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| <b>Hautbois Activity Centre Risk Assessment</b> |                            |                            |  |
| <b>CRATE STACKING</b>                           |                            |                            |   |
| Assessment Code: RA-CRA23                       | SOP Code: SOP-CRA23        | Lesson Plan Code: LP-CRA23 |   |
| Review Date: January 2024                       | Assessor: Abbie Stewardson | Tech Advisor: Chris Pretty |   |

**Description:** Crate stacking takes place on site next to the river and involves participants working together to climb only using crates. Ratio of 1:12


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 |
|---|-------------------------------------|--|--|----------|------------|-------------|
| Incorrectly fitted or faulty equipment                | Participants, leaders & instructors | Incorrectly fitted harnesses & helmets may result in participant falling or having their airway restricted. Faulty equipment could result in a fall or serious injury. | Safe Operating Procedures adhered to. All equipment fitted by a competent Instructor holding the Girlguiding Level 1, or higher qualification/training plus in-house trained and competency-tested by the Technical Advisor. All equipment visually and physically checked by instructor to ensure correct fitting including once being worn by participants before every go. Regular activity & PPE checks carried out to ensure all equipment is fit for purpose. Any defected items removed from service and placed in quarantine for inspection by a senior member of staff. | 3        | 2          | RR          |
| Equipment Failure - problems with equipment or tower. | Participants, leaders & instructors | Risk of falling or injury from unsafe and unsound attachment.  | Inspections by external assessor and recorded. Quarterly checks by Activities Team to highlight any potential issues, PPE checks regular and recorded.   | 3        | 1          | A           |
| Entrapment  | Participants                        | Hair becoming trapped in the device such as a gri-gri.   | All long hair tied back; baggy clothing restrained. Proper instruction to prevent entrapment during abseil. Instructor to position themselves to ensure that participants remain in full view throughout.  | 3        | 2          | RR          |
| Unsupervised use                                      | Participants, leaders               | Any group or individual staying on site. Climbing over activity and falling causing injury.  | Group information pack informs group leaders that all activities are out of bounds unless on a pre-booked supervised session. Clear signage.   | 3        | 1          | A           |
| Being hit by falling objects- including crates        | Participants, leaders & instructors | Items being dropped from participants pockets. Crates being dropped.   | Hard hats to be worn always while the session is running. Participants briefed to remove items from pockets, shoes are tied at beginning of session for safety and comfort. Safe viewing area is shown to group and clear instruction on how to pass crates, clear falling area is identified prior to session start.  | 2        | 1          | A           |
| Slip, trips & falls including stairs                  | Participants, leaders & instructors | Participants running up/downstairs, natural hazards.   | All clients to be reminded to walk and to be vigilant when walking around the activity area. All participants to be supervised by an instructor or leader.   | 2        | 2          | A           |
| Poor Instruction                                      | Participants                        | Rope burns, slipping, minor personal injuries<br>Poor belaying technique.<br>Falls.  | Instructors qualified to Girl Guiding Level 1, Current Local Authority Award or above i.e. SPA MIA. All instructors carry first aid kits for minor injuries. Instructor to position themselves to ensure that participants remain in full view throughout.   | 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>                             |          |          |  |
| Crate Stacking SOP-ABS23   |          |          |   |
| Location: 3D Map ref. - J  | RA-CRS23 | LP-CRS23 |   |
| <b>Review Date:</b> January 2024   |          |          |   |
| <b>Must be used in conjunction with Generic Safe Operating Procedure (SOP-GEN23)</b> |          |          |   |

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| <b>Qualifications Required: (Instructors must be at least 18 years of age)</b>  |
| <ul style="list-style-type: none"> <li>• Minimum - Current Girlguiding UK Level 1 Climbing and Abseiling award for guiding groups and/or a Current LEA Climbing and Abseil Award for Non-Guiding Groups E.g. Climbing Wall Supervisors Award.</li> <li>• In house Crate Stack training</li> <li>• First aid certificate - 1 day minimum.</li> </ul> |

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| <b>Activity Area:</b>   |
| <ul style="list-style-type: none"> <li>• Check area for any items that may cause damage to participants.</li> <li>• The top 3 wires, including storm wire, require a visual check before session checking for damage.</li> <li>• Visual check of ground anchors, belay wires, SRB's and trees - particular attention needs to be paid to any hanging branches in the trees.</li> <li>• If accessing the belay wires Instructors <b>MUST</b> be signed off by the Technical advisor for accessing.</li> <li>• Clear the area of debris and check there's enough wood chipping around platform.</li> <li>• Clear platform of debris and that it has enough grip for the session.</li> <li>• Check all fencing is stable.</li> </ul> |

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| <b>Equipment:</b> Visual checks of all equipment must be done before each session.  |
| <ul style="list-style-type: none"> <li>• Centre equipment to be used only</li> <li>• Full body harnesses to be loosened and laid out ready for the group.</li> <li>• There must be a mallion for every full body harness.</li> <li>• Helmets to be laid out with harnesses fully loosened.</li> <li>• The tracer cords in position are to be used for the setting up of the Safety ropes.</li> <li>• Safety ropes must be set up in the following fashion. <ul style="list-style-type: none"> <li>• Jane Lanyard attached to ballast using karabiner.</li> <li>• A clove hitch tied into Jane lanyard for karabiner and gri gri attachment.</li> <li>• Karabiner for belayer attaches to the free end of the Jane Lanyard.</li> <li>• The gri gri is then attached to climbing rope.</li> <li>• A figure of eight to be tied in both ends of climbing rope.</li> <li>• The live end of the rope will be attached to the climber with a re-threaded figure of eight &amp; stopper knot.</li> </ul> </li> </ul> |

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| <b>Session Management:</b>   |
| <ul style="list-style-type: none"> <li>• Introduce and explain the correct fitting of the harnesses and helmets</li> <li>• Each participant's harness and helmet must be checked by the instructor before they can participate</li> <li>• The following safety rules must be highlighted to all participants (confirming their understanding) <ul style="list-style-type: none"> <li>• Helmets must be worn in the crate stack area at all times.</li> <li>• If Helmets or Harnesses are taken off at any point in the session, they must be checked for correct fitting by the Instructor before the participant can climb.</li> <li>• Participants will be shown safe areas behind the fences.</li> <li>• Participants are not allowed to lower each other from the crate stack.</li> <li>• Participants passing the crates must pass the crate then step back.</li> <li>• Participants are asked to be aware that the crates may fall and to try to not turn their back to the crates.</li> <li>• Once the tower is above head height of the client passing the crates the pulley system must be used.</li> </ul> </li> <li>• <b>Only two belays can be used with one instructor. These should be the two diagonally opposite each other.</b></li> <li>• Introduce bellringer belaying to the group. <ul style="list-style-type: none"> <li>• There must be a member of the group attached to the ground ballast before a climber can participate</li> <li>• There must be at least one other member of the group to assist in the belaying by pulling the rope through the Gri gri.</li> </ul> </li> <li>• The climber is attached to the safety line by the rear attachment point. Using appropriate connection method.</li> <li>• The Instructor must check the Climbers connection prior to participating.</li> <li>• When the climbers get to their limit the instructor is to tie off each gri gri and the Instructor will ask the participants to step forwards off the tower.</li> <li>• Once the crates are on the ground, the instructor clears a safe landing zone then the instructor should lower the participants.</li> <li>• If the crate stack is to be used later on in the day the gri gri and karabiner should be removed from the rope, the ends of the ropes are to be tied together and then tied to the platform. All other equipment should be locked away in the crate shed.</li> <li>• In the event of an emergency Instructors to follow the Staff accident and incident emergency procedure.</li> </ul> |

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