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|--|---|---|---|------------------------|---------------------|--|
| <b>Assessment of:</b>  | Orienteering Black Rocks  |   |   |                        |                     |  |
| <b>Location:</b>   | Mount Cook  | <b>Date of assessment:</b>  | December 2022   |                        |                     |  |
| <b>Completed by:</b>   | Molly Ojari   | <b>Expiry Date:</b>   | February 2024   |                        |                     |  |
| <b>Ratio:</b>  | 1:12 Max and Min 1 Group Leader                                 | <b>Staff Competencies</b>   | Leader has suitable experience walking and leading groups in relevant terrain<br>Must have suitable group management experience. Signed off to run session. Suitable navigation skills, ML, HML, WGL, BOF or equivalents. |                        |                     |  |
| <b>Activities covered:</b>                                       | Offsite Orienteering around Black Rocks                         |   |   |                        |                     |  |
| <b>Hazard</b><br><i>(something with potential to cause harm)</i> | <b>Risk</b><br><i>(How could hazard cause harm and to whom)</i> | <b>Control Measures</b><br><i>(What is required to reduce risk)</i> | <b>In place</b><br><i>(Y/N)</i>   | <b>Action Required</b> | <b>Action Owner</b> | <b>Residual Risk</b><br><i>(low / medium / high)</i> |

**Low** = Slight injury or minor ill health / It is highly unlikely that the harm would occur

**Medium** = Serious Injuries or significant health effects / There is a likelihood that harm may occur;

**High** = Major death, major injury (RIDDOR) or irreversible health damage / There is a high likelihood that harm will occur.

|  |   |  |   |   |                |     |
|--|---|--|---|---|----------------|-----|
| Inadequate supervision.                                | Minor injury/death to participants  | Ratio of leaders to participants controlled to effectively manage the group.<br>Safety brief given to all participants taking part in the activity.<br>Ask teachers/ adults to help supervise the group where appropriate.   | Y | Clear briefing from Instructor  | Activity Staff | LOW |
| Exposure to extreme weather – cold, wet, heat and sun. | <b>To Participants and Staff:</b><br>Hyperthermia, frostbite, circulation problems, heat stroke, sunburn. | Daily weather forecast obtained.<br>Kit list sent to all groups in advance.<br>Instructor to check all participants have suitable footwear, clothing, and equipment to match expected conditions.<br>Activity is cancelled if conditions determined to be dangerous or degrade on session.<br>Spare clothing (gloves, hats, coats) carried by instructor. Sun cream if necessary.<br>Extra water, chocolates and snacks carried by instructor. | Y | Instructor to ensure centre orienteering rucksack is properly stocked prior to setting off.<br><br>Monitor weather conditions | Activity Staff | LOW |

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|                    |  |  |   |   |                |     |
|--------------------|--|--|---|---|----------------|-----|
| Slip, Trips, Falls | <p><b>To Participants and Staff:</b><br/>Minor Bruising, cuts, abrasions. Head and spinal injuries.</p>      | <p>Leader experienced walking in terrain and of leading groups.<br/>Stay to established paths, significant hazards (cliffs, water hazards, quarries, etc) avoided or carefully assessed.<br/>Weather forecast obtained and conditions monitored; route changed if necessary.</p>   | Y | Clear briefing and supervision from Instructor  | Activity Staff | LOW |
| Getting Lost       | <p><b>To Participants and Leader:</b><br/>Risk of injury, entering out of bounds areas, fall from height</p> | <p>Sufficient group leaders to participant ratio<br/>Safety briefing for participants, outlining what to do if separated.<br/>Group to only separate if instructor deems appropriate.<br/>Group offsite information and instructor phone number on activity notice board so centre aware of group offsite and return ETA</p> | Y | <p>Instructor to fill in Offsite group information board.</p> <p>Clear briefing from Instructor</p> | Activity Staff | LOW |

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| Injury, illness or emergency away from immediate help. | <b>To Participants and Staff:</b><br>Worsening of injury/illness symptoms | Leader with each group first aid trained.<br>First aid kit carried<br>Information about group pre-existing medical conditions and medication carried.<br>Leaders are briefed and have planned emergency procedures.<br>Instructor to carry mobile phone | Y | Clear briefing from Instructor.<br>Activity staff have access to group medical information prior to session. | Activity Staff and Participants | LOW |
|--|---|---|---|--|---------------------------------|-----|

**Risk Assessment Checked by H&S or Line manager.**

Name : Steve Turner CEO

Date : 27<sup>th</sup> January 2023



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