


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

**Description:** Nightline is a blindfold course designed to challenge teams problem solving and team work skills through the completion of different 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
Traverse Wall	Participants, Leaders & Instructors	Being fallen on, falling from wall. Mis stepping and misuse of obstacle.	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. Clients instructed on how to 'spot' correctly and where to stand.	2	2	A
Tunnel	Participants	Hitting head on tunnel entrance or exit.	Participants to wear a helmet whilst on the course and to be spotted and supervised at all times.	2	2	A
Blindfolded Users	Participants	Falls, slips and trips whilst blindfolded on activity elements.	All participants are spotted by a partner at all times on the activity. Walk through of obstacles to be done prior to start.	2	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>			
Nightline SOP-NIL21			
Location: 3D Map ref. - P	RA-NIL21	LP-NIL21	
Review Date: September 2021			
<b>Must be used in conjunction with Generic Safe Operating Procedure (SOP-GEN21)</b>			

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

- 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:**

- Clear any large pieces of debris that are in the pathways.
- Check each obstacle for breaks/splinters damage
- Ensure the line is secure and runs the length of the course
- Check overhead for any loose branches

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

- Check blindfold elastics and lenses for breaks
- Helmets to be checked before each session

**Session Management:**

- Instructor to introduce themselves to the participants and escort them to the nightline 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.
- Equipment should be explained and demonstrated how to spot in groups safely.
- Explanation of possible hazards around the woodland
- Explanation of possible obstacle hazards such as the tunnel
- Importance of teamwork should be explained to all participants
- 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 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.