


<b>Hautbois Activity Centre Risk Assessment</b>			
<b>LOW ROPES</b>			
Assessment Code: RA-LOR21	SOP Code: SOP-LOR21	Lesson Plan Code: LP-LOR21	
Review Date: September 2021	Assessor: Abbie Stewardson	Tech Advisor: Rory Howard	

**Description:** The Low Ropes is a purpose-built obstacle course with platforms connected from tree to tree with problem solving team elements. 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	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.	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 obstacles by either a Hautbois Instructor or responsible adult. Walk through of obstacles to be done prior to start. Signage on each element to promote best practice.	2	2	A
Collisions with Other Users	Participants, Leaders & Instructors	Being fallen on, colliding with other users.	All participants to wear helmets provided. One person per obstacle, no overtaking. Clients instructed on how to 'spot' correctly and where to stand. Made aware of potentially difficult elements and to be vigilant when spotting their partner.	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 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 obstacles 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
Bosun's Chair	Participants	Falling from seat, trapped fingers, injury through misuse	All participants to be supervised on obstacles by either a Hautbois Instructor or responsible adult. Obstacle to be used sitting only. Signage on each element to promote best practice	2	2	A
Postman's walk	Participants Leaders & Instructors	Falling from Obstacle, being fallen on.	Clients instructed on how to 'spot' correctly and where to stand. Made aware of potentially difficult elements and to be vigilant when spotting their partner.	2	2	A
Cargo net	Participants	Trapped fingers, injury through misuse	Made aware of potentially difficult elements and to be vigilant when spotting their partner. Walk through of obstacles to be done prior to start.	1	2	A

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

<b>Hautbois Activity Centre Safe Operating Procedure</b>			
Low Ropes SOP-LOR21			
Location: 3D Map ref. - M	RA-LOR21	LP-LOR21	
Review Date: September 2021			
<b>Must be used in conjunction with Generic Safe Operating Procedure (SOP-GEN21)</b>			

**Qualifications Required:**

- The 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 and will adhere to our procedures.

**Activity Area:**

- Check area for debris on the group- trip hazards
- Check platforms for signs of damage, spills and faeces
- Ensure that wires, slacklines and ropes are secured at either end of each platform and are in good condition
- Check for any loose branches on trees that could fall during session
- Flatten any mole hills remove any large branches in the landing areas underneath platforms.

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

- Ensure that the helmets are in good condition and laid out ready for the beginning of the session.
- Check cups for damage/splits
- Ensure that the water container has been filled before each session

**Session Management:**

- Instructor to introduce themselves to the participants and escort them to the Low Ropes 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.
- Explain the aims of the session
- Introduce and explain the correct fitting of the Helmets
- Each participant's helmet must be checked by the instructor before they can use the Low Ropes Course.
- The following safety rules must be highlighted to all participants (confirming their understanding)
  - Helmets must be worn in the fenced area at all times.
  - If Helmets are taken off at any point in the session they must be checked for correct fitting by the Instructor before the participant can use the Low Ropes Course.
  - Spotters should only assist their partner from ground level and should not climb on the obstacles themselves until it is their turn.
  - Only one person should be on the obstacle at a time unless stated differently on the obstacles sign
  - Participants should be reminded about the importance of stopping their partner from falling and about following the instructions outlined on each obstacle.
  - Participants need informing to remain with their team at all times.
  - Participants should be informed to step off the low ropes if they feel like they may fall.
- A review of the session should be built into the session.
- Following the final session of the day all equipment must be returned to store and any faults or defect be reported to the Activities manager.
- 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.