


|   |                                   |                                   |   |
|---|-----------------------------------|-----------------------------------|---|
| <b>Hautbois Activity Centre Risk Assessment</b> |                                   |                                   |  |
| <b>NIGHTLINE</b>                                |                                   |                                   |   |
| <b>Assessment Code:</b> RA-LOR23                | <b>SOP Code:</b> SOP-LOR23        | <b>Lesson Plan Code:</b> LP-LOR23 |   |
| <b>Review Date:</b> January 2024                | <b>Assessor:</b> Abbie Stewardson | <b>Tech Advisor:</b> Rory Howard  |   |

**Description:** Nightline is a blindfold course designed to challenge teams' problem solving and teamwork 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/tear 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. Adequate briefing from the instructor on appropriate support and guidance of their blindfolded partner.  | 2        | 2          | A           |
| Collisions with Other Users           | Participants, Leaders & Instructors | Being fallen on, colliding with other users.  | All participants to wear helmets provided. Spotters to make sure their blindfolded partner has adequate space, 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           |
| Seesaw                                | Participants & Leaders              | Being fallen on, falling from seesaw. Seesaw coming down onto toes and up into shins and knees. 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. Participants to use handrails when on seesaw for extra support. 1 person at a time on the seesaw, when in use all other participants must be 1 meter away from the seesaw. | 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           |

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

|                   |              |   |  |   |   |   |
|-------------------|--------------|---|--|---|---|---|
| Blindfolded Users | Participants | Falls, slips and trips whilst blindfolded on activity elements. | All participants are always supported by a partner on the activity. Spotting is permitted to prevent a fall. | 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-NIL23  |          |          |   |
| Location: 3D Map ref. - P  | RA-NIL23 | LP-NIL23 |   |
| Review Date: January 2024  |          |          |   |
| <b>Must be used in conjunction with Generic Safe Operating Procedure (SOP-GEN23)</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.