

## On & Offsite Navigation Risk Assessment

Including Orienteering, Animal Orienteering, Treasure hunt & Geocaching

Activity Navigation Activity Session

What are the hazards?

- Uneven Ground
- Obstacles on the ground, above the head
- Water
- Poor weather
- Getting lost

Who is at risk?

Staff, participants, and members of the public.

What are the risks?	Existing safety measures/controls	Likelihood	Risk Rating
Straying into dangerous areas such as near the lake or behind the Archery range and falling in the lake, drowning, or suffering hypothermia. Being hit by arrows behind the archery ranges.	<ul style="list-style-type: none"> <li>• Orienteering course A and Treasure hunt green course avoids proximity to water.</li> <li>• If using orienteering course B, Treasure Hunt blue and red which takes them behind the lakes, it is recommended that a member of groups staff attend a designated point near the lakes to ensure safety of the group.</li> <li>• There are life rings positioned around the banks of both lakes.</li> <li>• Good instructor briefing to participants on hazards.</li> <li>• No groups are allowed to stray behind the boundary fences of the site.</li> <li>• Certain areas are marked as out of bounds to guests such as the Workshop, archery overshoot area and Staff accommodation.</li> <li>• First aid kits carried by instructors.</li> <li>• Group leaders to help determine whether it is suitable/appropriate for the participants to be set off without direct adult supervision. If unsure, they should be accompanied or stay as a group.</li> </ul>		
Getting lost – leading to hypo / hyperthermia, panic, and disorientation	<ul style="list-style-type: none"> <li>• No group needs to or is allowed to cross the boundaries of site.</li> <li>• Participants have a designated, easily found meeting point so that if groups get lost, they can return there.</li> <li>• End of session/section signalled by blowing a whistle to call all participants back if the activity starts over running.</li> <li>• First aid kits carried by instructors if led.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Participants should be briefed during the introduction regarding boundaries of activity and adhering to areas that have no entry or staff only signs.</li> <li>• Provide groups with maps and show how to orientate them to features of the sit.</li> <li>• Time limits set for group.</li> <li>• Instructor familiar with the location being used offsite.</li> <li>• Offsite form completed which will include.             <ul style="list-style-type: none"> <li>▪ Map</li> <li>▪ Route</li> <li>▪ Weather forecast</li> <li>▪ Emergency escape points</li> <li>▪ Group information</li> <li>▪ On site contact details</li> <li>▪ Offsite emergency Action Plan</li> <li>▪ Timing of session</li> <li>• Start time.</li> <li>• Finish time</li> <li>• Call in times.</li> </ul> </li> <li>• Instructor to carry spare food, water, clothes, Radio and charged Mobile phone when traveling offsite.</li> </ul>		
<p>Extreme Weather leading to hypo/hyperthermia. Also in strong winds, possibilities of falling debris from trees.</p>	<ul style="list-style-type: none"> <li>• All activities called off in severe weather. This is designated by above Force 6 winds or higher and Thunder &amp; Lightning storms.</li> <li>• The course keeps participants no more than 5 minutes' walk from shelter.</li> <li>• Exposure blankets available from reception.</li> <li>• In extreme heat and sunshine, all groups are advised to drink plenty of water, which is readily available, and wear sun cream and hats.</li> <li>• First aid kits carried by instructors if led.</li> <li>• Drinking water readily available around the site</li> </ul>		
<p>Broken bones from vehicle related injuries.</p>	<ul style="list-style-type: none"> <li>• Good participant awareness and briefing to be particularly aware if using tracks used by vehicles.</li> <li>• Speed restrictions apply on site.</li> <li>• First aid kits carried by instructors if led</li> </ul>		
<p>Groups with limited mental capacity not</p>	<ul style="list-style-type: none"> <li>• In cases where the participants have learning difficulties, they should be</li> </ul>		

understanding safety rules	always accompanied by their group leaders		
Injuries arising from contact with animals	<ul style="list-style-type: none"> <li>Animals to be treated with respect and caution.</li> <li>Groups not to feed or approach animals.</li> <li>Staff and participant will wear sturdy footwear.</li> <li>First aid kit carried, and staff trained.</li> </ul>		
Injuries / damage to animals i.e., ground nesting birds	<ul style="list-style-type: none"> <li>Group encouraged to stick to paths.</li> <li>All notices displayed by the forestry commission adhered to</li> </ul>		
Bite from Snakes	<ul style="list-style-type: none"> <li>Instructor briefed to remove group from area if snake is spotted.</li> <li>Suitable footwear (no sandals or flip flops)</li> <li>Emergency vehicle on standby</li> </ul>		
Contraction of Lyme's Disease due to ticks	<ul style="list-style-type: none"> <li>All participants were advised to wear long sleeves/trousers when using areas with lots of bracken.</li> <li>Group advised to check for ticks following sessions and group leaders informed of best methods of removal and symptoms of Lyme's disease.</li> <li>Further information is available in the training and resource folder located in the coach house</li> </ul>		
Excessive stress due to fear of the dark	<ul style="list-style-type: none"> <li>Respect the participants' fears and encourage them to face them while reassuring them.</li> <li>DO NOT force an individual to participate in an activity such as a solo walk in the Rhododendron tunnel.</li> <li>DO NOT deliberately scare participants.</li> <li>Torch to be carried.</li> </ul>		
Injuries deteriorating because the first aider is not able to see what they are doing because it's too dark	<ul style="list-style-type: none"> <li>A torch is to be carried within the group at all sessions.</li> <li>First aid kit carried.</li> <li>On call staff available to support if needed.</li> </ul>		
An instructor being unable to recognise ANY of the hazards discussed in the General Risk Assessment due to the lack of light (including medical problems,	<ul style="list-style-type: none"> <li>Maintain a regular check on the group through headcounts both visually (where possible) and through a "roll call" (e.g., assign each member of the group a number at the start of the session and have them call them out in order on command)</li> <li>The instructor should be familiar with the route and aware of main hazards that</li> </ul>		

injury, and separation)	<p>may be presented (for example ponds)</p> <ul style="list-style-type: none"> <li>Encourage group members to “watch out” for each other – e.g., advise each other of potential hazards and let staff member know if an individual shows signs of distress or illness</li> </ul>		
The member of staff on call unaware of the night walk and in the event of an emergency, no member of staff monitoring the radio and therefore no assistance being available	<ul style="list-style-type: none"> <li>Always ensure that the staff member on call is aware of the night walk and that they will be monitoring the radio.</li> <li>Give the expected time of finishing the session and radio the member of staff on call at the start and on completion of the activity.</li> <li>Mobile phone calls are advised to be carried in case of radio failure.</li> <li></li> </ul>		
Scolding/ burning from hot water	<ul style="list-style-type: none"> <li>Ensure only instructor opens flasks and that the lid is replaced securely.</li> <li>Instructor to test tea prior to group.</li> </ul>		

Reference to other manuals assessments:

- UK Youth Health and Safety policy

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## Land Activities Risk Assessment

**Activity:** Activities Team session delivery

**What are the Hazards?**

- Weather
- Uneven ground
- Lack of communication
- Manual handling
- Uncooperative/ horseplay from groups
- Unskilled instructors
- Lake, swimming pool and Pond water
- Road, tracks, and car parks
- Barbed wire

**Who Is at Risk?** Staff, participants, and members of the public.

What are the Risks?	Existing Safety Measures/Controls	Likelihood	Risk Rating
Hypothermia and Hyperthermia	<ul style="list-style-type: none"> <li>• Uniform provided for Avon Tyrrell staff (PPE)</li> <li>• Instructors to equip themselves suitable for the prevailing conditions.</li> <li>• Shelters and taps with drinking water located at or near to all activities to provide shade and hydration reducing the risk of overheating.</li> <li>• Guests are provided with suggested clothing for each session prior to participation.</li> <li>• Instructors to monitor groups and are aware of symptoms and actions to take to avoid situations arising from Hypothermia or Hyperthermia</li> </ul>		
Slips, trip, falls, cuts & grazes	<ul style="list-style-type: none"> <li>• All areas maintained to a practical level in keeping with the environment for the activity in question (i.e., natural woodland for environmental sessions, clear footing where spotting is required etc.)</li> <li>• Area &amp; activities visually inspected prior to sessions.</li> <li>• Instructors and guests will wear appropriate footwear for the activity in question. Unless otherwise stipulated, trainers are the recommended footwear but secure walking boots, wellington boots and shoes will be accepted for most activities.</li> <li>• Clear instructor briefings and group control</li> </ul>		

What are the Risks?	Existing Safety Measures/Controls	Likelihood	Risk Rating
	<ul style="list-style-type: none"> <li>• Instructors aware of and to use the C.L.A.P throughout sessions.</li> <li>• Any individuals not adhering to Avon Tyrrell's safe working practices will be asked to refrain from participating until they are able to do so.</li> <li>• Participants are advised to wear long sleeves and trousers.</li> <li>• All Staff trained in appropriate spotting techniques.</li> <li>• Demonstrations or clear instructions given for all aspects of the sessions – participants may be used for this.</li> </ul>		
Equipment Failure	<ul style="list-style-type: none"> <li>• Area &amp; activities visually inspected prior to sessions.</li> <li>• Activities follow a comprehensive monthly / bi-monthly physical inspection regime.</li> </ul>		
Lack of communication leading to situation worsening	<ul style="list-style-type: none"> <li>• A radio will be carried on sessions or located at the activity base.</li> <li>• Mobile phones (turned to silent) encouraged on session as a backup.</li> <li>• When operating offsite then a charged mobile phone must be carried</li> <li>• Procedures in place to support staff if an incident occurs.</li> <li>• DI on duty and monitors activities Team and delivery</li> </ul>		
Injuries through lifting heavy and awkward objects	<ul style="list-style-type: none"> <li>• Training given to all staff prior to running the activities independently which includes manual handling techniques.</li> <li>• Where staff hold qualifications, the manual handling advice provided during this training must be carried out.</li> <li>• Staff are encouraged to work together and use equipment where necessary to aid lifting where possible.</li> <li>• Instructors demonstrates correct lifting and manual handling techniques.</li> <li>• Instructors to help with lifting and moving equipment.</li> </ul>		
Injuries to staff and guests due to improper training	<ul style="list-style-type: none"> <li>• Training will be provided to guests for all activities in line with the specific operating procedure for the activity.</li> <li>• Training will be provided for instructors; this will be done with external and internal training courses.</li> <li>• The delivery of session is monitored by a senior member of the activities team and feedback is given</li> </ul>		

What are the Risks?	Existing Safety Measures/Controls	Likelihood	Risk Rating
Human error – groups not listening to briefings and taking in vital information.	<ul style="list-style-type: none"> <li>• Full co-operation from group leaders in group control and discipline</li> <li>• Instructors can stop a session if they feel that group members are acting in a dangerous or irresponsible manner.</li> <li>• If there is an issue, there will be a senior member of staff available to assist.</li> </ul>		
Contracting Lyme disease Ehrlichiosis, Babesiosis and Bartonella from ticks	<ul style="list-style-type: none"> <li>• Groups are encouraged not to go through bracken, tall grass, or high vegetation. Especially between the high-risk months of May-June and September – October.</li> <li>• Groups are encouraged to wear long sleeves and trousers in the high-risk months when doing activities.</li> <li>• 'Tick twisters' available to assist in removal of ticks if found during visits and advice given to seek medical attention if any of the signs/symptoms appear.</li> </ul>		
Injury or death from vehicles working or visiting the site	<ul style="list-style-type: none"> <li>• Group leaders to be aware of traffic areas and be responsible for the group- setting boundaries and making their group aware of Roads, tracks, and car parks.</li> <li>• Roads, tracks, and car parks are marked on the Avon Tyrrell map.</li> <li>• Speed limits around site 15MPH</li> <li>• Instructor running session to minimise time on roads and in car parks and where possible avoid.</li> <li>• Ensure good group control.</li> <li>• Speeding drivers or inappropriate driving to be challenged by staff</li> </ul>		
Injuries from Barbed wire (used across Avon Tyrrell's boundary to keep livestock out)	<ul style="list-style-type: none"> <li>• Group leaders to be advised on arrival there are sections of barbed wire around the site, and these have warning signs.</li> <li>• Group leaders to be responsible for the group- setting boundaries and making their group aware of location of Barbed wire.</li> </ul>		
Getting lost and injured	<ul style="list-style-type: none"> <li>• Group leaders to be responsible for the group- setting boundaries and making their group aware of hazards.</li> <li>• Avon Tyrrell has a lost person procedure that can be put into action if someone is missing.</li> <li>• On session the instructor will be familiar with the area they are using</li> <li>• Instructors to maintain control over a group and regularly check numbers present</li> </ul>		

What are the Risks?	Existing Safety Measures/Controls	Likelihood	Risk Rating
Manual handling injuries from moving equipment – Instructors and participants	<ul style="list-style-type: none"> <li>• Mechanical aids used to transport equipment- i.e., wheelbarrows.</li> <li>• No particularly heavy equipment used.</li> <li>• Good instructor briefing and awareness.</li> <li>• Challenges chosen must be appropriate to the group.</li> <li>• Instructor training and assessment procedures prior to running sessions independently.</li> <li>• Annual manual handling training for staff</li> </ul>		

Reference to Other Manuals Assessments:

UK Youth Health and Safety policy

Unattended Child Policy

Missing child policy

Emergency procedures

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