

Able2Adventure

Risk Assessment

Hazard Identification and Control Measures

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GENERAL DETAILS

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Assessment and Review carried out by: Gemma Hendry
Position/s: Operations Manager & Director

Signature/s G.Hendry

Date 01.12.2018

This risk assessment will be revised at intervals and at least annually taking account of internal reports and reviews and comments and views from a range of stakeholders

- Records of occurrences / near miss reports / accident reports
- Student and participant comments
- Technical Experts
- Adventure Activities Licensing Authority
- Project staff and Instructor comments
- Board of Directors (Committee)
- Disability Organisations
- Partner agencies
- Parents of students

INTRODUCTION

Given the nature of Able2Adventure in that it is not centre based, and operates in a variety of areas with different groups of disabled people the risk assessment and consequent operating procedures are generic. It is therefore necessary to take account of all identified hazards in the operating environment.

In addition to the hazards generally arising from the operating environment there are other hazards, particularly related to behavioural aspects of working with disabled people with additional support needs.

The successful outcome of any activity or programme is dependent on the following elements and these underpin the risk assessment process.

- Prior planning and preparation of each activity, programme or event.
- The experience of instructors in their respective operating environments and clearly defined roles and responsibilities.
- Adherence to the good practice embodied in the coaching schemes of the respective national governing bodies and in-house training schemes.
- The use of properly maintained equipment and PPE by both instructors and clients.
- The level of competence, ability, experience and maturity of students. The key to effective safety management is provided by matching the level of competence of the group to the appropriate level of activity by well trained and experienced instructors in disability adventure sports.

Hazard Identification

This element identifies the hazards which can be broadly categorised as:

- Physical human activity; human condition; physical object/s; material, equipment or substance; geographic or topographic consideration; meteorological circumstance.

Risk, Severity, Probability & Risk Rating

The consequent risk is what would happen in the event that the hazard was realised. Risks are assessed in terms of severity of outcome and likelihood or probability of occurrence (low, medium, high). The severity and likelihood are estimates based on what might happen in an inappropriate or unmanaged system.

The risk rating takes account of both severity and probability and is an overall assessment, in effect, an average of both. The higher the rating the more consideration must be given to controlling or mitigating the risk.

Control Measures

The Able2Adventure operating procedures document is the definitive guide providing detailed control measures. A number of control measures, key elements and actions are general and apply to all activities and consequently these are identified in the **Critical Control Measures and Actions** pages at the beginning of the following section. Presenting information in this way avoids unnecessary duplication in the individual activity risk assessment sheets.

The control measures highlighted in this document describe the broad arrangements in place to minimise or mitigate the risks making reference to:

- Able2Adventure operating procedures
- Review and auditing of incidents and accidents
- The internal equipment maintenance system
- Technical Experts
- Governing Bodies
- Adventure Activities Licensing Service

Risk Control and Further Action

The **controls are described in the operating procedure documents for each activity** which have been developed over time in line with reviews of the risk assessment. However, where it is felt that the risk is not adequately controlled, then further action is identified. Any action that is required is managed by the Operations Manager through:

- Staff and volunteer briefings, meetings or reviews
- Further training
- Additional or amended written procedures

CRITICAL CONTROL MEASURES AND ACTIONS

There are a number of control measures that are common to all activities. A broad description and explanation of what is involved in each measure and specific key elements are provided in the table below. These measures are subject to continual review and are considered as part of both the planning and delivery elements of each programme, session or activity.

Measures in place	Description / Explanation	Key Elements / Activities / Controls
Experience of staff	Experience encompasses a range of technical and personal skills. There is no substitute for experience.	• Experience of instructors will be reflected in the coaching award that they hold • Experience in the activity in a variety of settings. • Technical expertise. The level of technical expertise determines both how and where the individual operates. • Ability to work with different additional support needs and disabled individuals. • Ability to meet the specific needs of any one group. • Ability to work with disabled people in a challenging environment. • Understanding of own limitations. • Ability to make judgements in the particular environment.
Qualifications	An award issued by a governing body where the competence of the instructor, in a number of areas, is assessed OR a certificate of competence issued by the Technical Expert / Chief Instructor, as identified in the Operating Procedures, where no governing body award exists. Associated qualifications necessary to comply with legal obligations e.g. – First aid, Minibus DL.	• All instructors are registered and their awards checked annually • Technical competence. • Leadership ability. • Teaching ability. • Management of safety.

Measures in place	Description / Explanation	Key Elements / Activities / Controls
		Ability to make judgements in the particular environment.
Training	Training refers to the acquisition of knowledge, skills, and competencies. This may be achieved through governing body course, other accredited courses and in-house training.	- Training is a critical element in ensuring quality and safety. - Training is ongoing and may be delivered through courses, peer reviews, briefings and other programmes that provide instructors with the 'tools' to carry out their tasks. - Training provides opportunities to gain more experience and learn from colleagues and fellow industry professionals. - Training is critical to gaining qualifications. - Instructors are trained in first aid and award is kept current
Group Management, Supervision and Monitoring	Close supervision is required for most groups. A feedback loop allows instructors to constantly monitor situations. Group Management will often be the single biggest factor in the success of a safe and educational adventurous activity, it cannot be presumed that someone with the relevant qualification has the requisite group management skills for any given group Dynamic risk assessment is a fundamental part of the role of an instructor, tutor or guide when delivering programmes and working with groups. The process is ongoing and changes, modifications or alterations made as necessary.	The Ratio for any given activity is what is appropriate for that activity, with that group and that instructor on that day in those conditions. Maximum ratios as listed in operating procedures are a maximum but will not always be appropriate - Instructors work with small groups to facilitate ease of supervision. - Instructors continually assess the situation and make judgements accordingly. - Instructors are sufficiently experienced to make appropriate judgements concerning

Measures in place	Description / Explanation	Key Elements / Activities / Controls
		weather or other conditions and to curtail, alter or cancel activities if necessary. • The staff to participant ratio is increased when working with groups who have identified additional support needs. • Instructors receive and encourage feedback from participants, assisting staff and accompanying group supervisors / helpers. • Instructors inform and give feedback to participants, assisting staff and accompanying group supervisors / helpers.
Choice / selection of venue, location or journey	The selection of a particular location is critical to a positive outcome. The skilled instructor is constantly looking to provide sessions that are challenging to all participants. If an environment or journey is too challenging or not challenging enough it can cause safety issues.	• Instructor's knowledge of the location. • Time of year. • Weather. • Water – river grades, tides, sea state, surf conditions • Degree of difficulty. • Age of the group. • Experience and ability of the group. • Route planning • Environmental impact. • Geographical location.
Providing information – outgoing	Detailed information is provided for each activity or programme.	• Information is provided to parents and participants in advance of the activity or event. This normally accompanies the consent form and enables parents to make an informed

Measures in place	Description / Explanation	Key Elements / Activities / Controls
		decision about whether their child would/can take part. • A phone number is provided so parents/ guardians can contact Able2Adventure with any questions or to seek clarification. • All consent and information sheets are clear that certain medical equipment must be carried by participants should they potentially require it. • Information is provided to the referring agency or leader / organiser.
Gathering information – incoming	Information is gathered on groups and individuals prior to any activity. In addition, environmental information is gathered in advance of the activity	• Consent from individuals/parents/carers is obtained. • Health / medical information is obtained through consent forms. • Detailed information is gained from referring agencies particularly where young people present difficult or challenging behaviour. • Information is gathered from the leader / organiser so that the activity or event meets the needs of the group. • Consent is obtained from individuals/ parents/carers (through the consent form) as to whether they will allow photographs / videos to be made for training and marketing purposes. • Information is obtained from individuals/parents/carers (through the consent form) as to identify whether the

Measures in place	Description / Explanation	Key Elements / Activities / Controls
		participant / ward can swim and / or is confident in water. • Weather forecasts are obtained when appropriate and plans adjusted if appropriate. • Tidal/ Surf/ Sea/ Snow/ Avalanche information is obtained where appropriate. • Whilst forecasts and predicted conditions are important in planning instructors will continue to make dynamic risk assessments and adapt or alter plans as necessary. • Knowledge of nearest hospital and other Emergency procedures.
Managing information – internal	Information relating to the activity programme or session, the group, location, dates and times, responsibilities and safety issues.	• Information sheets are prepared for each session. • Information sheets are carried by the Instructor in charge. • Information sheet is provided to the Nominated Duty Person being the key contact whilst groups are operational. • Information is kept in accordance with data protection act. • Sensitive information is destroyed once it is no longer needed.
Briefing participants	Instructors provide information to participants on important personal, safety and technical aspects.	• The initial briefing provides the basis upon which the session will be delivered – the do's and don'ts.

Measures in place	Description / Explanation	Key Elements / Activities / Controls
		• Subsequent briefings throughout the session will be provided so that participants remain informed as the activity progresses and/or specific issues are reinforced. • The briefing will be informed by elements of the relevant risk assessment and operating procedure.
Setting boundaries	Establishing boundaries at the outset is an essential part of the briefing. In addition, it is necessary to reinforce boundaries from time to time throughout a session and react to changing group dynamics or environmental changes.	• Instructors establish boundaries of operation at the outset of an activity giving regard to: ▪ Setting physical boundaries of operation ▪ Setting behavioural boundaries. ▪ What the group should expect from the session ▪ Setting boundaries relating to respecting the environment. ▪ Setting boundaries relating to equipment.
Equipment and clothing	The equipment required to undertake the activity. This may be technical equipment such as an open canoe or non-technical equipment such as team project material. Appropriate clothing that participants should wear or bring with them. It should not be assumed that participants understand the use of any specialist equipment	• Equipment is maintained and fully serviceable. • Instructors carry out a visual check of equipment prior to use by participants. • Equipment store is well organised and managed which contributes to easy issue and checking of equipment. • There is a specific 'bin' for equipment that is out of service • All equipment will be inspected periodically in line with manufacturers or relevant governing

Measures in place	Description / Explanation	Key Elements / Activities / Controls
		bodies advice and replaced or serviced as necessary. • Instructors will issue equipment and ensure appropriate sizes, fit and adjustment. • Instructors will advise participants what they should wear. In addition, Instructors will issue appropriate clothing to participants
Personal Protective Equipment	Essential equipment provided to the participant to ensure their safety. Suitable equipment should be available for Instructional staff and Volunteers as well.	• PPE is inspected by the instructor prior to issue • PPE is maintained, monitored and tested in accordance with manufacturer's instructions and advice provided by the in-house expert, Governing Body or the contracted Technical Expert. • Instructors will issue appropriate clothing to participants. • PPE should be appropriate to the activity E.G Only Water helmets to be used for Water sports. • Instructors and Volunteers should be mindful of their own safety and ensure their equipment is suitable to deal with eventualities on a session. • Instructors and Volunteers should be mindful of the demands of undertaking activities regularly and ensure they maintain their health by considering items such as Ear Plugs, Sun Cream, Sun Hats etc. A PPE allowance for instructors is provided to all full-time

Measures in place	Description / Explanation	Key Elements / Activities / Controls
		instructional staff and volunteers may use days in “credit” to purchase equipment.
Managing Weather	Gathering information on the weather and environmental conditions to ensure the appropriate choice of venue and equipment.	• Use weather forecasting sites to gather information on temperature, wind strength and direction and precipitation • Participants provided with a kit list prior to the activity outlining suitable personal clothing and footwear • Instructor to check the suitability of participants clothing and footwear at the initial briefing • Instructor ensures the venue and activity selected are suitable for the current weather conditions • Instructor will dynamically risk assess any changes in weather and make any changes to activity plans based on their knowledge and experience gained through NGB's. If changing activity or location the Nominated Late Back Person must be notified.

THOSE AT RISK

Rather than specify who is at risk for each activity and to avoid repetition, those at risk are deemed to be:

- Instructors and Volunteers. Those who are leading the activity and those who are assisting or accompanying the group.
- Participants. Any person (adult or young person) who is a member of the group and taking part in the session.
- Other persons. Third parties who may be operating in the same environment or who are passing through an activity site. Examples would be other instructed groups, recreational users or passersby.
- Rescue services. Those who come to the aid of a group who are in difficulty.

Risk Assessment- Working with disabled people

ASSESSMENT DATE: 26/02/19
 COMPLETED BY: Gemma Hendry
 LATEST REVIEW: 22/02/2021
 REVIEWED BY: Gemma Hendry

<u>Hazard</u>	<u>Who might be harmed?</u>	<u>Is the risk adequately controlled?</u>	<u>What further action is needed to control the risk?</u>
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>List groups of people who are especially at risk from the significant hazards identified.</i>	<i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Sprains and Strains	Participants and staff	Staff to be trained in moving and handling procedures. Leader to liaise with participants/carers and check most appropriate method for transfer. Extra staff/volunteers to assist when working with people with complex needs. Leaders trained in use of transfer aids and equipment.	Leader to carry first aid kit and emergency shelter. Leader to use Able2Adventure transfer aids where appropriate.
Slips, trips, falls	All Participants	Site to be selected appropriate to the group's ability.	Leader to carry first aid kit and emergency shelter.

		Visiting staff/carers trained in spotting/wheelchair handling on uneven terrain. Helmets to be worn by those who are more likely to slip (e.g. epileptics) Extra staff/volunteers to assist when working with people with complex needs.	
Equipment failure	All participants	Transfer slings and hoists to be regularly checked and maintained according to manufacture guidelines. Leaders to be trained in transfer aids and safe use of adaptive equipment.	
Bruises, bites and scratches	Staff and participants	Leaders to be aware of additional support needs as according to medical forms. Complex behaviours to be supported by visiting staff/carers. Leaders to step away and leave restraint to carers/visiting staff. Leaders to be informed of any known triggers by visiting group.	Leader to carry first aid kit and emergency shelter.
Injury through ineffective communication	All participants	Leaders to be trained in a range of communication techniques.	Leaders to obtain qualifications in adaptive communication such as BSL as

		Appropriate communication techniques to be used with deaf groups including but not exclusive to the following options; British Sign Language/ torches/laser pens/face to face communication/ signs and gestures. Whistle and buddy system to be used with visually impaired participants. Leader to liaise with the visiting group leader the most appropriate method for all.	well as attending training courses provided by learning disability organisations/ autism awareness and British Blind Sport.
Injury through ineffective seating/ equipment fitting (e.g. pressure sores)	All Participants	Leaders are to have attended Disability Awareness Training, Climbing For All and PaddleAbility. Leaders to consult with participants and support workers to ensure they are appropriately seated in boats and climbing harnesses. Additional aids such as padding, neck support, roll mates and bean bags used where necessary. Any new adaptations must be according to PPE and carefully considered and logged with Operations Manager.	Continue to seek the most effective ways to support individuals by creating new adaptations and through consultation. Leaders to be trained in postural support.

Risk Assessment- Working Outdoors

ASSESSMENT DATE: 26/02/19
 COMPLETED BY: Gemma Hendry
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<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>List groups of people who are especially at risk from the significant hazards identified.</i>	<i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Slips, trips, falls	All Participants	Site/activity to be selected appropriate to the group's ability. All participants will be wearing suitable, covered footwear with a decent sole (trainers as a minimum) for the activity and briefed with particular emphasis on prevailing conditions which may make it slippery or loose.	Leader to carry first aid kit, emergency shelter, spare warm clothing, spare food, a hot drink and mobile phone.
Hypothermia/Hyperthermia	All Participants	Participants will be wearing appropriate clothing/sun protection for the activity which will be checked prior to commencement by the instructor. Participants will carry/wear a set of waterproofs and spare warm jumper as necessary.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone/spare clothing and an emergency shelter. Leaders understand and able to coordinate emergency procedure as required.

		Group leader to monitor the group and be aware of signs.	For individuals with limited mobility, blankets/sunhats/and long sleeves to be carried as necessary.
Fatigue/Exhaustion	All Participants	Instructor will monitor all individuals to ensure that the level of the activity is manageable for the group and modify as necessary to suit the ability of the participants. Instructors to be aware that specific disabilities can experience fatigue and tire easier than others.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone/spare clothing and an emergency shelter. Leaders are to understand and be able to coordinate emergency procedures as required. Leaders to liaise with visiting group staff to incorporate rest and personal care needs breaks.
Wildlife/ Farm Animals	All Participants	Participants briefed and aware when crossing fields with livestock to stick to public footpaths and leave gates as they find them.	Leaders to check medical consent forms for allergies.
Ticks	All Participants	Particular vigilance in prone areas-group briefed and advised to check daily for ticks. Instructor to carry tick-removal device. In known tick areas group to be briefed on wearing long pants and/or gaiters.	Leaders first aid qualified/First Aid kit carried. Leaders first aid kit includes a tick remover, gloves and antiseptic wipes.

		Instructor to brief group and staff on remaining vigilant for ticks for 48 hours after finishing the activity and self-refer to a GP if they are unsure how to remove. Instructor to brief the whole group on session to monitor the site for red marks/ tenderness/ circular bullseye marks/ stripes.	
Insect bites and stings	All Participants	Instructor to be aware of any allergies to insect bites amongst the participants and staff. Participants to bring insect repellent and antiseptic cream with them for the treatment of minor wounds and bites/stings.	Leaders to check medical consent forms for any insect allergies and those with known anaphylaxis to carry an epi-pen.

Risk Assessment- Bushcraft

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 COMPLETED BY: Gemma Hendry
 LATEST REVIEW: 22/02/2021
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Separation/loss	All Participants	Instructor to monitor and modify the session to reflect participant ability and the environmental conditions. Participants briefed as to emergency procedures and what they need to do in a 'lost' situation'. Group management and clear boundaries throughout the session.	Leader's first aid qualified/First Aid kit carried. For individuals with complex support needs additional staff will be placed on session.
Fires/Burns and Scalds	All participants	Participants briefed and supervised in the building off and use of fires. What's in the fire stays in the fire, careful movement when near to a fire, no running, designated fire pit area, designated staff to supervise small groups.	Leaders first aid qualified/First Aid kit carried and a mobile phone. Leaders understand and able to coordinate emergency procedure as required.

		Access to water bucket or nearby water source such as a stream/hose. Use of longer sticks and bush craft equipment for individuals who may struggle with balance.	Increase visiting staff ratios for individuals with complex needs and/or anxieties around fires.
Use of knives for cooking and food preparation	All Participants	Participants briefed and supervised in use of knives and cooking. Cooking and use of knives only in a designated and marked area with fuel source away from this area. Consideration for the ability of the participants and due care at all times in the supervision of the use of knives.	Leaders first aid qualified/First Aid kit carried and a mobile phone. Leaders understand and able to coordinate emergency procedure as required. Adaptive techniques and knives to be used where appropriate such as chopping stands for wheelchair users.
Use of Knives for carving/whittling	All Participants	Participants briefed and supervised in use of knives at all times. Use of knives only in a designated and marked area with careful consideration for the ability of the participants with due care at all times in the supervision of the use of knives.	Leaders first aid qualified/First Aid kit carried and a mobile phone. Leaders understand and able to coordinate emergency procedure as required. Adaptive techniques to be used where appropriate such as chopping stands for wheelchairs and clamps for logs.
Drinking Water	All Participants	Water source to be identified by the instructor- where appropriate water will be purified for drinking/cooking.	

Toileting and Personal Hygiene	All Participants	Participants briefed about how/where for toileting with environmental considerations as well as personal safety (don't go too far/let somebody in your tent know that you are going if at night). Personal hygiene (hand washing/pot washing) covered within the briefing. Hygiene station set up to make this achievable for all participants.	Leader to be aware of personal care needs of the group and where appropriate the nearest location of an accessible toilet and a changing places toilet. Use of portable camping toilet and toilet/changing tent where appropriate.
Splinters, injuries from sticks and other woodland material	All Participants	All participants briefed and given a full demonstration prior to any bush craft activity. Clear boundaries are set with regard to collection areas and group monitored and supervised at all times by accompanying staff and instructors.	Leaders first aid qualified/First Aid kit carried. Gloves provided for all participants when Shelter Building.
Coming into contact with foreign objects/harmful litter that have been left/washed up in the area	All Participants	All participants briefed and told not to touch anything that they find that is litter or other debris (anything non-natural) and to report any findings to staff. Clear boundaries are set with regard to collection areas and group monitored and supervised at all times by accompanying staff and instructors.	Leaders first aid qualified/First Aid kit carried Gloves provided for all participants where appropriate.

Risk Assessment - Bouldering, Weaselling and Scrambling

ASSESSMENT DATE: 22/02/19
 COMPLETED BY: Gemma Hendry
 LATEST REVIEW: 22/02/2021
 REVIEWED BY: Gemma Hendry

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<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>List groups of people who are especially at risk from the significant hazards identified.</i>	<i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Trips and Slips on level ground	All Participants	All participants will be briefed by the instructor and managed throughout approach to the boulders. Visual inspection beforehand by the instructor taking into account environmental conditions, rain/slippy sections and participant ability. Extra staff placed on sessions with individuals with limited mobility. Instructors are trained in the use of climbing ropes, belay equipment and anchors to protect students. Instructors and students wear protective helmets and appropriate footwear.	Leaders first aid qualified/First Aid kit carried

Sprains and Strains	All Participants	All participants briefed on spotting techniques. Routes to be carefully selected by the Leader to match the groups abilities.	Leaders first aid qualified/First Aid kit carried Extra staff placed on sessions with individuals with limited mobility and/or additional support needs.
Falls from a height	All participants	Instructors are trained in the safe use of climbing ropes, belay equipment and anchors to safeguard clients. All students and instructors wear climbing helmets. All clients and instructors use harnesses as appropriate. Instructors supervise clients belaying.	Leaders are appropriately qualified and knowledgeable in the venue they are using.
Falling off the boulders	All Participants	Participants will receive a safety briefing prior to the session. Group to be briefed on spotting, weaselling techniques such as commando crawl and the direction of the route.	Leader Site Specific Trained. Leaders first aid qualified/First Aid kit carried. Leaders understand and able to coordinate emergency procedure as required.
Equipment Failure	All Participants	All equipment BMC-UIAA approved. Visual inspection carried out prior to use for all helmets/ harnesses/ ropes/ slings and climbing hardware.	

Rock Fall	All Participants	The instructor will visually check the rock site to be used prior to the activity. The activity will not proceed if the area is deemed unstable. Protective helmets worn by all throughout the weaselling activity.	Leaders first aid qualified/First Aid kit carried. Leaders understand and able to coordinate emergency procedure as required.
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Risk Assessment - Slack Lining

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 COMPLETED BY: Gemma Hendry
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The same common hazards and control measures apply as for Summer Hill Walking			
Trips and Slips	All Participants	Maximum height of operation – 0.5 metre off the ground. Instructors carry out a check of the landing/fall zone and remove any object's that may cause harm. Instructors are trained in the safe use of equipment and to safeguard clients. Spotters or the use of a hand line may be necessary with some groups.	Leaders first aid qualified/First Aid kit carried. Site carefully selected by Able2Adventure to suit the groups mobility needs.

Use of technical equipment and equipment operation	All Participants	Instructors are trained in the safe use all relevant technical equipment. Instructors train and supervise clients in the safe use of the technical equipment.	
Anchor Failure	All Participants	Instructors are trained in anchor selection.	

Risk Assessment - Rock Climbing and Abseiling

ASSESSMENT DATE: 22/02/19
 COMPLETED BY: Gemma Hendry
 LATEST REVIEW: 22/02/2021
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Trips and Slips	All Participants	All participants will be briefed by the instructor and managed throughout approach to crag. Visual inspection beforehand by the instructor taking into account environmental conditions, rain/slippery and participant ability. Extra staff placed on sessions with individuals with limited mobility. Off road wheelchairs to be used where appropriate.	Leaders first aid qualified/First Aid kit carried.
Sprains and Strains	All Participants	All participants briefed on climbing and abseiling techniques. Monitored by the instructor.	Leaders first aid qualified/First Aid kit carried.

			Leader to train and monitor those supporting off road wheelchair in appropriate moving and handling.
Falling off the climb or abseil	All Participants	Participants will receive a safety briefing prior to the session. Safety rope always used when climbing. Single pitches used only. Security of pitch visually checked during set-up. Designated 'Climbing Zone' kept clear of hazards and non-active participants. Designated 'waiting' zone for abseiling well back from the edge of the rock face.	Leader Instructor SPA/RCI qualified. Leaders first aid qualified/First Aid kit carried. Leaders understand and able to coordinate emergency procedure as required. Use of instructor/assistant line for those with limited mobility. Barrow technique to be used for wheelchair abseils. Hoist systems to be used where appropriate according to MTA Climbing for All guidelines. All instructors to be Climbing for All trained in the use of adaptive harnesses and equipment.
Equipment Failure	All Participants	All equipment BMC-UIAA approved. Visual inspection carried out prior to use for all equipment and ropes.	Leader SPA/RCI qualified. All instructors to be Climbing for All trained in the use of adaptive harnesses and equipment.

		Harnesses fitted appropriate to size- Full body/chest harnesses/tape slings available as required. All harnesses fitted/monitored under strict supervision of SPA. Visual inspection before use.	
Rock Fall	All Participants	The instructor will visually check the rock site to be used prior to the activity. The activity will not proceed if the area is deemed unstable. Protective helmets worn by all throughout the rock climbing activity.	Leader RCI/SPA qualified. Leaders first aid qualified/First Aid kit carried. Leaders understand and able to coordinate emergency procedure as required.

Risk Assessment - Camping and Overnight Activities

ASSESSMENT DATE: 22/02/19
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<u>Hazard</u>	<u>Who might be harmed?</u>	<u>Is the risk adequately controlled?</u>	<u>What further action is needed to control the risk?</u>
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>List groups of people who are especially at risk from the significant hazards identified.</i>	<i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Separation/loss	All Participants	Instructor to monitor and modify the session to reflect participant ability and the environmental conditions. Participants briefed as to emergency procedures and what they need to do in a 'lost' situation'. Group management throughout the session.	Leader's first aid qualified/First Aid kit carried. Leaders qualified to NGB standard for the terrain/environment. For individuals with complex support needs additional staff will be placed on session.
Getting Lost	All participants	Instructors to be NGB qualified and have an operational knowledge of the area being used. Spare map and compass carried on all sessions. Spare torches are carried by the instructor.	Leaders qualified to NGB standard for the terrain/environment.

Use of Stoves/Burns and Scalds	All participants	Participants briefed and supervised in use of stoves and cooking. Cooking and use of stoves only in a designated and marked area with fuel source away from this area. Stoves not to be used in tents. Consideration for the ability of the participants and due care at all times in the supervision of the use of stoves. Adaptive stoves and techniques to be used at the discretion of the instructor.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required. Leader to be trained in adaptive stove techniques.
Use of knives for cooking and food preparation	All Participants	Participants briefed and supervised in use of knives and cooking. Preparation of food is supervised by the instructor. Hand washing arrangements and facilities are made available. Groups are briefed on the need for care when handling food and utensils. Activities are supervised and monitored by the instructor.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required. Adaptive techniques to be used where appropriate such as chopping stands for wheelchairs.

		Cooking and use of knives only in a designated and marked area with fuel source away from this area. Consideration for the ability of the participants and due care at all times in the supervision of the use of knives.	
Child Protection issues		All Instructors leading overnight camps to have attended Child Protection training. It would be considered good practice to have at least one adult of each gender of the students if it is a mixed gender group of under 16's. Adult staff or accompanying adults sharing tents of mixed genders is discouraged when working with under 16's. A referral form and risk assessment of vulnerable young people may be necessary to allow appropriate measures in place as well as communications with other professional agencies where appropriate.	
Drinking Water	All Participants	Water source to be identified by the instructor- where appropriate water will be purified for drinking/cooking.	

Toileting and Personal Hygiene	All Participants	Participants briefed about how/where for toileting with environmental considerations as well as personal safety (don't go too far/let somebody in your tent know that you are going if at night). Personal hygiene (hand washing/pot washing) covered within the briefing. Hygiene station set up to make this achievable for all participants.	Leader to be aware of personal care needs of the group and where appropriate the nearest location of an accessible toilet and a changing places toilet.
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Risk Assessment- Coasteering: Bow Fiddle Rock

ASSESSMENT DATE: 22/02/19
 COMPLETED BY: Gemma Hendry
 LATEST REVIEW: 22/02/2021
 REVIEWED BY: Gemma Hendry

<u>Hazard</u>	<u>Who might be harmed?</u>	<u>Is the risk adequately controlled?</u>	<u>What further action is needed to control the risk?</u>
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>List groups of people who are especially at risk from the significant hazards identified.</i>	<i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Trips and Slips- Beach area	All Participants	All participants will all be wearing suitable foot wear (closed footwear with a decent sole (trainers are ideal-no sandals/crocs) for the activity and briefed on 'slippery rocks' and safety whilst moving in these areas (low and slow).	Leaders first aid qualified/First Aid kit carried.
Scratches/cuts/grazes	All Participants	All participants will be made aware of these risks while taking part in the traversing and scrambling on rocks. Participants will all be wearing long sleeved/legged 5/3 winter wetsuits. Gloves will be issued to participants if there is swell.	Leaders first aid qualified/First Aid kit carried

Falling into the water/Winding	All Participants	Participants will receive a safety briefing prior to the session- all will be coached on 'how to land', how to jump and shallow water entry; there will be plenty of opportunity to practice all techniques throughout the session.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required.
Falling onto Rocks	All Participants	Participants will receive a safety briefing prior to the session- this will include 'spotting methods' and clear boundaries on where to climb/traverse (only when told by an instructor). Instructor to monitor participant ability and modify the activity as appropriate. Instructor to select a route appropriate to the group's needs.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required.
Hypothermia	All Participants	Participants will be wearing appropriate wetsuits for the activity (5/3 winter suits, neoprene hoods in winter, neoprene socks, neoprene gloves in winter, cags). Weather conditions will be checked prior to the activity. Group leader to monitor the group and be aware of signs.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required.
Jumping into the water	All Participants	Participants will receive a safety briefing prior to the session- all will be coached	Leaders first aid qualified/First Aid kit carried.

		on 'how to jump', the group will only progress to higher level jumps after demonstrating competence and effective landing from jumps at lower levels, the group will always be in designated areas as specified by the instructor. Tidal and weather conditions, along with participant ability will be the deciding factors for the areas used.	Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required.
Drowning	All Participants	All participants will be wearing a correctly fitting buoyancy aid and helmet (meeting industry standards and checked by an instructor prior to the session). Instructor will monitor all individuals to ensure that the level of the activity is manageable for the group	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required.
Weather	All Participants	Instructor to check the forecast and monitor conditions throughout the session- particular attention to wind direction and speed.	Cancel the session or cut it short if the conditions change or are not deemed suitable for the group.
Sea Conditions	All Participants	Participants being unintentionally washed off the rocks. Participants being unintentionally washed against the rocks when in the water by the swell.	Check the forecast and monitor conditions throughout the session- Lead instructor to determine if the conditions are suitable for the group.

		Instructor will monitor all individuals to ensure that the level of the activity is manageable for the group and modify as necessary.	Modify or cancel the session as necessary.
Tidal State	All Participants	Tidal times and variations are checked prior to the activity. Activity session is then planned to reflect water levels- including the use of different spots to jump, scramble and swim.	Tide timetable check prior to all sessions and thorough venue knowledge by the lead instructor
Footpath around the coastline	All Participants	All participants will all be wearing suitable foot wear (closed footwear with a decent sole (trainers are ideal-no sandals/crocs) for the activity and briefed on 'slippery and loose sections of rocks' and safety whilst moving in these areas (low and slow). Particular care and attention along with Dynamic risk assessing exercised at all times, especially after wet and unstable weather or rough sea conditions.	Instructor to carry: Mobile phone, group shelter or survival bag, first aid kit, throw line, knife, whistle. Leaders first aid qualified. Leaders understand and able to coordinate emergency procedure as required.
Escape/Emergency action	All Participants	Mobile phone carried at all times Contact emergency services and coastguard to coordinate sea rescue as necessary.	Instructor to carry: Mobile phone, group shelter or survival bag, first aid kit, throw line, knife, whistle. Leaders first aid qualified.

			Leaders understand and able to coordinate emergency procedure as required.
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Risk Assessment - Gorge Walking/Swimming

Venues (not limited to) Auchlean, Feshiebridge, Bridge of Brown and Culloden

ASSESSMENT DATE: 22/02/19
 COMPLETED BY: Gemma Hendry
 REVIEWED BY: Gemma Hendry
 Date Reviewed: 22/02/2021

<u>Hazard</u>	<u>Who might be harmed?</u>	<u>Is the risk adequately controlled?</u>	<u>What further action is needed to control the risk?</u>
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>List groups of people who are especially at risk from the significant hazards identified.</i>	<i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Trips and Slips	All Participants	All participants will be wearing suitable foot wear (closed footwear with a rubberised sole (trainers are ideal-no sandals/crocs etc.) for the activity and briefed on 'slippery rocks' and safety whilst in these areas - moving "low and slow". Instructor will select safe routes and spot participants where required.	Leaders first aid qualified/First Aid kit carried
Scratches/cuts/grazes	All Participants	All participants will be made aware of these risks while taking part in the traversing and scrambling on rocks. Participants will all be wearing long sleeved/legged 5/3 winter wetsuits.	Leaders first aid qualified/First Aid kit carried.

Foot Entrapment	All Participants	Participants will receive a safety briefing prior to the session - all will be advised on how to move in this terrain. The group will always be in designated areas that will be briefed and monitored by instructor.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders qualified in WWSR. Leaders understand and able to coordinate emergency procedure as required.
Fall From Height	All Participants	Participants will receive a safety briefing prior to the session- this will include 'spotting methods' and clear boundaries on where to climb/traverse (only when told by an instructor). Instructor to monitor participant ability and modify the activity as appropriate.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required.
Hypothermia	All Participants	Participants will be wearing appropriate clothing for conditions (wetsuits for full immersion, 5:3 wetsuits in winter) weather conditions will be checked prior to the activity. Group leader to monitor the group and be aware of signs.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required.
Jumping into the water	All Participants	Participants will receive a safety briefing prior to the session- all will be coached on 'how to jump'.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone.

		The group will only jump into the water if the landing zone has been inspected by the lead instructor and deemed safe enough to do so. The group will always be in designated areas as specified by the instructor.	Leaders understand and able to coordinate emergency procedure as required.
Drowning	All Participants	All participants will be wearing a correctly fitting buoyancy aid and helmet (meeting industry standards and checked by an instructor prior to the session). Instructor will monitor all individuals to ensure that the level of the activity is manageable for the group.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required.
Weather	All Participants	Instructor to check the forecast and monitor conditions throughout the session- paying particular attention to water levels and rainfall.	Cancel the session or cut it short if the river level rises or conditions are not deemed suitable for the group.
River Conditions	All Participants	Participants being unintentionally washed off their feet. Participants will be briefed on 'defensive swimming' technique and if necessary, throw line safety. Instructor will position themselves appropriately to monitor all individuals to ensure that the level of the activity is	Check the forecast and monitor conditions throughout the session- Lead instructor to determine if the conditions are suitable for the group. Modify or cancel the session as necessary. Instructors are familiar with local gorge hydrology.

		manageable for the group and modify as necessary.	
Escape/Emergency action	All Participants	Mobile phone carried at all times. Instructor must be familiar with all escape routes and sweet spots for phone signal from specific gorges. Contact emergency services to coordinate rescue as necessary.	Instructor to carry: Mobile phone, group shelter or survival bag, first aid kit, throw line, knife, whistle. Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone Leaders understand and able to coordinate emergency procedure as required.

Risk Assessment - Summer Hill Walking

ASSESSMENT DATE: 26/02/19
 COMPLETED BY: Gemma Hendry
 LATEST REVIEW: 22/02/2021
 REVIEWED BY: Gemma Hendry

<u>Hazard</u>	<u>Who might be harmed?</u>	<u>Is the risk adequately controlled?</u>	<u>What further action is needed to control the risk?</u>
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>List groups of people who are especially at risk from the significant hazards identified.</i>	<i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Trips and Slips	All Participants	All participants will be wearing suitable, sturdy footwear with a decent sole (trainers as a minimum, ankle support when off track) for the activity and briefed with particular emphasis on prevailing conditions which may make it slippery or loose. Group management and supervision by instructor.	Leaders first aid qualified/First Aid kit carried. Route carefully selected by Able2Adventure to suit the groups mobility needs.
Separation/loss	All Participants	Instructor to monitor and modify the session to reflect participant ability and the environmental conditions. Participants briefed as to emergency procedures and what they need to do in a 'lost' situation'.	Leader's first aid qualified/First Aid kit carried. Leaders qualified to NGB standard for the terrain/environment.

		Group management throughout the session.	For individuals with complex support needs additional staff will be placed on session.
Hypothermia/Hyperthermia	All Participants	Participants will be wearing appropriate clothing/sun protection for the activity which will be checked prior to commencement by the instructor. Participants will carry/wear a set of waterproofs and spare warm jumper as necessary. Group leader to monitor the group and be aware of signs	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required. Participants to bring sunscreen with them. For individuals with limited mobility, blankets/sunhats/and long sleeves to be carried as necessary.
Getting Lost	All participants	Instructors are trained and qualified in navigation and leadership. Instructors leave details of their route (including contingency arrangements), the activity and timings on the Late Back Form (held by the Nominated Contact Person). The late back procedure may be invoked where the group has been delayed as a result of an individual or group getting lost.	Leaders qualified to NGB standard for the terrain/environment.

		The Group should have sufficient equipment including food, clothing and group shelter to deal with an unforeseen delay.	
Falling stones/objects	All participants	Instructors select routes that avoid the possibility of falling stones / objects. Instructors supervise and monitor the progress of groups. Instructors avoid areas at the top and bottom of crags where climbers and other walkers may be 'operating'. Instructors may consider the use of helmets if planning on a route involving large scree slopes or other areas where this risk is likely.	
Drinking Water	All Participants	Water source to be identified by the instructor- where appropriate water will be purified for drinking/cooking.	
Toileting and Personal Hygiene	All Participants	Participants briefed about how/where for toileting with environmental considerations as well as personal safety (don't go too far/let somebody in your tent know that you are going if at night). Personal hygiene (hand washing/pot washing) covered within the briefing. Hygiene station set up to make this achievable for all participants.	Leader to be aware of personal care needs of the group and where appropriate the nearest location of an accessible toilet and a changing places toilet.

Weight of Rucksack	All Participants	Should be appropriate to the size and strength of the individual carrying it.	
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Risk Assessment - Orienteering

ASSESSMENT DATE: 26/02/19
 COMPLETED BY: Gemma Hendry
 LATEST REVIEW: 22/02/2021
 REVIEWED BY: Gemma Hendry

<u>Hazard</u>	<u>Who might be harmed?</u>	<u>Is the risk adequately controlled?</u>	<u>What further action is needed to control the risk?</u>
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>List groups of people who are especially at risk from the significant hazards identified.</i>	<i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Trips and Slips	All Participants	All participants will be wearing suitable, sturdy footwear with a decent sole (trainers as a minimum, ankle support when off track) for the activity and briefed with particular emphasis on prevailing conditions which may make it slippery or loose. Group management and supervision by instructor.	Leaders first aid qualified/First Aid kit carried. Site and courses carefully selected by Able2Adventure to suit the groups mobility needs. Wheelchair users to use the designated wheelchair courses.
Separation/loss	All Participants	Instructor to monitor and modify the session to reflect participant ability and the environmental conditions. Participants briefed as to emergency procedures and what they need to do in a 'lost' situation'.	Leader's first aid qualified/First Aid kit carried. Leaders qualified to NGB standard for the terrain/environment.

		Teams to be a minimum group size of 3 on larger courses. Group management throughout the session. Use of radios or walkie/talkies where appropriate.	For individuals with complex support needs additional staff will be placed on session.
Falling stones/objects	All participants	Instructors select courses that avoid the possibility of falling stones / objects. Instructors supervise and monitor the progress of groups.	
Toileting and Personal Hygiene	All Participants	Participants briefed about how/where for toileting with environmental considerations as well as personal hygiene.	Leader to be aware of personal care needs of the group and where appropriate the nearest location of an accessible toilet or changing places toilet.
Members of the public	All Participants	Group to be briefed on appropriate behaviour in public places and what to say if being asked about themselves and the activity. Particularly important when working with younger groups.	

Risk Assessment – Winter Hill Walking

ASSESSMENT DATE: 26/02/19
 COMPLETED BY: Gemma Hendry
 LATEST REVIEW: 22/02/2021
 REVIEWED BY: Gemma Hendry

<u>Hazard</u>	<u>Who might be harmed?</u>	<u>Is the risk adequately controlled?</u>	<u>What further action is needed to control the risk?</u>
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>List groups of people who are especially at risk from the significant hazards identified.</i>	<i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
All of the same risks and control measures as stated in the Summer Hill Walking Risk Assessment			
Winter weather conditions (frost bite/ hypothermia/ snowblindness/ sunburn)	All Participants	Specialist mountain weather forecasts consulted where available. Local weather reports obtained where available. Instructor/Student PPE appropriate to weather conditions. Instructors trained and experienced in navigation, avalanche awareness, weather signs and appropriate first aid.	Leaders to carry first aid kit, group shelter, probe and snow shovel.

Steep broken terrain. Slippery rock (including verglass) Snow on grass, muddy, icy or loose paths. Steep snow and ice slopes. Cornices.	All participants	Route chosen is appropriate to participants abilities and prevailing conditions. Group are suitably trained in basic defensive winter skills. Group are supervised as appropriate to their abilities and prevailing conditions. Appropriate PPE (CE approved) is used. Instructors are suitably trained and experienced. The element of risk is understood and accepted by all.	Leaders to carry first aid kit, group shelter, probe and snow shovel.
Water hazards, such as burns, rivers, snow bridges and marshy ground.	All participants	Specialist mountain weather forecasts consulted where available. Local weather reports obtained where available. Instructors take into account implications of burns/rivers in spate on route choice, are conversant with weather signs, are trained and experienced in river crossing techniques and procedures.	Leaders to carry navigation aids and to plan routes avoiding water courses where possible.

		Group receive appropriate instruction and supervision in river crossing techniques.	
Avalanches	All participants and other members of public in the area.	Specialist mountain weather and avalanche forecasts consulted as appropriate. Local weather forecasts obtained where available. Instructors suitably trained and experienced in avalanche awareness and avoidance using a variety of information sources and techniques. Be avalanche aware planning guidance, conditions board and collective knowledge of staff, safe travel methods, search and rescue techniques. Use of shovel and probe when appropriate.	Leaders to carry first aid kit, group shelter, probe and snow shovel. Leaders to be able to quickly identify slopes of between 30-45 degrees. Leaders able to plan to avoid avalanche prone terrain in their route selection.
Equipment failure due to inappropriate use or loading in ascent and descent	All participants	Instructors are suitably trained and experienced, and are aware of current recommendations (manufacturer, UIAA, BMC Tech Committee, common industry practice).	
Natural rock/ice fall	All participants	Avoidance of high hazard areas.	

		Helmets worn in hazard areas.	
Equipment failure due to faulty maintenance, storage, use beyond end of safe working life	All participants	Purchase of good quality equipment; CE approved where appropriate or instructors judge quality of products produced by their students. PPE use/condition logged using systematic in-house procedures.	

Risk Assessment - Initiatives

ASSESSMENT DATE: 25/02/19
 COMPLETED BY: Gemma Hendry
 LATEST REVIEW: 22/02/2021
 REVIEWED BY: Gemma Hendry

<u>Hazard</u>	<u>Who might be harmed?</u>	<u>Is the risk adequately controlled?</u>	<u>What further action is needed to control the risk?</u>
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>List groups of people who are especially at risk from the significant hazards identified.</i>	<i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Weather	All Participants	Instructor to check the forecast and monitor conditions throughout the session- particular attention to wet or windy weather.	Cancel the session or cut it short if the conditions change or are not deemed suitable for the group.
Incorrect use of Equipment	All Participants	Participants briefed and given a full demonstration prior to any problem-solving activity. Clear boundaries are set with regard to appropriate behaviour whilst taking part in the activity. Group monitored throughout the activity.	Leaders first aid qualified/First Aid kit carried. Activities carefully selected by Able2Adventure to suit the groups mobility needs.

Risk Assessment - Cycling

ASSESSMENT DATE: 26/02/19
 COMPLETED BY: Gemma Hendry
 LATEST REVIEW: 22/02/2021
 REVIEWED BY: Gemma Hendry

Adaptive Bikes refers to tandems, tricycles, handcycles, ice trikes and front mounted wheelchair bikes

<u>Hazard</u>	<u>Who might be harmed?</u>	<u>Is the risk adequately controlled?</u>	<u>What further action is needed to control the risk?</u>
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>List groups of people who are especially at risk from the significant hazards identified.</i>	<i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Falls from a cycle	All Participants	Instructors and students will wear a properly adjusted protective helmet & gloves. Instructors will brief the group in the use of brakes and gears. Observation of each group members cycling ability carried out at the beginning of session. The need to control speed is emphasised throughout the session. Instructors will brief the group about what sort of terrain they will face, this	Leaders first aid qualified/First Aid kit carried. For individuals with complex support needs additional staff will be placed on session.

		will be in small chunks throughout the day. Instructors will select and adjust routes in order to ensure they are suitable for the group's abilities in the conditions. Instructors to select adaptive cycles suitable for individual's abilities and where appropriate use tandem bikes.	
Equipment Failure	All Participants	All cycles and related equipment regularly checked and serviced by a Cyttec or Velotec cycle mechanic. All equipment checked prior to being issued to participants for group use or for hire. Instructors trained and qualified in Basic Trail-side Repairs	Leaders first aid qualified/First Aid kit carried Leaders carry a Cycle Repair Kit.
Use of Hire Equipment from other providers	All Participants	Only Approved Equipment Hire Providers to be used. Instructor to carry out a basic safety check on all hire cycles and helmets. Instructors trained in basic cycle Maintenance.	Leaders carry Cycle Repair Kit.

Loose material from bike wheels / tree branches	All Participants	Safety Glasses are available for participants and the necessity of their use will be determined by the Instructor.	
Technical riding – Greater Consequences of falls from a bike	All Participants	Instructors to try and build up technical difficulties on rides in order to assess the abilities of participants. Instructors trained and qualified in coaching and guiding participants on technical ground. Instructors can change routes in order to make sure route is appropriate for clients ability. Pre-inspection “walk before you ride” may be beneficial in some circumstances. Instructors to be aware of fatigue within the group and avoid areas of high technicality with tired riders. Instructors able to inform participants about what challenges may lie ahead on sections of trails.	Use of buddy system with volunteers/carers where appropriate.
Participants using own equipment	All Participants	Instructors take responsibility for the session and as such should satisfy	For individuals with complex support needs additional staff will be placed on session.

		themselves that any equipment being used is fit for purpose. Instructors should pack sufficient equipment to replace any participant's kit that is not fit for purpose. Instructors should be satisfied that the tools and parts carried by the group will be sufficient to all likely mechanical issues. Instructor to be aware of and have training in adaptive cycles.	
Injury when using Adaptive cycles	Participants using adaptive cycles	Instructor to be aware of and have training in adaptive cycles. Instructor to brief and train participant and support staff in safe use of adaptive cycles. Instructor to be trained in repairs to adaptive cycles and carry appropriate spares.	For individuals with complex support needs additional staff will be placed on session.
Separation/loss	All Participants	Instructors are trained in navigation and leadership.	For individuals with complex support needs additional staff will be placed on session.

		Instructors leave details of their route (including contingency arrangements), the activity and timings on the Late Back Form (held by the Nominated Contact Person). The late back procedure may be invoked where the group has been delayed as a result of an individual or group getting lost. Instructors regularly monitor progress and set clear guidelines for the group to stay together. They should position themselves to most effectively manage group. A responsible person to act as a “back marker” may be appointed by the instructor.	
Remote Environments	All participants	Instructors trained and qualified to operate in that environment. Advance warning of any medical conditions to be obtained via a consent form. Route should be planned and adjusted to take into account the groups, ability and fitness as well as environmental conditions on the day.	

		Copy of expected route and possible escape routes should be left with the nominated Late Back person.	
Collisions with Traffic, other bikers, pedestrians, Horse Riders	All members of the public in the area of the activity	Instructors brief and manage participants concerning the cycle and highway code. Instructors to manage spacing depending on type of road and group.	

Risk Assessment- Paddlesport: Moderate Water

Up to and including Grade 2

ASSESSMENT DATE: 25/02/19

COMPLETED BY: Gemma Hendry

DATE REVIEWED: 22/02/2021

REVIEWED BY: Gemma Hendry

#Boats refers to canoes/closed cockpit kayaks/sit on tops kayaks/packrafts and paddleboards

<u>Hazard</u>	<u>Who might be harmed?</u>	<u>Is the risk adequately controlled?</u>	<u>What further action is needed to control the risk?</u>
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>List groups of people who are especially at risk from the significant hazards identified.</i>	<i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Trips and Slips	All Participants	All participants will all be wearing suitable covered sturdy footwear with a decent sole (trainers are ideal-no flip flops) for the activity and briefed on 'slippery rocks' and safety whilst moving in these areas (low and slow). Instructor supervises launching/recovery of boats closely.	Leaders first aid qualified/First Aid kit carried. Venue carefully selected by Able2Adventure to suit the groups mobility needs. Leaders to be Paddle-ability trained for moving and handling participants in and out of boats.
Scratches/cuts/grazes	All Participants	Instructor to monitor and modify the session to reflect participant ability and the environmental conditions.	Leaders first aid qualified/First Aid kit carried

Capsize/Entrapment	All Participants	Participants will receive a safety briefing prior to the session which will include capsize/what to do if you capsize. All boats will be clear of potential entrapment hazards; this will be checked prior to participants getting on the water.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required. Leaders qualified to UKCC standards including WWSR. Leaders to be trained in adaptive techniques and aids and be able to equip participants with suitable boats/seats and paddles.
Strains/Back Injury	All Participants	Participants will receive a briefing prior to the session- this will include safe handling and lifting of boats. Participants will be supervised by the instructor whilst lifting boats. Instructor to monitor participant ability and modify the activity as appropriate.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required. Buddy system to be used where appropriate in tandem boats.
Hypothermia/Hyperthermia	All Participants	Participants will be wearing appropriate clothing for the activity which will be checked prior to commencement by the instructor.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone.

		Participants will have access to spare clothing as necessary. Group leader to monitor the group and be aware of signs	Leaders understand and able to coordinate emergency procedure as required. For individuals with limited mobility, blankets/sunhats/and long sleeves to be carried as necessary.
Drowning	All Participants	All participants will be wearing a correctly fitting buoyancy aid and helmet (meeting industry standards and checked by an instructor prior to the session). Instructor will monitor all individuals to ensure that the level of the activity is manageable for the group. Participants will be briefed on specific techniques- defensive/aggressive swimming, use of throw lines, eddy's and strainers.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required. Leaders qualified to UKCC standards and WWSR.
Weather/River Levels	All Participants	Instructor to check the forecast and river levels prior to the session and monitor conditions throughout the session- particular attention to river levels and rain.	Cancel the session or cut it short if the conditions change or are not deemed suitable for the group.
Obstacles in the River	All Participants	Instructor to have a thorough knowledge of the section of river being used.	Leaders qualified to UKCC standards and WSR.

		Participants will be briefed on potential hazards in the river and managed closely at all times by the instructor.	
Escape/Emergency action	All Participants	Mobile phone carried at all times. Contact emergency services and coastguard to coordinate land/sea rescue as necessary.	Instructor to carry: Mobile phone, group shelter or survival bag, first aid kit, throw line (WW), knife (WW), and whistle. Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required.

Risk Assessment- Paddlesport: Sheltered Water

ASSESSMENT DATE: 25/02/19
 COMPLETED BY: Gemma Hendry
 DATE REVIEWED: 22/02/2021
 REVIEWED BY: Gemma Hendry

#Boats refers to canoes/closed cockpit kayaks/sit on tops kayaks/packrafts and paddleboards

<u>Hazard</u>	<u>Who might be harmed?</u>	<u>Is the risk adequately controlled?</u>	<u>What further action is needed to control the risk?</u>
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>List groups of people who are especially at risk from the significant hazards identified.</i>	<i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Trips and Slips	All Participants	All participants will all be wearing suitable foot wear sturdy footwear with a decent sole (trainers are ideal-no flip flops) for the activity and briefed on 'slippery rocks/mud' and safety whilst moving in these areas (low and slow). Leader supervises launching/recovery of boats closely.	Leaders first aid qualified/First Aid kit carried. Site carefully selected by Able2Adventure to suit the groups mobility needs. Leaders to be Paddle-ability trained for moving and handling participants in and out of boats.
Scratches/cuts/grazes	All Participants	Instructor to monitor and modify the session to reflect participant ability and the environmental conditions.	Leaders first aid qualified/First Aid kit carried.
Capsize/Entrapment	All Participants	Participants will receive a safety briefing prior to the session which will include capsize/what to do if you capsize.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone.

		All boats will be clear of potential entrapment hazards; this will be checked prior to participants getting on the water.	Leaders understand and able to coordinate emergency procedure as required. Leaders qualified to UKCC standards. Leaders to be trained in adaptive techniques and aids and be able to equip participants with suitable boats/seats and paddles.
Strains/Back Injury	All Participants	Participants will receive a briefing prior to the session- this will include safe handling and lifting of boats. Participants will be supervised by the leader whilst lifting boats. Instructor to monitor participant ability and modify the activity as appropriate.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required. Buddy system to be used where appropriate in tandem boats.
Hypothermia/Hyperthermia	All Participants	Participants will be wearing appropriate clothing for the activity which will be checked prior to commencement by the instructor. Participants will have access to spare clothing as necessary.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required.

		Group leader to monitor the group and be aware of signs.	For individuals with limited mobility, blankets/sunhats/and long sleeves to be carried as necessary.
Jumping into the water	All Participants	Participants will receive a safety briefing prior to the session- participants will only jump into the water/capsize as instructed to do so. Tidal and weather conditions, along with participant ability will be the deciding factors for the areas used.	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required.
Drowning	All Participants	All participants will be wearing a correctly fitting buoyancy aid and helmet where necessary (meeting industry standards and checked by an instructor prior to the session). Instructor will monitor all individuals to ensure that the level of the activity is manageable for the group	Leaders first aid qualified/First Aid kit carried. Leaders carry a mobile phone. Leaders understand and able to coordinate emergency procedure as required. Leaders qualified to UKCC standards.
Weather	All Participants	Instructor to check the forecast and monitor conditions throughout the session- particular attention to wind direction and speed.	Cancel the session or cut it short if the conditions change or are not deemed suitable for the group.
Tidal State	All Participants	Tidal times and variations are checked prior to the activity. Activity session is then planned to reflect this.	Tide timetable check prior to all sessions and thorough venue knowledge by the lead instructor.
Boat Traffic on the Canal/Estuary/Sea	All participants	All participants will be briefed about other users of the venue.	Lead Instructor to have a working knowledge of the venue being used.

		Supervision at all times by the instructor and clear boundaries set at the beginning of the session.	
Deep Mud Banks	All participants	Participants briefed on the hazards associated with the deep mud banks, appropriate boundaries in place monitored by the instructor. At no time are the young people permitted to venture in the mud banks.	Lead Instructor to have a working knowledge of the venue being used and low tide hard standing areas.
Escape/Emergency action	All Participants	Mobile phone carried at all times. Contact emergency services and coastguard to coordinate land/sea rescue as necessary.	Instructor to carry: Mobile phone, group shelter or survival bag, first aid kit, throw line (WW), knife (WW), and whistle. Leaders understand and able to coordinate emergency procedure as required.

Risk Assessment – Wheelchair Guiding

ASSESSMENT DATE: 26/02/19
 COMPLETED BY: Gemma Hendry
 LATEST REVIEW: 10/08/2020
 REVIEWED BY: Gemma Hendry

#Wheelchairs include and not exclusive to all off-road makes, manual chairs with free-wheels/adaptive kits, mountain trikes, paratrekkers, rough riders, trampers, the BOMA.

<u>Hazard</u>	<u>Who might be harmed?</u>	<u>Is the risk adequately controlled?</u>	<u>What further action is needed to control the risk?</u>
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>List groups of people who are especially at risk from the significant hazards identified.</i>	<i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
All of the same risks and control measures as stated in the Summer Hill Walking and Mountain Biking Risk Assessment			
Falls from an off-road wheelchair	Wheelchair user	Instructor to be trained in the use of the wheelchair being used. Instructor to brief and train participants and carers in braking, speed control and dealing with off camber and steep terrain.	Instructors will carry a first aid kit, emergency shelter, spare clothing and mobile phone. Instructor will select routes and terrain appropriate to the participants ability and their wheelchair.
Crashes with other obstacles	All participants and the public	Instructor to be trained in the use of the wheelchair being used. Instructor to brief and train participants and carers in braking, speed control and	Instructors will carry a first aid kit, emergency shelter, spare clothing and mobile phone.

		dealing with off camber and steep terrain.	Instructor will select routes and terrain appropriate to the participants ability and their wheelchair.
Transferring injuries	Wheelchair user and anyone assisting the transfer.	Instructor will liaise with participant and/or carer in the most appropriate transfer method for them. Instructor will have attended moving and handling for disabled people. Instructor will select flat sites, use of brakes and any transfer equipment where necessary.	Transfers will only be made when necessary; at the start and finish of a route, for toilets and during track side repairs. Instructors will be trained in track side repairs for wheelchairs before guiding wheelchair rides.

Risk Assessment- Environmental Education

ASSESSMENT DATE: 26/02/19
 COMPLETED BY: Gemma Hendry
 LATEST REVIEW: 22/02/2021
 REVIEWED BY: Gemma Hendry

<u>Hazard</u>	<u>Who might be harmed?</u>	<u>Is the risk adequately controlled?</u>	<u>What further action is needed to control the risk?</u>
<i>List significant hazards which may result in serious harm or affect several people.</i>	<i>List groups of people who are especially at risk from the significant hazards identified.</i>	<i>List existing controls or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</i>	<i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Separation/loss	All Participants	Instructor to monitor and modify the session to reflect participant ability and the environmental conditions. Participants briefed as to emergency procedures and what they need to do in a 'lost' situation'. Group management and clear boundaries throughout the session.	Leader's first aid qualified/First Aid kit carried. For individuals with complex support needs additional staff will be placed on session.
Weather	All Participants	Instructor to check the forecast and monitor conditions throughout the session- particular attention to wet or windy weather.	Cancel the session or cut it short if the conditions change or are not deemed suitable for the group.
Inland Water and marsh / boggy areas;	All Participants	Normally, activities are restricted to small areas of sheltered water such as	

Entrapment Immersion/ Falling in		small lochs, ponds and streams where the flow is gentle. Leaders to avoid areas of fast flowing water including streams in spate. Extra care and supervision required around marsh and bog areas, especially with those using mobility aids.	
Sea and tidal estuaries; Entrapment Immersion / Falling in Being swept away	All Participants	Sea State and Tide are obtained and plans amended as appropriate. Leaders will be aware of the possibility of being stranded and will have either identified an escape route or modified the programme within appropriate tidal windows. Operations are restricted to the foreshore or beach and dune areas. Seashore environment and exposed coastal areas are avoided in stormy conditions.	
Drinking Water	All Participants	Water source to be identified by the instructor- where appropriate water will be purified for drinking/cooking.	
Toileting and Personal Hygiene	All Participants	Participants briefed about how/where for toileting with environmental	Leader to be aware of personal care needs of the group and where

		considerations as well as personal hygiene.	appropriate the nearest location of an accessible toilet and a changing places toilet.
Splinters, injuries from sticks and other woodland material	All Participants	All participants briefed and given a full demonstration prior to any environmental education activity. Gloves to be used where appropriate.	Leaders first aid qualified/First Aid kit carried.
Coming into contact with foreign objects/harmful litter that have been left/washed up in the area	All Participants	All participants briefed and told not to touch anything that they find that is litter or other debris (anything non-natural) and to report any findings to staff. Clear boundaries are set with regard to collection areas and group monitored and supervised at all times by accompanying staff and instructors. Gloves to be used where appropriate.	Leaders first aid qualified/First Aid kit carried