

# Activity Risk Assessment – Kingsway Adventure Activities

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## Archery

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### Risks:

1. Being hit by an arrow
2. Injury from walking into a grounded or targeted arrow
3. Injury whilst removing a targeted arrow
4. Injury from the misfiring of an arrow

### Risk

### Risk Management

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|-----|--|
| all | a. Instructors will have been trained and assessed by the Centre Principal.  |
| all | b. Instructor to student ratio will not exceed 1:12.   |
| all | c. Safety procedures and risk disclosure will be included in the student briefing.   |
| 1   | d. No one will go past the clearly defined firing line whilst shooting is in progress.   |
| 1   | e. Students will be given clear instructions as to when to shoot and when to collect arrows.                                   |
| 1   | f. The command “STOP” will be used to stop all activity immediately.   |
| 1   | g. For indoor shooting, doors will be locked and signs used to stop people entering the danger area during an archery session. |
| 4   | h. Students will be matched to a bow of suitable size and draw weight.   |
| 1,4 | i. A bow and arrow will never be aimed at anything other than the proper target.   |
| 4   | j. Only trained instructors will string the bows.  |
| 4   | k. Bows will not be drawn and released without an arrow in place.  |
| 2,3 | l. Instructors will ensure that students are taught the correct technique for removing arrows from the ground and target.      |

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## Centre Building & Grounds

### Risks:

1. Death by Fire
2. Wandering off site and into danger
3. Injury from unsupervised use of activity apparatus
4. Injury from minor falls, knocks, etc.
5. Injury from poisonous cleaning materials, etc.

### Risk

### Risk Management

- |     |  |
|-----|--|
| all | a. All students and leaders are to be given a tour of the Centre using the format laid down in the appropriate Guidelines.   |
| 1   | b. All fire precautions will be carried out as required by the District Fire Officer.  |
| 2   | c. During the Centre tour all students will be shown the Centre boundaries and the dangers of wandering off site will be explained.  |
| 3,4 | d. Group leaders will be reminded of their responsibility for supervision of students outside of activity sessions. The dangers of unsupervised use of activity apparatus will be emphasised during the Centre tour. |
| 5   | f The cleaning store, equipment store and workshop will be kept locked when not being supervised by a member of staff. Cleaning materials will not be left unattended in the presence of students.                   |

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## Camping & Biving

### Risks:

1. Wandering away from campsite & getting lost
2. Injury from use of fires & stoves
3. Danger from flash floods, rockfalls, fire, falling trees, etc.

### Risk

### Risk Management

all  
training

a. Instructors will hold the relevant BELA or MLTB award. At the discretion of the Centre Principal staff who have completed BELA can lead local walks solo when being supervised by a suitably qualified person appointed by the Centre Principal.

all

b. Instructor to student ratio will not exceed 1:8.

1  
a

c. On arrival at the campsite students will be briefed on clear boundaries and a suitable lost procedure.

2

d. Students will be instructed on the safe use of camp fires and stoves. Use of these will be directly supervised by the instructor, normally at a central location. Stoves will not be used inside tents.

3

e. Instructors will consider dangers from the environment when selecting camp sites.

3

Students will not smoke or light fires inside tents. Students are to be instructed on how to escape a burning tent.

all

f. Appropriate emergency equipment (first aid kit, group shelter, mobile phone) will be carried.

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## Canoeing and Kayaking at Newtown

### Risks:

1. Drowning
2. Falling in and immersion in cold water
3. Hypothermia
4. Head injuries
5. Getting washed down stream into weir / rapids

<b>Risk</b>	<b>Risk Management</b>
all and	a. Instructors and assistants will hold the relevant BCU coaching awards. For all the common Kingsway sites, this is level 2 coach for instructor level 1 coach for assistant.
all	b. Instructor to student ratio will not exceed 1:8.
all	c. Safety procedures and risk disclosure will be included in the safety briefing.
1	d. The instructor is to ensure that he/she is aware of any non swimmers taking part in the activity. Non swimmers may only take part in canoeing / kayaking with the agreement of the Centre Principal.
1	e. All participants will wear buoyancy aids, properly fitted and of a suitable size.
1,2	f. Canoeing groups must never be of less than three people.
1,2,5	g. The instructor is to maintain control of the group at all times and to ensure that no group members are too far away to be quickly assisted by either the instructor or assistant in the event of a capsized or other incident.
1,4	h. Helmets are to be worn by all instructors and students during sessions of instruction. Instructors may choose not to wear helmets, at their own risk, whilst paddling on flat water in their own time.
5	i. River sites must not be used in high water levels. The Centre Principal

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must be consulted if there is any doubt as to the suitability of the site.

2,3

j. Relevant safety equipment (tow line, throw line, emergency bag) is to be carried on all sessions.

1,2,3

k. An instructor or assistant are to be the first on and the last off the water.

5

l. The instructor or assistant is to be aware of the whole group at all times and able to effectively tow any student up stream before they drift onto rapids.

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## Canoeing and Kayaking at Selset

### Risks:

1. Drowning
2. Falling in and immersion in cold water
3. Hypothermia
4. Head injuries
5. Getting blown offshore / away

<b>Risk</b>	<b>Risk Management</b>
all	a. Instructors and assistants will hold the relevant BCU coaching awards. For all the common Kingsway sites, this is level 2 coach for the instructor and level 1 for the assistant.
all	b. Instructor to student ratio will not exceed 1:8.
all	c. Safety procedures will be included in the safety briefing.
1	d. The instructor is to ensure that he/she is aware of any non swimmers taking part in the activity. Non swimmers may only take part in canoeing / kayaking with the agreement of the Centre Principal.
1	e. All participants will wear buoyancy aids, properly fitted and of a suitable size.
1,2	f. Canoeing groups must never be of less than three people.
1,2,5	g. The instructor is to maintain control of the group at all times and to ensure that no group members are too far away to be quickly assisted by either the instructor or assistant in the event of a capsize or other incident.
1,4	h. Helmets are to be worn by all instructors and students during sessions of instruction. Instructors may choose not to wear helmets, at their own risk, whilst paddling on flat water in their own time.
5	i. Reservoir sites must not be used in high wind levels. The Centre Principal must be consulted if there is any doubt as to the suitability of the

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- site.
- 2,3  
be j. Relevant safety equipment (tow line, throw line, emergency bag) is to be carried on all sessions.
- 1,2,3 k. An instructor or assistant is to be the first on and the last off the water.
- 5 l The instructor or assistant is to be aware of the whole group at all times and able to effectively tow any student before they drift out of control.
- 5 m Clear boundaries are to be set for the group and the session is to be run on whichever side of the reservoir allows for an onshore wind.

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## Canoeing at Stockton

### Risks:

1. Drowning
2. Falling in and immersion in cold water
3. Hypothermia
4. Head injuries
5. Getting caught in Lock
6. Danger from other river users

### Risk

### Risk Management

- |            |  |
|------------|--|
| all<br>and | a. Instructors and assistants will hold the relevant BCU coaching awards. For all the common Kingsway sites, this is level 2 coach for instructor level 1 coach for assistant.   |
| all        | b. Instructor to student ratio will not exceed 1:8.  |
| all        | c. Safety procedures and risk disclosure will be included in the safety briefing.  |
| 1          | d. The instructor is to ensure that he/she is aware of any non swimmers taking part in the activity. Non swimmers may only take part in canoeing / kayaking with the agreement of the Centre Principal.                            |
| 1          | e. All participants will wear buoyancy aids, properly fitted and of a suitable size.   |
| 1,2        | f. Canoeing groups must never be of less than three people.  |
| 1,2,5      | g. The instructor is to maintain control of the group at all times and to ensure that no group members are too far away to be quickly assisted by either the instructor or assistant in the event of a capsized or other incident. |
| 1,4        | h. Helmets are to be worn by all instructors and students during sessions of instruction. Instructors may choose not to wear helmets, at their own risk, whilst paddling on flat water in their own time.                          |
| 5          | i. Under no circumstances will any participants enter the entrance to the canal which leads to the lock gates.   |

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- 2,3 j. Relevant safety equipment (tow line, throw line, emergency bag) is to be carried on all sessions.
- 1,2,3 k. An instructor or assistant are to be the first on and the last off the water.
- 5,6 l The instructor or assistant is to be aware of the whole group at all times and able to effectively tow any student before they drift out of control.
- 6 m. If any powered craft is using the river for speed trials or waterskiing type activities then the group are to be taken further up river and away from any possible danger from the power boats. The Centre Principle must be consulted if there is any doubt as to the suitability of the site.

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## Caving

### Risks:

1. Equipment failure
2. Injury due to falling
3. Students operating independently of the instructor
4. Exhaustion / hypothermia
5. Flooding
6. Emotional injury

### Risk

### Risk Management

- |                  |   |
|------------------|---|
| all              | a. All instructors will be trained and assessed before taking groups caving. Only those Local Cave Leaders authorised by the Centre Principal are to run caving sessions.   |
| 2,3              | b. Instructor to student ratio will not exceed 1:10.  |
| all              | c. Safety procedures and risk disclosure will be included in the student briefing.  |
| 2,4              | d. Waterproof tops, helmets and lamps will be worn by all instructors and students, where necessary load bearing belts and steel karabiners will also be worn.  |
| 2,3,6            | e. The instructor is in charge of the whole group for the duration of the caving session, whether or not they are caving. Group leaders, whilst assisting in group control, should be carefully managed and treated as one of the group in all aspects of caving. Group leaders are not to be given any responsibility for instructing. |
| 5                | f. Where caves that are at risk from flooding are being used, the instructor in charge must obtain an up to date weather forecast and be aware of the surface conditions. If there is a risk of flooding, the trip is to be cancelled.  |
| 1<br>emphasised. | g. Students must be told how to carry and protect equipment in transit as well as when in use. The care of ropes is to be particularly emphasised.  |
| 3                | h. The instructor is to position him / her self so that they can supervise the movement of the group through the cave. Students are to be instructed not to wander away from the group.   |
| 2                | i. Students must be closely supervised around climbs or drops.  |

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## Climbing & Abseiling

### Risks:

1. Equipment failure
2. Injury due to falling
3. Students operating independently of the instructor whilst others are climbing
4. Injury from falling equipment or stones
5. Clothing or hair being caught in equipment

<b>Risk</b>	<b>Risk Management</b>
all	a. All instructors will be trained and assessed before taking groups climbing. Only those authorised by the Climbing Technical Expert are to run climbing sessions. Full SPA holders must be present at all sites except Mickleton.
2,3	b. Instructor to student ratio will not exceed 1:8.
all	c. Safety procedures and risk disclosure will be included in the student briefing.
2	d. Helmets will be worn by all instructors and students, including those who only wish to observe from the ground.
2,3,4	e. The instructor is in charge of the whole group for the duration of the climbing session, whether or not they are climbing. Group leaders, whilst assisting in group control, should be carefully managed and treated as one of the group in all aspects of climbing. Group leaders are not to be given any responsibility for instructing.
2,3	f. No one is to solo climb during group rock climbing sessions. Lead climbing is only to be undertaken under the direct supervision of a qualified SPSA award holder.
1	g. Students must be told how to carry and protect equipment in transit as well as when in use. The care of ropes is to be particularly emphasised.
3	h. The instructor operating at the top of the abseil is to stay aware of the whereabouts of members of the group. Students are to be instructed not to wander away from the climbing site.

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- 5 i. The instructor supervising the abseil is to ensure that no clothing or hair is hanging loose before allowing students to abseil. All abseils are to be rigged to be readily releasable.
- 2 j. Students are to be belayed on the safety rope before approaching the edge of an abseil.
- 4 k Students are to be kept away from the rock face except whilst climbing or abseiling.
- all l. Students are never to be left unsupervised whilst climbing is taking place.

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## Driving

### Risks:

1. Injury from collision
2. Injury from driving off the road
3. Entrapment in a disabled vehicle
4. Falling out of a vehicle
5. Loss of trailer and/or contents

### Risk

### Risk Management

- |         |  |
|---------|--|
| all     | a. All drivers will be trained and assessed before driving Centre vehicles. Only those authorised by the Centre Principal may drive Centre vehicles.   |
| 3       | b. All vehicle occupants are to wear seat belts at all times.  |
| 4       | c. The vehicle driver is responsible for checking that all doors are securely closed before driving off. No vehicle is to be driven with any of the doors open.  |
| 3       | d. Vehicle doors are not to be locked whilst carrying passengers   |
| 5       | e. The vehicle driver is to personally check that any trailer being towed is properly attached to the vehicle and that any load is secured before off. Drivers are reminded that this is their legal responsibility. |
| driving |  |

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## Gorge Walking

### Risks:

1. Drowning
2. Injury due to falling
3. Hypothermia
4. Head injuries
5. Students operating independently of instructors.

### Risk

### Risk Management

- |     |   |
|-----|---|
| all | a. Instructors and assistants will be trained and assessed before leading Gorge Walking sessions. Only those instructors authorised by the Centre Principal may lead sessions.                    |
| all | b. Instructor to student ratio will not exceed 1:8.   |
| all | c. Safety procedures and risk disclosure will be included in the safety briefing.   |
| 1   | d. The instructor is to ensure that he/she is aware of any non swimmers taking part in the activity. non swimmers may only take part in gorge walking with the agreement of the Centre Principal. |
| 1,4 | e. All participants will wear buoyancy aids and helmets, properly fitted and of a suitable size.  |
| 5   | f. The instructors are to remain aware of the location of every group member at all times.  |
| 2,4 | g. Students should always jump off falls feet first. Somersaults or dives must not be allowed under any circumstances.  |
| 2   | h. Only those jumps which have been shown to the instructor and approved by the Centre Principal may be used.   |
| all | i. If there is any doubt as to the suitability of a gorge because of weather or water level concerns the instructor is to check with the Centre Principal before commencing the session.          |

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## Orienteering at Hamsterley Forest

### Risks:

1. Being Lost
2. Hypothermia / Heat exhaustion
3. Injury due to slipping or falling

### Risk

### Risk Management

- |     |   |
|-----|---|
| all | a. Instructors will hold the relevant BOF award. At the discretion of the Centre Principal staff who have completed BOF training can lead sessions at Hamsterley. |
| all | b. Instructor to student ratio will not exceed 1:10.  |
| 3   | c. Safety procedures will be included in the students briefing.   |
| 1   | d. All students will be briefed on a “lost procedure” at the start of the session.  |
| 2,3 | e. Students shall be suitably clothed and equipped for the conditions.  |
| all | f. Appropriate emergency equipment (first aid kit, bivi bag, mobile phone) will be carried and/or in a nearby vehicle.  |

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## Rafting at Newtown

### Risks:

- |    |   |
|----|---|
| 1. | <b>Drowning</b>                               |
| 2. | Falling in and immersion in cold water        |
| 3. | Hypothermia                                   |
| 4. | Head injuries                                 |
| 5. | Getting washed down stream into weir / rapids |

<b>Risk</b>	<b>Risk Management</b>
<b>all awards.</b>	<b>a. Instructors and assistants will hold the relevant BCU safety</b>  For all the common Kingsway sites, this is CST and Level 1 coach.
all	b. Instructor to student ratio will not exceed 1:8.
all	c. Safety procedures and risk disclosure will be included in the safety briefing.
1	d. The instructor is to ensure that he/she is aware of any non swimmers taking part in the activity. Non swimmers may only take part in canoeing / kayaking with the agreement of the Centre Principal.
1	e. All participants will wear buoyancy aids, properly fitted and of a suitable size.
1,2	f. Rafting groups must never be of less than three people.
1,2,5	g. The instructor is to maintain control of the group at all times and to ensure that no group members are too far away to be quickly assisted by either the instructor or assistant in the event of a capsized or other incident.
1,4	h. Helmets are to be worn by all instructors and students during sessions of instruction.
5	i. River sites must not be used in high water levels. The Centre Principal must be consulted if there is any doubt as to the suitability of the site.
2,3	j. Relevant safety equipment (throw line, emergency bag) is to be carried on all sessions.
5	k. The instructor or assistant is to be aware of the whole group at all times and able to effectively tow any raft up stream before

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it drift onto rapids or weirs.

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## Rafting at Selset

### Risks:

1. Drowning
2. Falling in and immersion in cold water
3. Hypothermia
4. Head injuries
5. Getting blown offshore / away

<b>Risk</b>	<b>Risk Management</b>
all	a. Instructors and assistants will hold the relevant BCU safety awards. For all the common Kingsway sites, this is CST and level 1 coach.
all	b. Instructor to student ratio will not exceed 1:8.
all	c. Safety procedures and risk disclosure will be included in the safety briefing.
1	d. The instructor is to ensure that he/she is aware of any non swimmers taking part in the activity. Non swimmers may only take part in canoeing / kayaking with the agreement of the Centre Principal.
1	e. All participants will wear buoyancy aids, properly fitted and of a suitable size.
1,2	f. Rafting groups must never be of less than three people.
1,2,5	g. The instructor is to maintain control of the group at all times and to ensure that no group members are too far away to be quickly assisted by either the instructor or assistant in the event of a capsize or other incident.
1,4	h. Helmets are to be worn by all instructors and students during sessions of instruction.
5	i. Reservoir sites must not be used in high wind levels. The Centre Principal must be consulted if there is any doubt as to the suitability of the site.
2,3	j. Relevant safety equipment (throw line and emergency bag) is to be carried on all sessions.

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- 1,2,3                      k. An instructor or assistant must be the first on and the last off the water.
- 5                            l The instructor or assistant must be aware of the whole group at all times and able to effectively tow any student before they drift out of control.
- 5                            m Clear boundaries are to be set for the group and the session is to be run on whichever side of the reservoir allows for an onshore wind. The wind direction is to be monitored throughout the session. If the instructor considers that there is ant risk of the raft drifting away from the shore he/she is to tether the raft to the shore using floating rope.

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## Ropes Course

### Risks:

1. Injury due to falling
2. Equipment failure or misuse
3. Head injury
4. Rope burn
5. Emotional injury
6. Injury due to unsupervised use out of activity time.
7. Injury to people not involved in the session.

### Risk

### Risk Management

- |     |   |
|-----|---|
| all | a. All instructors will be trained and assessed before taking groups on the ropes course. Only those authorised by the Centre Principal are to run ropes course sessions.   |
| all | b. Instructor to student ratio will not exceed 1:10. There will always be at least two instructors on any ropes course session.   |
| all | c. Safety procedures and risk disclosure will be included in the student briefing.  |
| 3,7 | d. Helmets will be worn by all instructors and students, including those who only wish to observe from the ground.  |
| 1   | e. Everyone is to have at least one cow's tail clipped onto the safety cable at all times. Students are to have two cow's tails clipped on except during the process of passing a knot, tree, etc. Students are to practise the correct use of the cow's tails on the ground before going onto the ropes course.                              |
| all | f. Instructors are to check that the student understands the actions they must perform for the safe operation of the aerial runway before releasing them. The need to keep hands away from the pulley is to be emphasised. Instructors are also to check that no one is in the way of the descending student.                                 |
| 5   | g. Instructors are to encourage students to step out onto obstacles and overcome fears. However, no student is to be forced to do anything which they are unwilling to do. No students should ever be in tears about the course. For some students even getting half way up a ladder is a great achievement and should be recognised as such. |

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- 2 h. Prior to use and on a regular basis the ropes course will be inspected for damage or signs of wear to the equipment. Instructors will conduct a safety check on all student equipment before students are allowed onto the course.
- 1,2 i. Instructors will position themselves on the course so that they can ensure correct operation of the cow's tails by group members. Where children under the age of fourteen use the course, they are to be under the direct supervision of a responsible adult (may be a group leader / teacher) who can reach their cows tails (maximum ratio 3:1).
- 6 j When groups arrive at the centre, they must be briefed about the dangers of using the ropes course unsupervised. The ropes course must be left secure at the end of the session. Ladders and the tyre tunnel must be locked whenever the course is left unsupervised.
- 5 k A rescue bag and knife must always be available on the course during a ropes course session.

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## Shooting

### Risks:

1. Being hit by pellet
2. Injury from mishandling of the rifle whilst loading
3. Injury from ricochets
4. Injury from sharp edges on cans

### Risk

### Risk Management

- |     |   |
|-----|---|
| all | a. Instructors will have been trained and assessed by the Centre Principal.   |
| all | b. Instructor to student ratio will not exceed 1:12.  |
| all | c. Safety procedures and risk disclosure will be included in the student briefing.  |
| 1   | d. No one will go past the clearly defined firing line whilst shooting is in progress.  |
| 1   | e. Students will be given clear instructions as to when to shoot and when to collect targets.   |
| 1   | f. The command “STOP” will be used to stop all activity immediately.  |
| 1   | g. For indoor shooting, doors will be locked and signs used to stop people entering the danger area during a session.   |
| 1   | h. A rifle will never be aimed at anything other than the proper target.  |
| 2   | i. Students will be shown the correct method of cocking and loading the rifles and constantly supervised during the session.  |
| 3   | j. The instructor will check that the correct backstop curtain is being used during the session and check the range target for any hard surfaces likely to cause dangerous ricochets. |
| 4   | l. Instructors will ensure that students are taught the correct technique for placing cans on the target area and warn them of the danger from sharp edges.                           |

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## Summer Hill Walking

### Risks:

1. Being Lost
2. Hypothermia / Heat exhaustion
3. Injury due to slipping or falling

<b>Risk</b>	<b>Risk Management</b>
all training	a. Instructors will hold the relevant BELA or MLTB award. At the discretion of the Centre Principal staff who have completed BELA can lead local walks solo when being supervised by a suitably qualified person appointed by the Centre Principal.
all	b. Instructor to student ratio will not exceed 1:10.
3	c. Safety procedures will be included in the students briefing.
1,2	d. A route card will be left at the Centre.
2,3	e. Students shall be suitably clothed and equipped for the conditions.
all mobile	f. Appropriate emergency equipment (first aid kit, bivi bag, CB or phone) will be carried.

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## Team Tasks

### Risks:

1. Injury due to falling
2. Equipment failure or misuse
3. Head injury
4. Rope burn
5. Emotional injury
6. Injury due to unsupervised use out of activity time.
7. Injury to people not involved in the session.

### Risk

### Risk Management

- |              |  |
|--------------|--|
| all          | a. All instructors will be trained and assessed before taking groups on team tasks. Only those authorised by the Centre Principal are to run sessions.   |
| all          | b. Instructor to student ratio will not exceed 1:12.   |
| all          | c. Safety procedures and risk disclosure will be included in the student briefing.   |
| 3,7          | d. Helmets will be worn by all instructors, students and observers for tasks involving the use of scaffold planks.   |
| 5            | g. Instructors are to encourage students to take part in tasks and overcome fears. However, no student is to be forced to do anything which they are unwilling to do. No students should ever be in tears about the activity. For some students even getting half way up a plank is a great achievement and should be recognised as such.  |
| 2            | h. Prior to use and on a regular basis oil drums are to be checked for rust damage and scaffold planks for cracking. Instructors will conduct a safety check on all student helmets before use.  |
| 1,2,7<br>are | i. Instructors will position themselves during the activity so that they can check that equipment is being used safely and to break the fall of any student being lifted off the ground by the rest of the group. Instructors to prevent students from commencing any action that is likely to lead to injury to anyone taking part. In particular the risk of back injuries is to be watched for. |

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## Groups with Challenging Behaviour

### Risks:

1. Injury due to failing to pay attention to briefings
2. Equipment misuse or damage
3. Injury due to failure to follow instructions
4. Deliberate injury of one student by another
5. Emotional injury
6. Injury due to unsupervised use of equipment out of activity time
7. Injury to people not involved in the session

### Risk

### Risk Management

- |       |  |
|-------|--|
| all   | a. All instructors will be trained and assessed before working with these challenging groups. Only those authorised by the Centre Principal are to run sessions as the lead instructor. If the behaviour of the students warrants, the lead instructor will stop the session and require the group to leave the Centre.  |
| all   | b. Instructor to student ratio will not exceed 1:8, plus group leader to student ratio of 1:4.   |
| all   | c. Safety procedures will be included in the student briefing.   |
| 2     | d. Students will be warned that they will be charged for any damage to equipment. Smoking will not be permitted whilst wearing or near activity equipment. All equipment will be checked for damage before and after use.  |
| 5     | e. Instructors are to encourage students to take part in tasks and overcome fears. However, no student is to be forced to do anything which they are unwilling to do. No students should ever be in tears about the activity. For some students even getting half way up a plank is a great achievement and should be recognised as such.  |
| 4,6,7 | f. Instructors and group leaders will work together to ensure that students are supervised both during activities and non-activity time. Clear areas of responsibility will be established. Instructors will only be responsible for supervising those students who are actively taking part in the activity whilst they are taking part. The group's leaders will be responsible for supervision at all other times and of any students not taking an active part in the activity being instructed. |