


<b>Hautbois Activity Centre Risk Assessment</b>			
<b>INITIATIVE TESTS</b>			
Assessment Code: RA-INT20	SOP Code: SOP-INT20	Lesson Plan Code: LP-INT20	
Review Date: September 2020	Assessor: Abbie Stewardson	Tech Advisor: Rory Howard	

**Description:** A variety of different physical and mental challenges constructed around the estate designed to develop and promote team working. 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 & Equipment Misuse	Participants	Splinters from wooden structures, posts & elements becoming loose, ropes fraying, general wear/wear through misuse.	Regular activity checks carried out and recorded. Visual checks carried out prior to use by instructors. Clients to inform staff of any breakages. Participants to be shown safe operating during introduction. Participants supervised at all times during sessions.	2	1	A
Poor Instruction & Supervision	Participants	Injury through poor briefing, poor/lack of supervision and monitoring of behaviour.	Leader to follow safe operating procedures. All participants to be supervised on tasks by either a Hautbois Instructor or responsible adult.	2	2	A
Collisions with Other Users	Participants, Leaders & Instructors	Being fallen on, colliding with other users.	All participants to wear helmets provided for certain tasks. Group briefed on safe use of all tasks and to remain vigilant	2	1	A
Debris in Operation Area	Participants, Leaders & Instructors	Landing on debris when dismounting obstacles, tripping on branches etc when in operations area.	Area is cleared at the beginning of the session, and during session as required. Activity suspended or relocated in extreme weather.	2	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 on tasks by either a Hautbois Instructor or responsible adult. Participants warned if obstacles are wet and may be slippery. Closed toe shoes only on activities.	2	3	A
Manual Handling	Participants, Leaders & Instructors	Lifting planks of wood for tasks, or each other, minor injuries.	Instructor to explain best practice with lifting; straight backs, sharing the load. Supervision by leader.  All task rules and guidelines briefed to participants before challenge start.	2	2	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>			
Initiative Tests SOP-INT20			
Location: 3D Map ref. - L	RA-INT20	LP-INT20	
Review Date: September 2020			
<b>Must be used in conjunction with Generic Safe Operating Procedure (SOP-GEN20)</b>			

**Qualifications Required:**

- This activity should be carried out by a responsible adult.
- The instructor must be at least 18 years old and hold a valid First Aid certificate.
- The instructor must have signed to say they have read, understood our Risk assessment and operating procedures for this session and will adhere to them.

**Activity Area:**

- Make sure the areas are clear of debris and areas that are out of bounds are marked before the session.
- Check the platforms are clear of debris and all obstacles are safe to use.
- Remove any weeds from activity area

**Equipment:** Visual checks of all equipment must be done before each session.

- Make sure equipment is ready at each location.
- Check wooden planks for cracks and splinters before each session
- Ensure that fixed test locations are clear of debris and safe to use before each session.
- Check the mine field for map sheets and pencils before each session

**Session Management:**

- Instructor to introduce themselves to the participants and escort them to their first Initiative test
- All instructors must ensure that the session is run in an appropriate, safe and enjoyable manner.
- Explain the aim of the session and how it will work.
- Safety briefing to include:
  - a. The session may involve them crossing the road, advise them on safe crossing procedures. Participants must be advised of the boundaries of the estate and told to stay within them.
  - b. They must not split up as a group.
  - c. To be aware that some of the tests will require them to lift heavy items and that care should be taken
- All participants must be briefed to stay away from the water and look out for rabbit holes and low branches which could be hazardous.
- Each test should be supervised by a leader/instructor
- Team work and leadership will be promoted throughout the session
- End session with a de-brief
- All equipment back in the boxes and returned to the Main Office.
- Any defective equipment should be taken out of service and reported to the Activities Supervisor as soon as possible.
- Any problems should be reported to the Activities Supervisor as soon as possible.
- All accidents and 'near misses' must be reported to the Duty Manager as soon as possible.