

Hautbois Activity Centre Risk Assessment		
GRASS SLEDGES		
Assessment Code: RA-GRA20	SOP Code: SOP-GRA20	Lesson Plan Code: LP-GRA20
Review Date: September 2020	Assessor: Abbie Stewardson	Tech Advisor: Rory Howard



**Description:** The grass sledges are hire only sleds with tracks to be used on the front field hill by participants under supervision. Ratio of 1:16


SR= Severity Rating; 5 (Catastrophic) 4 (Major) 3 (Moderate) 2 (Minor) 1 (None)

LH=Likelihood Rating 5 (Almost certain) 4 (Likely) 3 (Possible) 2 (Unlikely) 1 (Insignificant)

RR= Risk Rating; A (Acceptable Risk) RR (Residual Risk remains despite controls- 'occupational hazard') U (Unacceptable Risk, action to be taken immediately)

Significant Hazard	Persons at Risk	How	Controls	Severity	Likelihood	Risk Rating
Equipment Failure	Participants	Damage to runners or seat causing injury to user.	Sledges regularly monitored through activity checks. Visual checks made when setting up for self-led activity. Groups encouraged to report issues to Hautbois staff.	2	1	A
Poor Instruction & Supervision	Participants	Falling from sledge, trapped fingers, toe and foot injuries from being run over.	Groups given clear instructions on how to safely use the sledges- only one person per sledge at any time. All participants to wear helmets whilst using the sledges. Self-led guide provided to all groups outlining correct use.  Participants briefed on ensuring that they hold onto the handles and keep their feet raised and in the sledge.	2	2	A
Collisions with Other Users	Participants, Leaders & Instructors	Colliding mid run with other sleds or non-participants/spectators.	Participants to stand up hill (near terrace) when waiting for turn. Leader to check that there is a clear 'run' before each go. All participants to be vigilant when sledges in use.	2	1	A
Manual handling	Participants, Leaders & Instructors	Back injury, pulled muscles, poor lifting or lifting beyond capability.	Activity set up and taken down for clients. Sled handles extendable so they do not have to be lifted. Clients encouraged to share lifting if required and not to lift sled that is occupied.	1	1	A
Minor injuries- cuts, bruises & bumps	Participants, Leaders & Instructors	Slips, trip and falls through environmental factors or user error.	Leader to follow safe operating procedures. All participants to be supervised by either a Hautbois Instructor or responsible adult.  Closed toe shoes only on activities. Clients to check run area for debris prior to start.	2	3	A
Entrapment	Participants, leaders & Instructors	Trapped fingers in tracks, hands and feet being run over by sleds.	Participants briefed on ensuring that they hold onto the handles and keep their feet raised and in the sledge. One person per sled. Participants to leave 1-2m between sleds when running.	2	1	A

This Risk Assessment should work in conjunction with the generic risk assessment (RA-GEN20) and relevant activity's Safe Operating Procedure (SOP-).

<b>Hautbois Activity Centre Safe Operating Procedure</b>			
Grass Sledges SOP-GRS20			
Location: 3D Map ref. - HN	RA-GRS20	LP-GRS20	
Review Date: September 2020			
<b>Must be used in conjunction with Generic Safe Operating Procedure (SOP-GEN20)</b>			

<p><b>Qualifications Required: (Instructors must be at least 18 years of age)</b></p> <ul style="list-style-type: none"> <li>• The session must be run by a responsible adult.</li> <li>• The instructor must be at least 18 years old and hold a valid First Aid certificate.</li> <li>• The instructor must have signed to say they have read, understood and will adhere to our procedures.</li> </ul>
<p><b>Activity Area:</b></p> <ul style="list-style-type: none"> <li>• Check the hill in use for debris or obstructions - clear accordingly</li> </ul>
<p><b>Equipment:</b> Visual checks of all equipment must be done before each session.</p> <ul style="list-style-type: none"> <li>• First Aid kit must be taken on session</li> <li>• Sledges must be checked for any damage and that they are fully operational</li> <li>• Check all helmets are laid out ready for use.</li> </ul>
<p><b>Session Management:</b></p> <ul style="list-style-type: none"> <li>• Instructor to introduce themselves to the participants and escort them to the House North area.</li> <li>• The group must be briefed in an appropriate area with regard to the correct behaviour/conduct required throughout the session and how the activity is to be run.</li> <li>• Helmets should be explained and demonstrated how to use correctly.</li> <li>• Helmets must be worn when on the grass sledges.</li> <li>• Explanation of possible hazards around the moving grass sledges</li> <li>• Explanation of pulling sledges back up the hill away from the path of any sledges coming downhill</li> <li>• Explain safe areas when waiting for your turn - pathway of the sledges must always be clear.</li> <li>• Participants only to launch once the instructor has given permission to do so.</li> <li>• One person per grass sledge - other participants can push from behind the sledges.</li> <li>• A review of the activity should be built into the session</li> <li>• On completion of the session participants assist in returning all the equipment safely and appropriately. Instructors must check all equipment is returned to the correct place.</li> <li>• Following the final session of the day all equipment must be returned to store and any faults/defects reported and recorded</li> <li>• If any repairs are required to equipment, then instructors are asked to make the repairs where possible or place them in the decommissioning bin.</li> <li>• Any incidents/near misses with the participants must be reported to the Centre Manager and an Incident form completed as appropriate.</li> <li>• In the event of an emergency Instructors to follow the Staff accident and incident emergency procedure located in the first aid kit.</li> </ul>