

# **SAFE OPERATING PROCEDURES**

## **SOP-DOC-0720**

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# **OUTDOOR EDUCATION STANDARD OPERATING PROCEDURES**

## **2020**

**Moor House Adventure Centre**  
**For Instructors and Volunteers**

## Introduction

These Safe Operating Procedures (SOPs) are the approved Health and Safety management regulations governing all activities delivered at Moor House Adventure Centre (hereafter referred to as MHAC) by staff working as instructors, associate instructors or volunteers (hereafter referred to as MHACI)

## Purpose of the Safe Operating Procedure Document (SOPD)

This Safe Operating Procedure Document (SOPD) attempts to provide a concise but robust activity safety framework for all activities delivered at MHAC by MHACI and should be read in conjunction with and underpinned by Policy, Organisation and Rules (hereafter referred to as POR).

## Access to the Safe Operating Procedures (SOPs)

MHACI will be provided with an activity specific SOP at the beginning of any training programme. Which they must sign as a declaration of understanding and compliance. They should keep themselves abreast of any changes to these SOPs.

A copy of the latest version is located at MHAC and is available by request.

## Application of the Safe Operating Procedures (SOPs)

The SOPs are applicable to MHACI that:

1. Hold National Governing Body Qualifications (hereafter referred to as NGBQ) or

2. Hold Site Specific Technical Competence Endorsements (hereafter referred to as SSTCE) following a programme of training and an appropriate assessment by an approved person or

3. Hold an Adventurous Activity Permit (AAP) as required in all cases when delivering to scout customers by POR

## Objective and Scope of the Safe Operating Procedure (SOPs)

The SOPs are designed to be helpful and comprehensive in terms of group safety and activity management.

They do not duplicate training programmes or list instruction techniques or lesson plans.

This is the responsibility of the respective training provider.

## Enforcement of the Safe Operating Procedures (SOPs)

MHACI that do not comply with any aspect of these SOPs and / or are deemed to be practicing in an unsafe manner will:

1. Have the activity session suspended until the observing MHACI is satisfied that the operation is safe, or
2. Where non-compliance continues MHACI as representatives of the Centre Manager reserve the right to curtail or stop any activities that are deemed to be conducted in an unsafe manner, or
3. Have their endorsement suspended until further training and / or assessment and / or supervision is undertaken, or
4. Be removed from the MHACI pool until the Centre Manager is assured that future performance is in line with the specific requirements in place

## Definition and Value of Participation in Outdoor Adventure Activities

MHAC is an advocate of Learning Outside the Classroom (LOtC) and promotes an environment of learning through doing.

The focus of the outdoor learning activities offered are integral to the personal, emotional and physical development of young people and adults and this will have implications for the role of MHACI and the participants.

MHACI will need to consider the size and make-up of the group, the aims of the activity and the chosen environment.

As well as the needs of individuals in terms of their personal development in such areas as relationships, self-esteem, self-confidence and competence.

## Risk in Outdoor Adventure Activities

Outdoor Activities by nature have inherent risks, however, appropriate control measures can be implemented to reduce these to an acceptable level. However rarely can these risks be completely removed.

There is a variety of research based evidence that suggests that exposure to well managed risks helps children learn important life skills, including how to manage risks for themselves.

The role of MHACI's is not therefore to remove risk entirely but rather manage those risks present to an acceptable level based on their respective qualification, experience, the prevailing conditions and the ability and confidence of participants.

## **Duty of Care**

The duty of care enshrined in the principle of being in delegated charge should not be undertaken lightly as once it is assumed, it cannot be discharged until young people are returned to care of their parents, guardians or carers or adult participants have reached the end of the arranged activity session.

Those who undertake this responsibility must be prepared to exercise the control which the role requires.

## **Standard Operating Procedures**

### General Conduct and Appearance

It is expected that MHACI demonstrate exemplary standards of professionalism and personal appearance during their contact with participants.

MHACI are required to wear appropriate uniform for the specific activity whilst referring to **Policy POL004 Staff Handbook**

### **General Safety Statement**

MHACI should consider all hazards throughout the activity and conduct 'dynamic risk assessments'.

In addition to the activity specific risk assessment to ensure group safety is maintained as far is reasonably practicable.

There may be occasions when circumstances may preclude the safe conduct or continuation of activities.

This may be as a result of bad weather, inadequately equipped participants, illness or injury.

MHACI should assess the potential change in risk level and make appropriate changes to the activity or consider the cancellation of the activity.

It is incumbent upon MHACI to safeguard the safety of all persons at all times, as such where risks cannot be reduced to an acceptable level the activity should be cancelled.

In such cases the Centre Manager or in their absence the Lead Instructor must be informed immediately.

## **Equipment**

### When using MHAC Group Equipment

MHACI must satisfy themselves that equipment is safe and fit for purpose prior to the activity session commencing.

In general terms this will require MHACI to inspect the equipment and allow for sufficient time to replace suspect equipment and not affect the scheduled activity session start time.

MHACI must continue to carry out equipment condition checks throughout the activity session.

If the equipment is damaged during the activity session MHACI must cease using the damaged equipment and report the damage to the Centre Manager or Lead Instructor in writing after closing the activity session.

MHACI should provide advice and instructions within the scope of their NGBQ or SSTCE with regards to the use, care and transport of equipment, in order to develop in the participants a respect for and understanding of equipment.

## When using Personal Equipment

MHACI are not permitted to use safety critical personal equipment at MHAC.

The only allowable exception to this clause is in cases where the MHACI has purchased from new equipment from a reputable supplier that is stored permanently at MHAC and is subject to the planned inspection rationales and protocols operated by MHAC.

In this case a person will be accepted as qualified if they possess and can prove that they are recognised as a certified PPE Inspection Competent Person.

MHACI must satisfy themselves that such PPE is in sound and safe condition and of suitable design for the task and comparable to that provided for the activity.

## **First Aid**

### Health and Safety (First Aid) Regulations 1981

MHAC recognises its responsibility under the Health and Safety (First Aid) Regulations 1981 to ensure access to first aid materials.

These first aid materials will comply with the appropriate British Standards (currently BS8559).

### Provision of Appropriate First Aid Materials

MHAC will provide MHACI with an appropriate First Aid Kit where the MHACI is delivering activities on behalf of MHAC.

MHACI accessing MHAC on a 'site use only' basis are required to provide their own first aid provisions.

## Requirements

MHACI must hold an appropriate first aid qualification as defined by **POR Chapter 9 Rule 9.7 Adventurous Activities Permit Scheme (i)**.

In addition MHACI may require MHACI to hold more advanced first aid qualifications specific to the activity being delivered.

## **Emergency Procedures**

### Dealing with an Emergency

MHACI should follow **Emergency and Serious Incident Procedures**

## **Physical Fitness**

### Fitness of Participant's

The physical fitness of each member of the group must be determined and matched to the activity hazards.

If any doubt arises over the fitness of an individual they must provide written medical advice as to their level of fitness in relation to the specific proposed activity and any potential contraindications through participation.

## **Home Base Procedures**

### Off Site Activities

Where MHACI deliver activities off site, they must ensure that they are in regular contact with MHACI via the Administration team.

Any unforeseen issues, accidents, incidents or near misses should be reported.

If there are any changes to the planned programme, route or schedule these must be communicated immediately.

Any delays should be reported with an updated return time provided.

## **Competence to Undertake Activities**

Competence implies the ability to undertake responsibilities and to perform activities to a recognised standard on a consistent basis.

Competence is a combination of practical and thinking skills, experience and knowledge, and will lead to the ability to undertake work activities in accordance with agreed standards, rules and procedures.

Developing competence will not in itself guarantee safety, but it will improve the predictability of good performance.

Where competent performance is not maintained quality of delivery may suffer.

## **Competence Management System (CMS)**

The aim of the CMS is to ensure that MHACI are clear about the standard of performance expected of them, that they have received appropriate training, development opportunities and assessment, and that they maintain or improve their competence over time.

## **Competence Management Procedures**

### Recruitment

MHACI are selected based on previous experience, knowledge and relevant qualifications. Qualifications are useful but do not guarantee competence.

## **Induction, Training and Assessment**

### Level 1

### Trained

At the start of their employment MHACI will work through the induction programme and receive local training on each activity regardless of qualifications or previous experience.

MHACI are not able to run activities independently until assessed and signed off as competent and confident to do so via a supervised session.

In addition to training, new MHACI are given opportunities to observe more experienced MHACI in running certain activities and then to be observed themselves as part of the induction process.

## **Maintaining and Developing Competence**

### Level 2

### Competent

After a MHACI has been assessed as competent they will be regularly monitored to ensure that their competence is being maintained.

Monitoring will include observations, session reviews and discussions with other MHACI or centre staff.

Monitoring may detect that a person's competence is not being maintained and therefore should receive further training and / or guidance and should be monitored more regularly until their performance has improved sufficiently

## **Experienced MHACI and or Trained (NGB)**

### Level 3

### Proficient

More experienced MHACI with NGB Training where available who continue to demonstrate competence will

be monitored less regularly and could be involved in supporting training and monitoring of others.

## **Extensively Experienced and or Qualified (NGB) MHACI**

### Level 4      Trainer

Where MHACI have extensive experience and NGB qualifications (where available) in a particular activity area they will no longer be required to be monitored but must be regularly involved in the practical delivery of induction, training and assessments of other instructors.

## **Unconsciously Incompetent**

At Level 3 and 4 there is a danger that without realising it MHACI can regress and become 'unconsciously incompetent' therefore it is important that skills are practiced regularly (including little used rescue processes) and knowledge is kept up to date.

Should any concerns be raised about a MHACI competence (following an incident, near miss or customer complaint etc.) it may be appropriate to review their current competence level and to offer further training and / or assessment opportunities.

## **Competence Monitoring Schedule**

This schedule will apply to each MHACI for each activity area.

### **Level 1**

Trained (new MHACI or under 18 years of age). Will work under the supervision of other MHACI in order to gain experience and develop competence.

**Monitoring Interval:** Not required as continually supervised by a person aged not less than 18.

### **Level 2**

Competent (MHACI have completed induction and training and / or assessment plus a minimum of one supervised sessions and are recorded as competent to run an activity)

Can work independently in activity area but will be regularly monitored through formal and informal observations, session reviews and feedback.

**Monitoring Interval:** Will be monitored on a minimum of three sessions delivered (not necessarily the first three or for full duration)

### **Level 3**

Proficient (instructors have continually demonstrated competence, high delivery standards and error free delivery for ten sessions or have extensive knowledge and previous experience in activity area)

**Monitoring Interval:** Annual Supervised Session in and the potential involvement in the support of training and monitoring of others where appropriate.

In the case of climbing activities the MHACI will still be required to undertake an annual competence assessment by the MHAC TA.

### **Level 4**

Trainer (MHACI have extensive knowledge, experience and / or NGB qualification where available in activity area)

**Monitoring Interval:** Not required although must be involved in practical delivery, training and assessment in activity as well as monitoring of other staff.

In the case of climbing activities the MHACI will still be required to undertake an annual observation by the MHAC TA

## **Training and Assessment Pathways and Approved Qualifications**

MHAC has developed a robust pathway that ensures that MHACI are appropriately qualified to deliver activities.

### Training

A MHACI is trained once they have successfully completed MHAC led training or can provide evidence of recent externally led training by a reputable organisation or governing body.

A MHACI is eligible for assessment at the absolute discretion of the MHACI delivering the specific training or MHAC Centre Manager when assessing evidence of prior training.

All training will be recorded by MHAC

### Assessment

A MHACI will then be assessed by either a MHACI with delegated authority to assess competency or MHAC Technical Adviser for Climbing Activities or NGB Assessor.

There is no exemption to the assessment requirements mandated by MHAC

Assessment has three potential outcomes

- Not competent (retraining will be required)
- Deferred (reassessment will be required)
- Competent

All assessments will be recorded by MHAC

## Approved Qualifications

A MHACI will be issued with an endorsement of competence (qualification) after successful assessment by the appropriate assessor.

MHACI must hold an appropriate NGB qualification in order to deliver specific activities at MHAC

MHACI must hold the approved SSTCE in order to deliver specific activities at MHAC

MHACI must hold the approved AAP in order to deliver specific activities at MHAC

Delivery of all activities will be permitted at the absolute discretion of the Centre Manager.

The validity of some awards is renewed solely by paying the required annual subscription, with no requirement to update or show evidence of CPD.

MHACI therefore should hold a NGBQ, SSTCE or AAP plus evidence of on-going relevant experience, including seldom used rescue and emergency skills.

## **Validity of Qualifications**

Each qualification has a specific period of validity.

It is the responsibility of MHACI operating under an NGB or SSTCE to ensure

- The NGB and / or SSTCE are in date
- That they operate within the scope, remit and restrictions of their NGB or SSTCE
- There are no other reasons to prevent safe delivery of the activity.

They are also required to ensure that any other validating factors such as an appropriate first aid qualification (as determined by the specific NGB) and / or membership to the specific NGB are in date.

## **MHACI to Group Ratios (see activity sections for ratios)**

Appropriate supervision levels for the number of participants taking part in an activity should be carefully considered.

Each specific activity has a defined maximum MHACI : Participant ratio that must be followed unless specific authority is given by the Centre Manager.

In general the MHACI : Participant ratio is 1 : 12 and / or 2 : 12 where the session is 90 minutes in duration.

## **Instruction**

All activities will be delivered by an appropriately qualified MHACI.

The minimum qualification or experience pre-requisites for each activity and the entitlements of such qualifications are highlighted in the separate activity SOP.

MHACI should instruct in a progressive manner, and support personal, emotional and physical development.

MHACI should ensure that participants work within their ability levels and that the participants are capable of taking part safely and enjoyably.

## **MHACI Standards**

### The Responsibilities of MHACI

MHACI accept by virtue of their position a duty of care that cannot be discharged, once assumed until

participants are returned to care of their parents, guardians or carers. As such they should;

### Know the activity

MHACI should be familiar with the activity and the course programme, aims and timetable, including any examination or test syllabus, where applicable.

MHACI should be familiar with the group makeup, age of participants etc.

MHACI should be familiar with and adhere to the SOP, Risk Assessments and conduct dynamic Risk Assessments.

### Communicate by ensuring that:

Participants are properly briefed using language that is engaging and that they understand,

Other MHACI are kept informed of particular individual needs or problems.

The participants have the opportunity to discuss and review the session at the finish, where appropriate.

### Instruct and teach by:

- Ensuring the safety of the group,
- Being prepared to adjust the session content as appropriate to the needs of the participants,
- Being aware of needs, such as warmth, morale, toilet needs etc.
- Maximising interest and enjoyment, using imagination and looking for ways of introducing fun,
- Being enthusiastic, dynamic and flexible in approach and leading by example,
- Setting and maintaining constant standards of group discipline,

### To behave appropriately, this includes the following

- Being well presented and suitably dressed for every occasion,
- Being responsible and behaving in a professional and mature manner,
- Showing patience and courtesy

### **Checklist for the Conduct of Outdoor Learning Activities**

#### Management Objectives

MHAC should take steps to ensure that

- MHACI are aware of the policies of the MHAC,
- The MHACI recruited to deliver the activity session has the appropriate NGB or SSTCE and permissions to deliver the activity.

#### Learning Outcomes

MHACI should take steps to ensure that

- The intended outcomes of these learning processes promotes the personal and social development of participants,
- Where appropriate, the young person's experience is logged and may contribute to accreditation opportunities,
- The outcomes should be linked to specific themes of the national curriculum.

### **General Pre Activity Session Processes**

#### Administration

Liaise with MHAC regarding availability

#### Consent to Participate

MHACI should ensure consent from a young person's parent, guardian or carer to participate in any activity has been obtained.

#### Planning

MHACI should check weather forecasts and give consideration to adverse weather contingencies such as electrical storm or high winds and mentally plan their session,

Liaise with MHAC regarding group information and outcome targets,  
Allow sufficient time to collect and check all equipment.

### **Equipment and First Aid Kits**

#### General Statement

MHAC is well resourced, suitable equipment for is available from the activity store and the equipment containers.

MHAC checks the equipment in line with the manufactures guidelines.

#### Provision of Equipment

A MHACI will collect equipment from the appropriate stores.

#### Equipment Inspections

MHAC undertakes periodic equipment inspections and will temporarily remove all damaged or suspect equipment from operation until it is either repaired or deemed not fit for purpose in which case it will be retired and removed from operational use.

MHACI are required to conduct pre activity equipment inspections prior to the activity commencing, MHACI must satisfy themselves that the equipment is safe and fit for purpose.

MHACI must continue to check the condition of equipment throughout the activity session and cease using any specific equipment that does not work as expected, shows signs of damage or is subject to any act that may cause damage.

MHACI must conduct a post activity equipment inspection and enter the equipment in to the quarantine box where any concerns are reported.

#### First Aid Kits

A MHACI must ensure that a first aid kit is taken with them to the activity area.

#### Facilities Inspection

MHAC undertakes periodic facilities inspections or commissions external contractors to undertake these inspections on our behalf.

MHACI should conduct pre activity facilities inspections to ensure the facility is fit for purpose,

MHACI must satisfy themselves that the activity range, compound or area is safe to use.

### **Setup**

#### Pre Activity Sessions

MHACI will setup all activities as per the activity specific training provided,

## **Main Session**

### Introduction to the Activity Session

MHACI should introduce the session based on the age, maturity, experience and competence of the group.

MHACI should introduce the session using HOPE and present a friendly, professional manner whilst demonstrating that they are in control.

Hello Welcome the group to MHAC, Introduce Yourself and Your Team

Outcomes What we will have learned by the end of the session

Process How we will achieve the outcomes

Experience Has anyone tried the activity before?

### Safety and Comfort Briefing

MHACI must provide a safety briefing that explains emergency procedures, clothing and personal requirements, behavioural expectations and activity safety and rules and equipment specific considerations.

### Activity Session Schedule

MHACI should follow an activity schedule that is progressive and developmental and that follows the training provided.

The schedule should allow for safe delivery of all aspects of the activity and mirror the session plan provided during respective training programmes.

## Active Participants

MHACI should consider the whole group when delivering activities

Full attention must be given to the active participant, and as such each activity has rules pertaining to the amount of participants that can be undertaking an activity under supervision at any one time (see activity information sheets for reference).

### Waiting Participants

Waiting participants, if not engaged can become a distraction to 'active participants', however, they can also be an asset if 'engaged'.

MHACI should consider asking waiting participants to record scores, provide constructive feedback and recognise the achievements of their peers.

## **General Post Activity Session Processes**

### Reviewing the Session

MHACI should carry out an appropriate review with a focus on individual and group progression.

### De-Rigging and Takedown

MHACI must undertake post activity de-rigging and takedowns of activities as per the training provided.

### Securing the Range

MHACI must secure the activity range or compound to ensure no unauthorised access is presented.

## Securing the Equipment

MHACI will collect and store the equipment appropriately as per manufacturer's guidelines.

### Checking (and Reporting) Facilities

MHACI should conduct a visual inspection of the range, compound and surrounding area to check for damage and collect and litter.

The MHACI will report all range or compound damage to the MHAC Lead Instructor or MHAC Centre Manager,

### Checking (and Reporting) Equipment

MHACI are required to conduct a visual inspection to check for damage and losses.

The MHACI must ensure that any damaged or lost equipment is reported and that any damaged items are withdrawn from use until it is repaired and checked by an appropriate person.

### Storage of Equipment

MHACI are required to store the equipment correctly as per the MHAC processes.

### Incident, Accident and Near Miss Reporting

MHACI are required to record any accidents, incidents and near misses on the appropriate form and inform the MHAC Centre Manager in writing.

### Use of First Aid Materials

First Aid should only be administered by competent persons. It is the responsibility of MHACI to report the use of First Aid materials so that replacements can be made.



# GENERIC ACTIVITY RISKS RISK ASSESSMENT

## RA-0220



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
<b>Weather</b>	All persons may be affected by substantive weather conditions	Reasonable measures to ensure that participants are appropriately prepared and dressed	Where conditions do not allow for safe delivery activities should be cancelled	MHACI	Each Session
		MHAC monitor forecasts and ensure conditions do not breach activity specific SOP	Handheld Anemometers are used for a location specific wind speed reading	MHAC	When Appropriate
<b>Weather</b>	All persons may be affected by unexpected changes to weather	Dynamic assessments of weather are undertaken with appropriate action	Where conditions do not allow for safe delivery activities should be cancelled	MHACI	Each Session
<b>Weather</b>	All persons may be affected by sunburn	Participants are advised to use sunblock and take appropriate measures	Move the activity location if possible to a more shaded area	MHACI	Each Session
<b>Weather</b>	All persons may be affected by heatstroke	Participants are advised to wear loose fitting clothes and take appropriate measures	Move the activity location if possible to a more shaded area	MHACI	Each Session
<b>Weather</b>	All persons may be affected by dehydration	Participants are advised to drink fluids regularly	Where participants do not have drinks allow access to field taps / water	MHACI	Each Session
<b>Weather</b>	All persons may be affected by hyperthermia	Participants should follow the above instructions and move to a cooler area	Treat as per first aid training	MHACI	Each Session
<b>Weather</b>	All persons may be affected by frost nip or frost bite	Participants are advised to wear appropriate clothing	Treat as per first aid training	MHACI	Each Session
<b>Weather</b>	All persons may be affected by hypothermia	Participants are advised to follow the above instructions and should attempt to stay dry	Treat as per first aid training	MHACI	Each Session

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>
<b>Weather</b>	All persons may be affected by slips, trips and falls	Participants are advised to be more cautious	Be vigilant for the onset of hypothermia and remove any slip trip and fall hazards	MHACI	Each Session
		Weather related hazards are mitigated where possible	Consider restricting access to highly affected areas	MHACI + MHAC	When Appropriate
<b>Environment</b>	All persons may be affected by generic slips, trips and falls due to natural + manmade hazards	Slip, trip and fall hazards are removed from activity areas	Those hazards that cannot be removed are identified during the safety briefing	MHACI	Each Session
		Participants are advised that climbing is prohibited on any manmade or natural feature without permission and supervision	Follow the participant behaviour actions	MHACI	Each Session
		Regular estate walks are conducted that identify hazards that are appropriately removed or mitigated	Those hazards that cannot be removed are identified during any orientation	MHAC	As Normal Programme
<b>Damage to Facilities</b>	All persons may be affected by damaged or collapsed range or compound fences	Fences are inspected to ensure they are safe and are not damaged.	If the damage poses a risk to the safety of any person the activity should be moved to an alternative area or cancelled	MHACI	Each Session orientation
		Fences are inspected to ensure they are safe and have not been damaged and repairs are made as appropriate	If the damage poses a risk to the safety of any persons the specific range should be taken out of operation until repaired	MHAC	When Needed
<b>Damage to Facilities</b>	All persons may be affected by damaged or collapsed buildings and structures	Buildings and activity structures are inspected to ensure they are safe and are not damaged	If the damage poses a risk to the safety of any person the activity should be moved to an alternative area or cancelled	MHACI	Each Session orientation
		Buildings and activity structures are inspected to ensure they are safe and have not been damaged and repairs are made as appropriate	If the damage poses a risk to the safety of any persons the specific building / structure should be taken out of operation until repaired	MHAC	When Needed
<b>Animals, Insects and Plants</b>	All persons may be affected by an attack from wildlife	Recognisance inspections ensure that accessed areas are free from (where possible) livestock, nesting birds or aggressive animals	Regular site and off-site inspections to assess wildlife, flora and forna prevalence and potential risks	MHAC	In advance of each session

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
<b>Animals, Insects and Plants</b>	All persons may be affected by Insect stings or bites	Recognisance inspections ensure that accessed areas are free from (where possible) dense populations of insects (stinging or biting)	Ensure access to participant medical information is accessible in case of serious reaction	MHAC	In advance of each session
<b>Animals, Insects and Plants</b>	All persons may be affected by plant stings or prickle	Recognisance inspections ensure that accessed areas are free from (where possible) stinging / prickling plants or trees	Ensure access to participant medical information is accessible in case of serious reaction	MHAC	In advance of each session

<b>Misuse of Equipment</b>	All persons may be affected through intentional misuse of equipment	Safety briefings cover expected behaviours and participants are directly supervised	Remove misbehaving or potentially inappropriate participants	MHACI	Each Session
<b>Misuse of Equipment</b>	All persons may be affected through intentional misuse of equipment	All activity equipment that is not in use is stored away from the waiting areas or areas waiting participants are held	Ensure all participants are informed not to touch any equipment without permission and supervision	MHACI	Each Session
<b>Misuse of Equipment</b>	All persons may be affected through unintentional misuse of equipment	Coaching and corrective advice is given to prevent further misuse		MHACI	Each Session

<b>Equipment Failure</b>	All persons may be affected by structural faults of equipment	Equipment is checked prior to use, throughout its use and after its use to ensure it fit for purpose and safe	Equipment that is not clearly fit for purpose or develops damage throughout the activity should be removed from service and reported to MHACCM	MHACI + MHAC	Each Session Orientation
<b>Equipment Failure</b>	All persons may be affected by structural faults of equipment	Equipment is subject to scheduled, pre and post activity inspection completed by a competent person.	Equipment that does not pass any inspection will either be repaired or retired from service	MHAC	Each Session + Periodically
<b>Equipment Failure</b>	All persons may be affected by the incorrect use of equipment	Training adequately covers the correct use of equipment		MHACI	Each Session
<b>Equipment Failure</b>	All persons may be affected by the incorrect storage of equipment causing damage	Equipment is stored and maintained correctly and as per the manufacturer's guidelines and MHAC processes		MHACI	Each Session
<b>MHACI Error</b>	All persons may be affected by MHACI error due to low skill level	A robust training and assessment programme is delivered by MHAC and supervised sessions prior to independent delivery	Ad Hoc observations or supervision may be undertaken by MHAC staff.	MHAC	All Training

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
<b>MHACI Error</b>	All persons may be affected by MHACI error due to immaturity	Mature to supervise activities independently is assessed by the MHAC trainer and assessor		MHAC	All Training
<b>MHACI Error</b>	All persons may be affected by MHACI error due to tiredness	Consideration is given to factors that may give rise to tiredness i.e. length of activity, time of activity and rest time prior to activity	If tiredness is a concern that activity should be delivered by another qualified person or cancelled	MHAC + MHACI	Each Session
<b>MHACI Error</b>	All persons may be affected by MHACI error due to skill fade	Ad hoc observation and supervision is in place and update training including seldom used rescue processes is offered		MHAC	Always
<b>MHACI Error</b>	All persons may be affected by MHACI error due to non-compliance with SOPs	SOPs are disseminated at the time of training or orientation	Ad Hoc observations or supervision are be undertaken by MHAC staff.	MHAC	Each Session

<b>Medical Conditions</b>	All persons may be affected by an activity induced asthma attack.	Group medical information is accessible and medication is carried on the activity	MHACI must be first aid trained or have immediate access to a first aid trained colleague and have a means of communication	MHACI	Each Session
		Participants are aware of the specific operation of the activity to allow proactive medication		MHACI	Each Session
		Group medical information is accessible and medication is carried on the activity and activity intensity is matched to participants	Where cardiac issues are known an AED should be carried on to the activity	MHACI	Each Session

<b>Medical Conditions</b>	All persons may be affected by an activity induced panic attack	Group medical information is accessible and medication is carried on the activity	MHACI must be first aid trained or have immediate access to a first aid trained colleague and have a means of communication	MHACI	Each Session
			Trained in all rescue processes in order to deal with panicking participants should be undertaken	MHACI	All Training
<b>Medical Conditions</b>	All persons may be affected by an activity induced cardiac arrest	Group medical information is accessible and medication is carried on the activity	MHACI must be first aid trained or have immediate access to a first aid trained colleague and have a means of communication	MHACI	Each Session

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
		A defibrillator is located on site to use in the case of a cardiac incident	MHACI should be aware of the location of AEDs	MHACI + MHAC	Each Session
<b>Medical Conditions</b>	All persons may be affected by Anaphylaxis due to Insect bite or sting or allergy	Group medical information is accessible and medication is carried on the activity	MHACI must be first aid trained or have immediate access to a first aid trained colleague and have a means of communication	MHACI	Each Session
<b>Participant Behaviour</b>	All persons may be affected by general misbehaviour	Behaviour expectations are covered during the safety briefing	Misbehaving participants are removed from the activity	MHACI	Each Session
<b>Participant Behaviour</b>	All persons may be affected by aggressive / abusive behaviour	Behaviour expectations are covered during the safety briefing	Misbehaving participants are removed from the activity	MHACI	Each Session
<b>Participant Behaviour</b>	All persons may be affected by risk taking behaviour	Participants are coached so that behaviours can be corrected	Persistent risk taking behaviour will result in are removal from the activity	MHACI	Each Session
<b>Participant Behaviour</b>	All persons may be affected by behaviour associated with additional / special needs	Scout Leaders should be aware of participant specific behaviours and have strategies in place to mitigate these.	Additional Leader : Participant ratios should be considered	MHACI	Each Session
<b>Missing Person</b>	The missing person is most at risk	MHAC is an enclosed estate with CCTV coverage over key access and egress areas.	Ensure there are no other egress points such as removed fence panels and ensure compounds etc. are locked	MHAC	Routinely
<b>Missing Person</b>	The missing person is most at risk	Appropriate supervision levels are in place to ensure that participants cannot wander off	Ensure authorised leaving of the area i.e. toilet breaks are monitored	MHACI	Each Session
<b>Site Traffic</b>	All persons may be harmed by speeding traffic	MHAC has a 5 MPH speed limit on site and speed bumps are used on the driveway		MHAC	Always
		MHAC has one main field access gate that should remain closed to prevent unauthorised vehicle access		All Staff	Always

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
		MHACI should ensure that sensible group transport management is used and that safe holding areas and routes to activities are used.	Inform all customers to observe good road safety when crossing any roads	MHACI	Each Session
<b>Site Traffic</b>	All persons may be harmed by speeding site machinery	MHAC has a 5 MPH speed limit on site		MHAC	Always
		MHACI should ensure that site machinery is driven appropriately in areas not in use by customers.	A warning beacon could be used to ensure increased visibility	MHAC	Always
<b>Site Traffic</b>	All persons may be harmed by accessible site machinery	MHAC should ensure that site machinery is secured when not in use and customers are on site i.e. ignition off when not in vehicle and garages / compounds locked to ensure no access		MHAC	Always
<b>Accidents, Injuries and Emergencies</b>	All persons may be harmed by Accidents, Injuries and Emergencies	MHACI are first aid trained or have access to trained MHACI or MHAC staff		MHAC	Always
		First Aid Kits are taken on to each activity		MHAC & MHACI	Each Session
		Good management, SOPs and RAs followed and dynamic assessment of risk, behaviour, wellbeing and competence are undertaken		MHACI	Each Session
		In all emergencies the Emergency Plan is followed		MHACI	Each Session
<b>Manual Handling</b>	All persons may be injured by following poor lifting and moving practices	Adopt good moving and handling techniques at all times and use assisted lifting (more than one person) or mechanical aids where available	MHAC should consider as part of the induction process and as part of training	MHAC + MHACI	Each Session & At Induction
<b>Exposure to COVID-19 Coronavirus</b>	All persons visiting site and using facilities	All persons attending site must inform the Centre Manager in advance of the visit, be given a copy of the risk assessment together with 'Working Safely Guidance' or Activity / Camping Information Pack where appropriate to the visit and any other associated risk assessments or	If someone becomes unwell whilst attending the Centre, with a new continuous cough, a high temperature or anosmia, then they should be sent home immediately and advised to follow government guidance. Any person who	All staff and volunteers	Always

		<p>guidance and complete the COVID-19 Questionnaire. If they decline or refuse, or any answer identifies a risk of infection, then they should be asked not to attend, or to leave the centre, and in all cases follow government guidance.</p> <p>Any person who has, or is showing symptoms of the virus, is advised not to attend the Centre and follow Government Guidance.</p> <p>Any person in contact with anyone who is confirmed as having the virus, or who has been in close proximity to a person required to self-isolate, is advised not to attend the centre and to follow Government Guidance regarding their own need to self-isolate.</p>	<p>may have been working in close proximity to those individuals should be informed and advised to return home and follow government guidance, considering self-isolation if appropriate. If an individual is suspected of having the virus, or showing symptoms, an incident and near miss form must be completed with as much detail as possible. The Centre Manager will then notify the Local Health Protection Team and seek advice on any additional measures</p>		
<p><b>Contamination of COVID-19 Coronavirus</b></p>	<p>All persons visiting site and using the facilities</p>	<p>All persons attending the Centre must be provided with a copy of the Centre's Working Safely Guidance for staff &amp; Volunteers / Information Pack for customers prior to the visit and must comply with the Site Safety Signage as displayed around site:</p> <ul style="list-style-type: none"> <li>• Strict guidance on times to attend the Centre, to minimise Car Park issues and interaction between customers.</li> <li>• We are limiting the number of people attending where possible, including restricting the number of people using certain equipment or facilities at any one time</li> <li>• Respect Social Distancing throughout the site, including One In, One Out systems operating in areas where it may not be possible to maintain a 2m distance, along with measures relating to deliveries, haulage, equipment and vehicles, all with clear signage to be adhered to.</li> </ul>	<p>Check Site signage and toilet checklists daily to ensure that they are visible and up to date with current Government Guidance.</p>		

		<ul style="list-style-type: none"><li>• Personal Hygiene – handwashing, sanitation and toilet facilities are accessible and well stocked with soap, hand sanitiser and paper towels to ensure frequent handwashing, with guidance on best practice.</li><li>• Clear Workspace – areas will be clearly signed where surfaces are to be kept clear of objects, making it easier to clean and reduce items at risk of becoming contaminated.</li><li>• Clean as you use – areas will be clearly signed with guidance and cleaning products available for use by all persons in all communal areas of the workplace that have a high level of use or frequent touch contact.</li><li>• Supplementary and Deep Cleaning – with details of when this should be carried out, and by whom, with daily checklists and cleaning logs in place. Where appropriate this is also covered in activity specific risk assessments</li><li>• Clothing and PPE – where appropriate this is covered in activity specific risk assessments</li><li>• Staff and Volunteer Welfare facilities will contain suitable levels of soap and antibacterial gel.</li><li>• Staff and volunteers will be reminded to wash hands with soap regularly and thoroughly, for at least 20 seconds.</li><li>• Staff will be encouraged to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</li><li>• Contact with other staff and volunteers suspected of having caught COVID-19 will be avoided.</li></ul>			
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		<ul style="list-style-type: none"> <li>• Staff and volunteers are reminded to not touch their eyes, nose or mouth if their hands are not clean.</li> <li>• A cleaning schedule is implemented throughout the site, ensuring that worksurfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance.</li> </ul>			
<b>Lone Working</b>	Staff and Volunteers	<ul style="list-style-type: none"> <li>• Lone Worker policy implemented with staff and volunteers to make regular phone calls / texts to designated member of staff or trustee at beginning and end of time onsite, plus at lunch if over 4 hours.</li> <li>• No high risk activities to be conducted, including work at height.</li> </ul>			
<b>Lack of awareness of CV-19</b>	Staff, Volunteers and Customers	<ul style="list-style-type: none"> <li>• The latest government campaign posters will be displayed in the main office and in suitable places around site.</li> <li>• Return to work and volunteer briefings will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</li> <li>• We will continually adopt and review new government / WHO guidance as and when it is available.</li> </ul>			