

# Health and Safety Risk Assessment Form



|                                    |  |                            |               |
|------------------------------------|--|----------------------------|---------------|
| <b>Assessment of:</b>              | Land Karts and Climbing Wall   |                            |               |
| <b>Location:</b>                   | Mount Cook Adventure Centre  | <b>Date of assessment:</b> | Dec 2022      |
| <b>Completed by:</b>               | Bernard Müller   | <b>Expiry Date:</b>        | February 2024 |
| <b>Additional Staff Competency</b> | RCI, ERCA, CWA or Equivalent.<br>Signed off by activity manager<br>Relevant group management experience. | <b>Ratio:</b>              | 1:12          |

| Hazard<br>(something with the potential to cause harm) | Risk<br>(how could the hazard cause harm, and who could it harm) | Control Measures<br>(what is required to reduce the risk)   | In Place<br>(Y/N)                      | Action Required  | Action Owner     | Residual Risk<br>(assuming all controls in place; Low, Med, High*) |
|--|--|---|--|--|------------------|--|
| Fall from height                                       | <b>To Participants, Staff:</b><br><br>Breaks, Sprains            | Only roped climbing allowed<br><br>Bouldering briefed by instructor and limited to 110cm from the floor.<br><br>Regular inspection of fixed anchor points used for protection of climbers and belay positions by competent person.<br><br>All equipment including ropes checked prior to session<br><br>All equipment including ropes inspected and recorded. | Y<br><br>Y<br><br>Y<br><br>YY<br><br>Y | Maintenance schedule logged to ensure compliance & completion.<br><br>Activity Staff suitably trained & inducted | Activity manager | LOW  |

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|  |  | <p>Climbers appropriately supervised and briefed on correct techniques</p> <p>Correct fitting and use of harnesses</p> |                   |   |                |  |
| Falling objects and impact with the wall.              | <p><b>To Participants, Staff:</b></p> <p>Head injury</p>         | <p>Effective group management and briefing</p> <p>All climbers to remove items from pockets</p>                        | <p>Y</p> <p>Y</p> | Activity Staff suitably trained & inducted  | Activity staff | LOW  |
| Holds, spinning breaking                               | <p><b>To Participants, Staff:</b></p> <p>Unexpected falls</p>    | <p>Holds regularly checked and tightened when necessary</p> <p>Reporting procedures in place</p> <p>Prompt action</p>  | Y                 | <p>Activity Staff suitably trained &amp; inducted</p> <p>Maintenance schedule</p> | Activity Staff | LOW  |

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|  |  |   |                   | followed & logged.   |                  |  |
| Inappropriate wearing of clothing, footwear, jewellery and long hair | <b>To Participants, Staff:</b><br><br>Minor Injury               | Appropriate footwear and clothing worn for the activity.<br><br>long hair tied back and jewellery removed   | Y                 | Activity Staff suitably trained & inducted                             | Activity Staff   | LOW  |
| Damaged/faulty equipment   | <b>To Participants, Staff:</b><br><br>Major/ Minor Injury        | Visual inspection of equipment prior to use<br>Regular recorded inspections of all equipment<br><br>Reporting procedure in place for damaged/faulty items | Y                 | Activity Staff suitably trained & inducted<br><br>Maintenance schedule | Activity manager | LOW  |

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|  |  | <p>Prompt remedial action</p> <p>Damaged/faulty equipment marked as 'do not use', taken out of action immediately and repaired or disposed of as necessary</p>   |                   | followed & logged   |                  |  |
| Inadequate supervision / horseplay                     | <p><b>To Participants, Staff:</b></p> <p>Minor Injury</p>        | <p>Good group management and briefing</p> <p>Supervisors qualified to an appropriate level</p>   | Y                 | Activity staff to change session or activity if deemed unsafe | Activity staff   | LOW  |
| Pupils with pre-existing medical conditions            | <p><b>To Participants:</b></p>                                   | <p>Staff made aware of all pupils with medical / injuries conditions</p> <p>Staff to assess if appropriate for pupil to participate in activity</p> <p>Pupils reminded to bring inhalers, EpiPens etc</p> <p>Staff to have access to specific pupil risk assessment for pupils with more serious</p> | Y                 | Activity Staff suitably trained & inducted                    | Activity manager | LOW  |

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|  |  | <p>conditions and to adapt activity for them accordingly if appropriate</p> <p>First aider available on site</p> <p>Procedures in place to call for immediate help</p>  |                   |  |                  |  |
| Poor technique / muscle strains, sprains               | <b>To Participants, Staff:</b>                                   | <p>Warm up appropriate to the activity and conditions at start of each session.</p> <p>Pupils instructed and shown appropriate techniques</p> <p>Session well managed with suitable rest and recovery time</p>                                  | Y                 | Activity Staff suitably trained & inducted | Activity staff   | LOW  |
| Security   |  | <p>Wall isolated when not being used.</p> <p>Equipment removed from the wall to prevent unsupervised use.</p> <p>Method for securing top ropes from anchor points to prevent unauthorised use.</p> <p>Equipment kept secure when not in use</p> | Y                 | Activity Staff suitably trained & inducted | Activity manager | LOW  |

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| Rough edges on wooden components                       | <b>To Participants and staff:</b><br>Cuts, splinter, bruises   | Equipment checked before sessions.<br>Clear instructor brief.<br>Instructor to monitor correct use and handling of components.<br>Equipment to be checked before sessions.<br>Regular checks and maintenance of equipment. Damaged equipment quarantined. | Y                 | Safety briefing by Activity Instructor.<br>Equipment checked before sessions. | Activity Staff | LOW  |
| Heavy/<br>Awkward lifting                              | <b>To Participants and Staff:</b><br>Lifting and twisting, crushing injuries, breaks, head injury, eye injury. | Full safety brief from staff, instruction on correct lifting techniques, student ratios for shared lifting, materials safe for use.   | Y                 | Clear briefing by activity Instructor   | Activity Staff | LOW  |

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| Falls from Karts. Limbs caught between Karts and ground. | <b>To Participants:</b><br>Breaks, Twists, Falls, Sprains, Bruises        | Full safety briefing. Races are not to be based on speed. Helmets worn by drivers. Karts to be pulled/pushed by a single member only.<br>Activity to take place only on large open fields, away from bank and uneven terrain. | Y                 | Clear briefing by activity Instructor    | Activity Staff | LOW  |
| Karts Collapsing with people on them                     | <b>To Participants:</b><br>Breaks, Twists, Falls, Sprains, Bruises        | Full safety briefing. Structure checked thoroughly before group use. Instructor to assist with knot tying where needed.   | Y                 | Clear briefing by activity Instructor    | Activity Staff | LOW  |
| Poor Light   | <b>To Participants:</b><br>Cuts, abrasions, bruises                       | Session ended if conditions become unsafe, i.e. visibility poor and reschedule for better light.<br>Sufficient light provided (i.e. torches, spot lights, exterior lighting)  | Y                 | Instructor to monitor weather conditions | Activity Staff | LOW  |
| Inadequate supervision.                                  | <b>To Participants:</b><br>Falls from height, access out of bounds areas, | Ratio of leaders to participants controlled to effectively manage the group.<br>Safety brief given to all participants taking part in the activity.<br>Teachers/ adults to supervise the behaviour of the group.              | Y                 | Clear briefing by activity Instructor    | Activity Staff | LOW  |

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|  | safeguarding concerns.<br>Slips, trips and falls leading to bruising, cuts, abrasions, head injuries.<br>Potentially death. | Instructor is familiar with the set orienteering course, and positioned to keep a visual or audible communication with the group  |                   |  |                |  |
| Vehicles and other users on driveway.                  | <b>To Participants and staff:</b><br>Risk of Impact injuries, bruising, cuts, head injuries and death                       | Safety Brief at start of activity outlining potential hazards of car onsite.<br>No vehicles permitted onsite (deliveries exempt)<br>Speed limited onsite and intercom system prevents traffic through site. | Y                 | Site access control from reception.                      | Activity Staff | LOW  |
| Weather Conditions                                     | <b>To Participants and Staff:</b><br>Exposure to Heat, Cold,  | Correct clothing, shelter, sunscreen, evacuation plan for Thunder and Lightning.  | Y                 | Adequate clothing for activity.<br>Monitoring of weather | Activity Staff | LOW  |

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|  | Wind and Rain.   |   |                   |                 |              |  |

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

Name : Steve Turner CEO

Date : 28<sup>th</sup> January 2023

A handwritten signature in black ink, appearing to read "Steve Turner", is written over a light blue rectangular background.

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