

| Hautbois Activity Centre Risk Assessment |                            |                            |
|--|----------------------------|----------------------------|
| GRASS SLEDGES                            |                            |                            |
| Assessment Code: RA-GRA22                | SOP Code: SOP-GRA22        | Lesson Plan Code: LP-GRA22 |
| Review Date: November 2022               | Assessor: Abbie Stewardson | Tech Advisor: Rory Howard  |



**Description:** The grass sledges are hire only sleds with tracks to be used on the front field hill by participants under supervision. 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                        | Damage to runners or seat causing injury to user.                                | Sledges regularly monitored through activity checks.<br>Visual checks made when setting up for self-led activity.<br>Groups encouraged to report issues to Hautbois staff.  | 2        | 1          | A           |
| Poor Instruction & Supervision        | Participants                        | Falling from sledge, trapped fingers, toe and foot injuries from being run over. | Groups given clear instructions on how to safely use the sledges- only one person per sledge at any time.<br>All participants to wear helmets whilst using the sledges.<br>Self-led guide provided to all groups outlining correct use.<br><br>Participants briefed on ensuring that they hold onto the handles and keep their feet raised and in the sledge. | 2        | 2          | A           |
| Collisions with Other Users           | Participants, Leaders & Instructors | Colliding mid run with other sleds or non-participants/spectators.               | Participants to stand up hill (near terrace) when waiting for turn.<br>Leader to check that there is a clear 'run' before each go.<br>All participants to be vigilant when sledges in use.  | 2        | 1          | A           |
| Manual handling                       | Participants, Leaders & Instructors | Back injury, pulled muscles, poor lifting or lifting beyond capability.          | Activity set up and taken down for clients.<br>Sled handles extendable so they do not have to be lifted.<br>Clients encouraged to share lifting if required and not to lift sled that is occupied.  | 1        | 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.<br>All participants to be supervised by either a Hautbois Instructor or responsible adult.<br><br>Closed toe shoes only on activities.<br>Clients to check run area for debris prior to start.  | 2        | 3          | A           |
| Entrapment                            | Participants, leaders & Instructors | Trapped fingers in tracks, hands and feet being run over by sleds.               | Participants briefed on ensuring that they hold onto the handles and keep their feet raised and in the sledge.<br>One person per sled.<br>Participants to leave 1-2m between sleds when running.  | 2        | 1          | A           |

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

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|--|----------|----------|---|
| <b>Hautbois Activity Centre Safe Operating Procedure</b>                             |          |          |  |
| Grass Sledges SOP-GRS22  |          |          |   |
| Location: 3D Map ref. - HN   | RA-GRS22 | LP-GRS22 |   |
| Review Date: November 2022   |          |          |   |
| <b>Must be used in conjunction with Generic Safe Operating Procedure (SOP-GEN22)</b> |          |          |   |

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| <p><b>Qualifications Required: (Instructors must be at least 18 years of age)</b></p> <ul style="list-style-type: none"> <li>• The session must be run by a responsible adult.</li> <li>• The instructor must be at least 18 years old and hold a valid First Aid certificate.</li> <li>• The instructor must have signed to say they have read, understood and will adhere to our procedures.</li> </ul>  |
| <p><b>Activity Area:</b></p> <ul style="list-style-type: none"> <li>• Check the hill in use for debris or obstructions - clear accordingly</li> </ul>  |
| <p><b>Equipment:</b> Visual checks of all equipment must be done before each session.</p> <ul style="list-style-type: none"> <li>• First Aid kit must be taken on session</li> <li>• Sledges must be checked for any damage and that they are fully operational</li> <li>• Check all helmets are laid out ready for use.</li> </ul>  |
| <p><b>Session Management:</b></p> <ul style="list-style-type: none"> <li>• Instructor to introduce themselves to the participants and escort them to the House North area.</li> <li>• 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.</li> <li>• Helmets should be explained and demonstrated how to use correctly.</li> <li>• Helmets must be worn when on the grass sledges.</li> <li>• Explanation of possible hazards around the moving grass sledges</li> <li>• Explanation of pulling sledges back up the hill away from the path of any sledges coming downhill</li> <li>• Explain safe areas when waiting for your turn - pathway of the sledges must always be clear.</li> <li>• Participants only to launch once the instructor has given permission to do so.</li> <li>• One person per grass sledge - other participants can push from behind the sledges.</li> <li>• A review of the activity should be built into the session</li> <li>• 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.</li> <li>• Following the final session of the day all equipment must be returned to store and any faults/defects reported and recorded</li> <li>• If any repairs are required to equipment, then instructors are asked to make the repairs where possible or place them in the decommissioning bin.</li> <li>• Any incidents/near misses with the participants must be reported to the Centre Manager and an Incident form completed as appropriate.</li> <li>• In the event of an emergency Instructors to follow the Staff accident and incident emergency procedure located in the first aid kit.</li> </ul> |