sanitizer levels cleaning of areas to be done daily by cleaning team and periodically by the duty manager. 	LOW
Incidents	All	High	<ul style="list-style-type: none"> If an incident occurs during working hours then the safety of others takes priority and the social distances measures can be relaxed but careful and through personal hygiene needs to take place immediately after the incident. minimize close contact between individuals wherever possible during incidents and people involved. 	MEDIUM

Covid-19 Secure Risk Assessment pt 2 - Employee Specific

HAZARD	WHO IS AT RISK?	UNMAN-AGED RISK	CONTROL MEASURES	MANAGED RISK
Human error— -forgetting new guidelines	All	HIGH	<ul style="list-style-type: none"> •All staff to be fully trained on new procedures •Senior managers to review and ensure procedures are being followed •All staff encouraged to remind each other of procedures or report any issues seen 	LOW
Transmission of Covid-19 while performing first aid	All	HIGH	<ul style="list-style-type: none"> •Social distancing measures must be followed as much as possible. •If you need to get within 2ms of the person then limit the amount of people involved with the first aid and wear PPE provided—gloves and facemask. If possible put a facemask on the casualty, if you can't put a facemask on the casualty then cover their mouth and nose with a breathable covering for example towel or triangular bandage. •remember strict personal hygiene after contact with the casualty. •follow CPR guidance from the Resuscitation Council UK - if cardiac arrest is suspected call 999 immediately, cover face and mouth of casualty and give chest compressions. If it is a child then they advise to give rescue breaths and use a face mask. 	LOW
Unable to keep to social distancing requirements.	All	HIGH	<ul style="list-style-type: none"> •Limiting amount of people in internal spaces. •Ensuring workspaces are side by side or back to back. •Working from home wherever possible. •Installing screens where distancing isn't possible. •Doors and windows to be kept open whenever possible to increase ventilation •Minimise time spent inside as much as possible •If social distancing isn't able to be maintained then this must be kept to the absolute minimum and the job needs to be consider if it is absolutely needed. 	LOW