

Assessment of:	Rune and Longboat Building					
Location:	Mount Cook	Date of assessment:	December 2022			
Completed by:	Molly Ojari	Expiry Date:	January 2024			
Ratio:	1:12 Max and Min 1 Group Leader	Staff Competencies	Must have suitable group management experience. Signed off to run activity.			
Activities Covered:	Viking Runes Onsite Orienteering and Longboat Building and Navigation	Specific Emergency Procedure:	N/A			
Hazard (something with the potential to cause harm)	Risk (how could the hazard cause harm, and who could it harm)	Control Measures (what is required to reduce the risk)	In Place (Y/N)	Action Required	Action Owner	Residual Risk (assuming all controls in place; Low, Med, High)
Rough edges on metal or wooden components	To Participants and staff: Cuts, splinter, bruises	Equipment checked before sessions. Clear instructor brief. Instructor to monitor correct use and handling of components. Equipment to be checked before sessions. Regular checks and maintenance of equipment. Damaged equipment quarantined.	Y	Safety briefing by Activity Instructor. Equipment checked before sessions.	Activity Staff	LOW

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

Improper use of equipment and tools	To Participants: Cuts, bruises, blisters.	Instructor to give clear briefing on proper use of tools, and that horseplay with them will not be tolerated. Monitoring the use of tools All tools counted back in after session end	Y	Clear briefing by Activity Instructor. Monitor correct use of equipment.	Activity Staff	LOW
Passengers lose control, falling from Longboat. Limbs caught between Longboats and ground.	To Participants and staff: Breaks, Twists, Falls, Sprains, Bruises	All participants supervised when Longboat is moving. Full safety briefing. Longboat only to be driven on the pre-determined route set out by instructor. Passengers always remain seated and Longboat to be only pushed. Activity to take place only on large open fields or established hardcore paths.	Y	Clear briefing by Activity Instructor	Activity Staff	LOW
Longboat coming apart with people on them.	To Participants: Breaks, Twists, Falls, Sprains, Bruises	Full safety briefing. Longboat structure checked by Instructor thoroughly before group use.	Y	Clear briefing and safety check by Activity Instructor	Activity Staff	LOW
Inadequate supervision.	To Participants: Falls from height, access out of bounds areas, safeguarding	Ratio of leaders to participants controlled to effectively manage the group. Safety brief given to all participants taking part in the activity. Teachers/ adults to supervise the behaviour of the group.	Y Y Y	Clear briefing by Instructor.	Activity Staff	LOW

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	concerns. Slips, trips and falls leading to bruising, cuts, abrasions, head injuries. Potentially death.	Instructor is familiar with the set orienteering course, and positioned to keep a visual or audible communication with the group				
Getting Lost	To Participants, Leader Injury	Group size as low as possible and sufficient Participants paired up regular head counts. Briefing of pupils and staff on what to do if separated. Star orienteering method used if appropriate.	Y Y Y	Clear briefing by Instructor	Activity Instructor	LOW
Slip, Trips, Falls,	To Participants: Minor Bruising, cuts, abrasions. Head and spinal injuries.	Leader experienced and knowledgeable about the site, terrain, and session risk assessment and content. Safety brief given to participants on no running and watching where they walk, strict boundaries outlined and enforced. Routes researched and pre-walked prior to session start– significant hazards (cliffs, water hazards, quarries, etc) avoided. Suitable footwear will be worn by the young people.	Y Y Y Y	Clear briefing by Instructor	Activity Staff	LOW

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Poor Light	To Participants: Cuts, abrasions, bruises	Session ended if conditions become unsafe, i.e. visibility poor and reschedule for better light. Sufficient light provided (i.e. torches, spot lights, exterior lighting)	Y Y	Instructor to monitor weather conditions	Activity Staff	LOW
Vehicles and other users on driveway.	To Participants and staff: Risk of Impact injuries, bruising, cuts, head injuries and death	Safety Brief at start of activity outlining potential hazards of car onsite. No vehicles permitted onsite (deliveries exempt) Speed limited onsite and intercom system prevents traffic through site.	Y Y Y	Site access control from reception.	Activity Staff, Reception Staff	LOW

Risk Assessment Checked by H&S or Line manager.

Name : Steve Turner CEO

Date : 27th January 2023



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