

Hautbois Activity Centre Risk Assessment		
PIONEERING		
Assessment Code: RA-PIO20	SOP Code: SOP-PIO20	Lesson Plan Code: LP-PIO20
Review Date: September 2020	Assessor: Abbie Stewardson	Tech Advisor: Rory Howard



Description: Pioneering takes place on the Glebe field. It can include building structures using wooden spars and rope and focuses on teamwork and initiative. 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
Manual Handling	Participants, leaders & Instructors	Poor lifting of spars, causing back injury and/or pulled muscles.	Participants supervised by a responsible leader. Participants instructed and supervised when building to use equipment sensibly. Participants to only use the spars provided by Hautbois. Safe operating procedure adhered to throughout session.	2	1	A
Structure Collapsing/ Falling from Structure	Participants, leaders & Instructors	Climbing on structure before it is ready, potential injuries if structure collapses.	Instructor to test structure before client's participation and adjust if necessary. Participants instructed and supervised when building to use equipment sensibly. Any defected equipment to be put aside and a member of the Hautbois team alerted. All structures that have a standing platform must be no taller than 2ft and no structure to be made with 'overhead' elements.	2	2	A
Bumps, Cuts & Bruises	Participants	Cuts and grazes from general construction of shelter.	Participants supervised by a responsible leader. First Aid kit to be carried to treat small injuries. Clients briefed on best practise and teamwork and having a clear working area. When building participants are instructed not to stand on any spars on the floor and to make sure they have a clear working space.	2	2	A
Environmental Hazards	Participants, leaders & Instructors	Bites and Stings, contamination through dirt etc	Participants instructed to wash their hands after session. Leaders to make group aware of potential stings for those with allergies and precautions taken by the participants; carry EpiPen's etc as required. First Aid kit to be carried to treat small injuries. Hautbois staff to manage pest control on site as part of the general risk assessment and site care.	3	2	RR
Equipment Misuse	Participants	Injury using spars and ropes, suffocation and strangulation etc	Participants supervised by a responsible leader. Participants instructed and supervised when building to use equipment sensibly. All equipment collected back after session and put away correctly.	3	1	A

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

Hautbois Activity Centre Safe Operating Procedure			
Pioneering SOP-OBS20			
Location: 3D Map ref. - T	RA-PIO20	LP-PIO20	
Review Date: September 2020			
Must be used in conjunction with Generic Safe Operating Procedure (SOP-GEN20)			

Qualifications Required: (Instructors must be at least 18 years of age)

- This session must be run 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:

- Ensure that the assembly area is clear of debris before starting a session

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

- Check ropes for breaks and knots
- For all projects check that poles are in good condition and there are plenty there if running a free invention session.
- All wooden poles need to be checked for cracks/splinters and wear and defected pole should be marked and put aside.
- Check for cups and tennis balls for catapults

Session Management:

- Instructor to introduce themselves to the participants and escort them to the Pioneering area
- 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.
- Participants to be reminded to walk when carrying the heavy items.
- Longer Poles must be lifted in pairs.
- Equipment should be explained and demonstrated how to tie knots correctly.
- Safe manual handling must be demonstrated and explained.
- Explanation of safe areas to stand when not participating to be explained
- Before testing completed construction, ensure all knots are to a suitable standard.
- Brief on using their creation safely.
- The following Safety Rules must be highlighted to all participants (confirming their understanding)
 - Only one person on any frame at one time
 - During use of catapults a clear firing range of 30 meters need to be established where no obstructions or other people will be walking. The group needs to be instructed to keep the firing range clear and to only fire on instructors command.
- Once all Participants have completed their tasks the instructors will demonstrate how to take apart the construction and get the group to help do so.
- A review of the activity should be built into the session
- 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.
- Following the final session of the day all equipment must be returned to store and any faults/defects reported and recorded
- If any repairs are required to bridge building equipment, then instructors are asked to make the repairs where possible or place them in the decommissioning bin.
- Any incidents/near misses with the participants must be reported to the Centre Manager and an Incident form completed as appropriate.
- In the event of an emergency Instructors to follow the Staff accident and incident emergency procedure located in the first aid kit.