



The Christian Adventure Centre Viney Hill

**Operating Procedures
And
Risk Assessment and Controls
For Adventure Activities**

01/12/2008

OPERATING PROCEDURES

INSTRUCTOR QUALIFICATIONS:

Minimum qualifications for all activities will be either:

- The relevant NGB award for discipline and conditions i.e. ML (summer) for summer conditions only; Level 2 or technical Advisor approval for Mallards Pike.
- Current First Aid qualification relevant to activity (on site activity minimum 8 hours).
- Current CRB check for all instructors.
- Skills: all instructors must satisfy the Centre Manager that their skill base is appropriate to the activity.

GROUP SIZE:

- Maximum of 10 young people and 1 Leader:
- Instructor ratio: 1-10 (plus additional adult leader) Adult to young person ratio 1-5

GROUP MANAGEMENT:

- All participants must submit a medical form and have all relevant medication with them on activities.
- Behaviour is paramount.
- Poor behaviour will result in the cancellation of activity and return to the Centre.

COMPLIANCE:

The Centre will operate under the guidance of:

- AALA recommendations at time of licensing
- Forestry Commission codes of practice.
- Governing body recommendations where applicable.
- Technical Advisor recommendations.

EQUIPMENT:

- All equipment is of current operating standards where required.
- All equipment for all activities is checked and logged quarterly.
- In addition all instructors are required to immediately take out of service any faulty equipment.

Risk assessment model provided by Technical Adviser for Health and Safety

Risk Level indicator						Risk rating	
Likelihood		Rare	Unlikely	Possible	Likely	Almost certain	
Severity		1	2	3	4	5	
Trivial injury	1	1	2	3	4	5	High 20 - 25 High risk is unacceptable. Comprehensive action by the responsible director is required. The job must not start or be stopped immediately. A detailed action plan is required to reduce the risk to an acceptable level.
Minor injury	2	2	4	6	8	10	
Medical treatment injury	3	3	6	9	12	15	Significant 12 - 19 Significant risk is unacceptable. Senior management attention is required to assess the acceptability of the residual risk or required mitigation measures. Management need to ensure that necessary control measures are carried out and the risk does not increase by actively monitoring any changes to the control environment, consequence and likelihood.
Lost time injury	4	4	8	12	16	20	
Major injury or death	5	5	10	15	20	25	Moderate 5 - 11 Management to ensure that the control environment, consequence and likelihood does not substantially change. Consider the implementation of any additional controls that may be appropriate e.g. additional traffic management or change of working practice
							Low 1 - 4 Manage by routine procedures and be mindful of changes to the nature of risks. Consider the implementation of any cost effective internal controls

ROCK

Climbing

- Climbing on-site is managed on our small climbing wall located on the side of the main house.
- Minimum qualification for instructors managing sessions on the wall is 'In-house' training and competence certification.
- Rock Climbing and Abseiling take place at appropriate single pitch venues within the locality of the Forest of Dean, or, when part of an expedition, in areas of the British Isles that meet the criteria for single pitch venues.
- Minimum qualification for Instructors managing single pitch Climbing and Abseil is MLTUK-SPA. Assistance may be given by instructors who have completed SPA training.
- Multi Pitch Climbing may take place under strict supervision.
- Minimum qualification for instructors managing groups on multi pitch routes in MLTUK-MIA. Assistance may be given by instructors who hold ML (summer) and SPA.

SIGNIFICANT HAZARD / RISK & CONTROL MEASURES

Activity	Hazard	Risk	Pre Control Rating LxS=Rating			Key Control Measures	Residual Risk Rating LxS=Rating			Comment
Rock Climbing/ Abseiling	Activity at height	Falls from height	4	5	20	Group management. Correct use of equipment Group briefing and belay training/management	1	2	2	
	Falling objects	Head impact	4	5	20	Correct safety equipment (helmets) worn at all times. Effective group management and briefing. Dynamic risk assessment by instructor of potential rock fall. Awareness of effects of weather on environment.	2	2	4	
	Steep and uneven paths	Slips/Trip Fall	3	3	9	Controlled approach to crag. Appropriate footwear. Assessment of weather conditions.	1	1	1	
	Entanglement	Crush injury	3	3	9	Effective briefing and equipment clothing check Appropriate clothing Piercing and jewellery removed. Releasable abseil used.	1	1	1	
	Equipment failure	Fall from height impact	4	5	20	Regular equipment checks and renewals. Correct fitting of all PPE. Appropriate set up with back up where necessary. Protection of ropes and equipment where required.	1	5	5	While potential severity is unchanged due to environment, application of controls will ensure likelihood is 'less than' rare.

Mountain Days/Expeditions

- Mountain Days and expeditions may take place in a forest or mountain environment within the British Isles.
- Minimum qualification: as advised by MLTUK for both conditions and elevation.

Activity	Hazard	Risk	Pre control Rating LxS=Rating			Key Control Measures	Residual Risk Rating LxS=Rating			Comment
Mountain Days and Expeditions	Activity at height	Falls from height	4	5	20	Group management. Correct use of equipment Group briefing and belay training/management	1	2	2	
	Falling objects	Head impact	4	5	20	Correct safety equipment (helmets) worn when appropriate. Effective group management and briefing. Dynamic risk assessment by instructor of potential rock fall. Awareness of effects of weather on environment.	2	2	4	
	Steep and uneven paths	Slips/Trip Fall	3	3	9	Controlled approach to crag. Appropriate footwear. Assessment of weather conditions.	1	1	1	
	Weather conditions	Risk of hypothermia/ sun stroke	3	5	15	Assessment of weather conditions. Spare clothing and emergency shelter. Awareness of evacuation procedures. Appropriate hydration advice. Route choice. Effective equipment briefing.	2	2	4	
	Use of cooking equipment	Burns/scalds	3	2	6	Correct instruction in use of equipment. Constant supervision.	1	2	2	

Caving

- Takes place in a range of locations in the British Isles.
- Minimum qualifications: those appropriate to the destination as identified by Technical Advisor.

Activity	Hazard	Risk	Pre control Rating LxS=Rating			Key Control Measures	Residual Risk Rating LxS=Rating			Comment
Caving	Steep and uneven paths	Slips/trips/fall	3	3	9	Controlled approach to crag. Appropriate footwear. Assessment of weather conditions.	1	1	1	
	Entrapment	Falls, cuts and bruises	4	2	8	Secure loose clothing.	2	1	2	
	Falling objects	Head impact	4	5	20	Correct safety equipment (helmets) worn at all times. Effective group management and briefing Dynamic Risk Assessment by instructor of potential rock fall. Awareness of effects of weather on environment.	2	2	4	

FOREST

All Terrain Biking

- All Terrain Biking takes place within the Forest of Dean or other appropriate venues based on the skill level of the participants.
- Minimum qualification for forest based instruction is the equivalent of 'Trail Bike Leader', the minimum for more technical areas is 'Technical Mountain Bike Leaders' (OTC or equivalent).
- We apply a style and approach to All Terrain Biking which is 'group' based and is concerned with skills development.

Activity	Hazard	Risk	Pre control Rating LxS=Rating			Key Control Measures	Residual Risk Rating LxS=Rating			Comment
All Terrain Biking	Fall	Cuts and scrapes	4	3	12	Effective briefing. Skills assessment. Group management. Course modification. Weather awareness. Appropriate clothing. Helmets worn correctly.	2	2	4	
	Impact at speed	Head or skeletal injury or major cuts	4	5	20	As above. Route choice. Control speed of group. Awareness of other 'traffic'. Identify obstacles. Awareness of public roads.	2	2	4	
	Entrapment	Falls, cuts and bruises	4	2	8	Secure loose clothing.	2	1	2	
	Steep and uneven paths	Slips/trips/fall	3	3	9	Controlled approach. Appropriate footwear. Assessment of weather conditions. Management of manual handling of bikes.	1	1	1	

Quarry Scramble/Bridge Building

- Quarry Scramble and Bridge Building take place in the forest and make full use of natural features and challenge.
- Minimum qualification is 'In-house' training and competence certification.

Activity	Hazard	Risk	Pre control Rating LxS=Rating			Key Control Measures	Residual Risk Rating LxS=Rating			Comment
Quarry Scramble and Bridge Build	Activity at height	Fall from height	3	3	9	Effective briefing. Skills assessment. Group management. Course modification. Weather awareness. Appropriate clothing. Helmets worn correctly.	1	3	3	
	Falling Objects	Head impact	4	5	20	Correct safety equipment (helmets) worn as appropriate Effective group management and briefing. Dynamic Risk Assessment by instructor of potential rock fall. Awareness of effects of weather on environment.	2	2	4	
	Steep and uneven paths	Slips/trips/fall	3	3	9	Controlled approach. Appropriate footwear. Assessment of weather conditions.	1	1	1	
	Entrapment	Falls, cuts and bruises	4	2	8	Secure loose clothing.	2	1	2	

Bush Craft

- Bush Craft/ Shelter Build, Adventure Walk and Night Hike take place in the local forest environment. All instructors must have a good working knowledge of local environment and be approved by the senior instructor.

Activity	Hazard	Risk	Pre control Rating LxS=Rating			Key Control Measures	Residual Risk Rating LxS=Rating			Comment
Bush Craft/ Shelter Build, Adventure Walk and Night Hike	Operation in 'wild' environment	Puncture wound	3	2	6	Effective briefing Good group management. Appropriate clothing.	1	3	3	
	Steep and uneven paths	Slips/trips/fall	3	3	9	Effective briefing about conditions in the forest. Appropriate footwear. Assessment of weather conditions. Good group management.	1	1	1	
	Impact	Head injury	3	3	9	Effective briefing. Good group management. Approved helmets where appropriate. Awareness of environment. Choice of route.				

Orienteering

- Takes place within the Forest of Dean using clear mapping.
- Compass work and emergency procedures are part of briefing.
- Minimum Qualification: 'in-house' training and competence certification.

Activity	Hazard	Risk	Pre control Rating LxS=Rating			Key Control Measures	Residual Risk Rating LxS=Rating			Comment
Orienteering- Navigation Training	Operation in 'wild' environment	Puncture wound	3	2	6	Effective briefing. Good group management. Appropriate clothing. Effective briefing about conditions in the forest. Appropriate footwear. Assessment of weather conditions. Good group management.	1	3	3	
	Steep and uneven paths	Slips/trips/fall	3	3	9		1	1	1	

Low Ropes

- On site activity regularly maintained and checked.
- Minimum qualification of 'in-house' training and competence certification.

Activity	Hazard	Risk	Pre control Rating LxS=Rating			Key Control Measures	Residual Risk Rating LxS=Rating			Comment
Low Ropes/ Team Building and Initiative Games	Equipment above ground level	Falls from equipment	3	2	6	Group well managed. Appropriate footwear. Equipment well maintained. Appropriate choice of activity. Assessment of weather conditions.	1	1	1	
	Steep and uneven paths	Slips/trips/fall	3	3	9		1	1	1	

Archery

- On site activity regularly maintained and checked.
- Minimum Qualification of GNAS Sport Leaders Award and in-house' training and competence certification.

Activity	Hazard	Risk	Pre control Rating LxS=Rating			Key Control Measures	Residual Risk Rating LxS=Rating			Comment
			L	S	Rating		L	S	Rating	
Archery	Mis-use of equipment	Puncture wound	3	5	15	Management of equipment. Effective briefing. Management of group during activity. Good supervision.	1	5	5	While potential severity is unchanged due to environment, application of controls will ensure likelihood is 'less than' rare. While potential severity is unchanged due to environment, application of controls will ensure likelihood is 'less than' rare. While potential severity is unchanged due to environment, application of controls will ensure likelihood is 'less than' rare.
	Injury to other visitors	Puncture wound	3	5	15	Identify Archery range. Restrict access. Effective group management. Good supervision.	1	5	5	
	Injury from use of equipment	Bruise or cut	3	2	6	Effective briefing. Management of equipment. Good supervision. Appropriate Instruction is use of equipment.	1	2	2	

WATER

Canoeing/Kayaking

- Canoeing and kayaking takes place on a variety of water appropriate to the coaching level of instructors.
- Improvised Rafting takes place on Mallards Pike lake.
- The majority of our sessions take place on Mallards Pike lake. A small placid lake with easy access and egress at all points.
- Additionally, day trips are on the river Wye between Kern Bridge and Symonds Yat. This is weather dependant and for most of the year is 'slow moving water'.
- Other venues are the canal at Lydney Docks, Symonds Yat rapids and other rivers as appropriate to skill and instructor qualifications.
- Qualifications: all venues are rated according to BCU guidelines and the appropriate level of coaching award is required.

Activity	Hazard	Risk	Pre control Rating LxS=Rating			Key Control Measures	Residual Risk Rating LxS=Rating			Comment
Canoe, Kayak and improvised Rafting	Activity on water	Risk of drowning	3	5	15	All participants to wear approved buoyancy aid before entering craft. Clear briefing on capsize and emergency drill. Instructor equipped with appropriate safety equipment. Good group management and skills training at start of session. Ensure possibility of entrapment is minimised.	1	5	5	While potential severity is unchanged due to environment, application of controls will ensure likelihood is 'less than' rare.
		Risk of Hypothermia	3	5	15	Clear briefing about management of capsizing. Appropriate clothing. Avoid prolonged exposure. Emergency evacuation/rescue drills to be rehearsed. Participants to carry spare clothing. Games/ activities to be weather dependant. Group shelter to be carried where appropriate. Session modified depending on weather.	1	1	2	
		Impact	3	2	6	Ensure approved helmets are worn during unloading/loading and whole session. Brief group on good paddle management. Avoid hands positioned over gunnels.	2	2	4	

	Entrapment	3	5	15	Effective briefing. Ensure clothing, PPE, shoes are fastened and secured. Ensure no trailing rope or loose air bag ties. Evacuation/rescue drills to be rehearsed	1	2	2
Manual Handling	Crush Injury	3	3	9	Effective briefing. Good group management during unloading and loading. Good group management during session.	1	2	2
Steep and uneven paths	Slips/trips/fall	3	3	9	Effective briefing. Good group management on site. Management of equipment. Awareness of other users. Good footwear.	1	1	1
Vehicle impact	Collision	3	5	15	Effective briefing. Good group management. Awareness of other users. Safe area identified and used. Supervision at all times.	1	3	3