


Location:	Leicester Outdoor Pursuits Centre	Date of Assessment:	1/4/10	Last Reviewed:		Name of Assessor:	Ed Sibson
Activity:	General	Assessment Reference No:	4.16	December 19		Signature of Assessor:	

HAZARD	CONTROL MEASURES
Tripping or slipping	<ul style="list-style-type: none"> ▪ Participants warned of any particular risks whilst in activity areas ▪ Hazardous areas to be highlighted and secured from public access. ▪ All door mats to be in position and flat. ▪ Wet floors to be identified and warnings put in place. ▪ Grit to be put down in icy conditions and grip pain to be kept in good repair. ▪ Trailing wires to be covered by rubber cable protectors or made clearly visible .
Fire in building	<ul style="list-style-type: none"> ▪ All people on site to be made aware of evacuation procedures. ▪ No smoking in buildings. ▪ No unattended naked flames in building. ▪ Fire alarms, extinguishers, emergency lighting and signs to be in place, checked and operational according to procedures as laid out in the Fire Safety Policy, all checks to be logged appropriately. ▪ All highly flammable material, (e.g. paint, petrol), to be stored away in a cabinet.
Electrocution	<ul style="list-style-type: none"> ▪ All electrical equipment to be checked in accordance with annual equipment testing procedure – PAT annual testing. ▪ Electrical equipment not to be left lying around unsupervised. ▪ Electrical equipment to be raised off the floor when flooding is likely ▪ Electrical installation to be fully inspected every five years.
Kitchen equipment	<ul style="list-style-type: none"> ▪ Staff to control access to kitchen areas. ▪ All children to be supervised when in kitchen areas. ▪ Training required prior to using appliances. ▪ Kitchen to be kept locked when not in use.
Food poisoning	<ul style="list-style-type: none"> ▪ Only people that have been in house trained or attended a food safety course to prepare food. ▪ Kitchen to be cleaned before and after use. ▪ No food to be stored beyond 'use by date' and to be stored as advised. ▪ Ensure clean adequate equipment is available for food preparation and cooking.
Medical emergency	<ul style="list-style-type: none"> ▪ All visitors and participants to be asked about their medical details prior to activity being started. Any necessary precautions to be taken relating to declared medical conditions. ▪ Necessary medication belonging to participants to be carried for the duration of the activity. In the case of some water-based activities, it may be more appropriate for the Instructor or group leader to carry such medication. ▪ All activity staff to hold a current first aid certificate.
Loss of group control	<ul style="list-style-type: none"> ▪ Ensure adequate staff to participant ratio. ▪ <u>Participants aged 8 and above:-</u> <ul style="list-style-type: none"> ○ 1:12 for all activities. ▪ <u>Participants aged under 8:-</u>

	<ul style="list-style-type: none"> ○ 1:8 for all childcare activities. An NVQ level 3 (play work or childcare) must be on site when under 8's are on site. ○ 1:12 for all non-childcare activities. ○ When 2 or more staff members are working with under 8's less than half an hour away from site, an NVQ level 3 holder must be available to advise if the centre is contacted. <ul style="list-style-type: none"> ▪ If conditions or circumstances dictate, decrease staff to participant ratio. ▪ These ratios are for guidance only, in certain situations it is acceptable to increase these ratios with permission from the Duty Manager or Management Team.
Exposure	<ul style="list-style-type: none"> ▪ Encourage groups to use shelters where available. ▪ Ensure groups wear appropriate clothing and sun cream where needed. ▪ Maintain levels of hydration. ▪ Ensure adequate group kit is carried for the conditions. ▪ Monitor group responses.
Dehydration	<ul style="list-style-type: none"> ▪ Ensure adequate breaks for rehydration. ▪ When off-site carry adequate amount of liquid.
Lack of group control during high winds	<ul style="list-style-type: none"> ▪ Do not take group Canoeing, Kayaking or Stand Up Paddleboarding in high winds unless they are suitably experienced. ▪ Management Team to consider alternative activities ▪ Refer to water activity procedures.
Adverse weather	<ul style="list-style-type: none"> ▪ If necessary obtain a weather forecast prior to the session beginning. ▪ Do not run roped or water based sessions in close proximity lightning storms. ▪ If necessary, remain indoors.
Bacterial infections or injury during high water conditions	<ul style="list-style-type: none"> ▪ Advise people to shower after water activity. ▪ Advise all participants to wash their hands after activities and certainly before eating or drinking. ▪ Cancel outdoor sessions if the ground is unsuitable. ▪ If the car park is flooded appropriate measures to be taken to ensure everyone arriving and leaving the centre can do so in a safe manner. ▪ Cuts to be covered by waterproof plasters. ▪ Syringes to be collected by nominated person or river agency. ▪ Appropriate footwear to be worn at all times.
Further risk	<ul style="list-style-type: none"> ▪ All risks should be minimised by continual appraisal of participant's condition, the environment and equipment through dynamic risk assessment by the staff members involved. ▪ Some risk remains but every care must be taken to minimise this.