


Hautbois Activity Centre Risk Assessment			
ENVIRONMENTAL STUDIES (POND DIPPING)			
Assessment Code: RA-EVS24	SOP Code: SOP-EVS24	Lesson Plan Code: LP-EVS24	
Review Date: March 2025	Assessor: Rory Howard	Tech Advisor: Rory Howard	

Description: Environmental Studies takes place around the estate within defined areas for specific activities. During sessions focus is on mini-beasts and pond dipping. 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
Infection from water/ river bank	Participants, leaders & Instructors	Leptospirosis and similar from contaminated water	Participant and clients briefed on washing hands with warm soapy water and showering after activity, and washing clothing worn. Hazard information available to all participants on website and sent out in pre booking information as requested.	5	2	RR
Drowning & Drowning as a result of injury.	Participants, leaders & Instructors	Non swimmers unsupervised, falling in. Being knocked unconscious and falling in.	Instructors to supervise participants at all times. Pond dipping to take place at designated jetty's on site to reduce the risk of falling in. Participants briefed at the beginning of the session on safe behaviour around the waters edge.	5	1	A
Hypo/Hyperthermia	Participants, leaders & Instructors	Entering cold water not being appropriately dressed, or for an extended period of time.	Clients to be dressed appropriately for weather conditions, prior to session start. Participants monitored throughout session. Instructors to run session from discovery zone in colder months and under the cover of the trees in summer.	4	1	A
Equipment Failure & Equipment Misuse	Participants, leaders & Instructors	Misuse of nets, cracks in pots and magnifiers etc.	All equipment checked and recorded during weekly/monthly checks. All defective equipment removed and quarantined. Participants shown how to use all equipment during introduction to session.	2	1	A
Slips, Trips & Falls Minor Injuries	Participants, leaders & Instructors	Slipping on wet jetty's. Tripping in discovery zone garden on uneven ground etc.	First aid kit to be carried by instructor for minor cuts etc. Participants instructed to be vigilant when 'exploring' the discovery zone. Discovery zone area regularly checked and maintained during weekly/monthly checks by Hautbois staff.	2	2	A
Unsupervised Participants	Participants	Participant getting lost, wandering to other activity areas- Archery 2.	Activity boundaries clearly explained to participants during briefing and 'buddy' systems used throughout session. No pond dipping sessions to go ahead at the discovery zone when Bushcraft and Archery 2 are going ahead.	2	1	A
Manual Handling	Participants, leaders & Instructors	Young age group lifting heavy buckets of of water, rolling logs etc.	Clients taught good technique, share lifting of all equipment. Instructors or leaders to fill large buckets if required. All equipment stored in discovery zone close to activity area.	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-).

Hautbois Activity Centre Safe Operating Procedure			
Environmental Studies SOP-ABS24			
Location: 3D Map ref. - U	RA-EVS24	LP-EVS24	
Review Date: March 2025			
Must be used in conjunction with Generic Safe Operating Procedure (SOP-GEN)			

Qualifications Required: (Instructor must be 17 years if age)

- There are no set qualifications but should be run by a responsible adult.
- The instructor must hold a valid First Aid certificate - 1 day minimum.
- The instructor must have signed to say they have read, understood and will adhere to our procedures.

Activity Area

- Check operation area for any items that may cause damage.
- Check and clear the area of debris
- Visual check of the pontoon for pond dipping
- Check overhead trees for any potential deadfall

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

- All equipment is kept in the discovery zone and items must be counted in and out on every session.
- Visual checks on all pooters, microscopes and beakers for cracks/breaks

Session Management

- Instructor to introduce themselves to the participants and escort them to the discovery zone.
- All instructors must ensure that the session is run in an appropriate, safe and enjoyable manner.
- Explain the different parts of the session and what the aims are.
- 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.
 - 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.
- 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 discovery zone and key returned to the Main Office.
- Any defective equipment 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.
- In the event of an emergency Instructors to follow the Staff accident and incident emergency procedure located in the first aid kit.