


Hautbois Activity Centre Risk Assessment			
ORIENTEERING			
Assessment Code: RA-ORI21	SOP Code: SOP-ORI21	Lesson Plan Code: LP-ORI21	
Review Date: September 2021	Assessor: Abbie Stewardson	Tech Advisor: Rory Howard	

Description: Orienteering takes place on the estate over our course. The course can be adjusted to suit each age group by excluding/including different markers. 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
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	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 of site hazards and environmental hazards. Closed toe shoes only on activities.	2	2	A
Equipment Failure & Equipment Misuse	Participants, Leaders & Instructors	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
Drowning	Participants	Falling in water. Attempting to cross ditches, slipping into Cut.	Safe Operating Procedure followed. Groups given clear boundaries and activity area	3	1	A
Client Boundaries	Participants	Walking onto other activity sites, whilst activities are going on. E.g. Archery range or crossing the road.	Participants briefed to stay in their groups and within the boundaries set by the leader/instructor in charge of the session. All instructors are made aware that orienteering is going on and to look out for participants. Whole course is set on the house site so no need to cross the road. Clients briefed that the activity does not involve crossing the road.	3	1	A

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

Hautbois Activity Centre Safe Operating Procedure			
Orienteering SOP-ORI21			
Location: 3D Map ref. - U	RA-ORI21	LP-ORI21	
Review Date: September 2021			
Must be used in conjunction with Generic Safe Operating Procedure (SOP-GEN21)			

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:

- Make sure the area is clear of debris and areas that are out of bounds are marked before the session.

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

- Make sure all post markers are in place and there isn't any missing.
- Make sure all map boards are clear and ready for use at the start of every session.
- Whiteboard pens work
- Check there are enough working compasses for the group

Session Management:

- Instructor to introduce themselves to the participants and escort them to the start of the orienteering course.
- 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 course does NOT involve them crossing the road! 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. Make sure each member has a watch so you can give them a time by which they need to return. Young participants may need supervision at all times.
 - d. How to summon help if they need it.
- All participants must be briefed to stay away from the water and look out for rabbit holes and low branches which could be hazardous.
- All participants to be warned about other sessions that may be going on- in particular archery and the range should be pointed out to each group on the map.
- All other activity areas are out of bounds
- The group must learn the skills to complete the practice route with the instructors training a guidance.
- Once instructor feels the group understands the skills required, they can start the other challenges.
- Agree a location for leader/instructor to stay so participants can summon help if required
- End session with a de-brief
- All equipment back in the box and returned to the Main Office.
- Any defective equipment including markers 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.