



RISK ASSESSMENTS

This document has been compiled to manage and reduce the risk of our activities. It is reviewed continuously. An annual review of this document is conducted each winter by the Lead Instructor, with assistance from our qualified staff, and where necessary, our technical advisor and the relevant National Governing Body.



MENDIP RISK ASSESSMENT INDEX

REVISED JULY 2017

NO	ACTIVITY	GENERIC RISKS (PAGE 3)	SPECIFIC RISKS	NGB QUALIFIED INSTRUCTORS	IN HOUSE TRAINING	STANDARD PROCEDURES	ACTIVITY ON OUR SITE	ACTIVITY OFF SITE	PROTECTIVE EQUIPMENT	FIRST AID COVER	MAX RATIO	£5M INSURANCE	RISK LEVEL
1	AIR RIFLE	✓	✓	✓	✓	✓	✓		✓	✓	1:12	✓	LOW
2	ARCHERY	✓	✓	✓	✓	✓	✓	✓	✓	✓	1:12	✓	LOW
3	ARCHERY ACTIVE	✓	✓	N/A	✓	✓	✓		✓	✓	1:16	✓	LOW
4	ASSAULT COURSE	✓	✓	N/A	✓	✓	✓	✓		✓	1:8	✓	LOW
5	BUSHCRAFT	✓	✓	✓	✓	✓	✓	✓		✓	1:12	✓	LOW
6	CANOE / KAYAK	✓	✓	✓	✓	✓	✓	✓	✓	✓	1:8 / 1:6	✓	LOW
7	CAVING	✓	✓	✓	✓	✓	✓	✓	✓	✓	1:8 / 2:8 / 2:6	✓	LOW
8	CLIMB/ABSEIL	✓	✓	✓	✓	✓	✓	✓	✓	✓	1:8	✓	LOW
9	CRATE STACK	✓	✓	N/A	✓	✓	✓		✓	✓	1:14	✓	LOW
10	FRISBEE GOLF	✓	✓	N/A	✓	✓	✓	✓		✓	N/A	✓	LOW
11	EVENING ACTIVITIES	✓	✓	N/A	✓	✓	✓	✓		✓	Bespoke	✓	LOW
12	GIPS	✓	✓	N/A	✓	✓	✓	✓		✓	1:12	✓	LOW
13	HILL WALKING	✓	✓	✓	✓	✓	✓	✓		✓	Bespoke	✓	LOW
14	MOUNTAIN BIKES	✓	✓	✓	✓	✓	✓	✓	✓	✓	1:8	✓	MEDIUM
15	ORIENTEERING	✓	✓	✓	✓	✓	✓	✓		✓	Bespoke	✓	LOW
16	PIONEERING	✓	✓	N/A	✓	✓	✓	✓		✓	1:12	✓	LOW
17	RAFT BUILD	✓	✓	N/A	✓	✓	✓	✓	✓	✓	1:8	✓	LOW
18	SNOWSPORTS	✓	✓	✓	✓	✓	✓		✓	✓	1:8	✓	MEDIUM
19	TOBOGGANING	✓	✓	N/A	✓	✓	✓			✓	N/A	✓	LOW

MENDIP GENERIC RISKS (APPLIES TO ALL ACTIVITIES)

REVISED JULY
2017

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Medical emergency caused by pre-existing medical condition	Group	HIGH	<ul style="list-style-type: none"> Participants complete a medical declaration prior to session Instructor to check all medicals prior to session Participants are requested to make themselves known to their supervising instructor if they have any pre-existing conditions In the very unlikely event that a participant should suffer from a medical emergency (i.e. heart attack, stroke, epileptic fit, diabetic emergency) the emergency services will be contacted. Appropriate First aid treatment will be administered. At the earliest opportunity the Mendip office will be informed and our emergency procedures instigated if appropriate. 	LOW
Inappropriate behaviour	Instructors, group and other visitors	LOW	<ul style="list-style-type: none"> Abandon session if bad behaviour could affect the safety of the group 	LOW
Ticks: Lymes Disease	Group	LOW	<ul style="list-style-type: none"> Advise groups to wear trousers Brief groups on Ticks and how to get them removed Inform the group of the symptoms and when to seek further medical assistance Issue Tick Advice card from First Aid Kit 	LOW
Weather conditions	Instructors, group and other visitors	LOW	<ul style="list-style-type: none"> Kit lists supplied in advance of activity session Instructor to check all participants are dressed suitably to the weather conditions Instructor to ensure that participants have sun cream Instructor to ensure group has enough water / fluids Instructor to carry mobile phone and first aid kit During overhead lightning groups will be taken to the safest location 	LOW
Water borne disease: Weil's disease	Group	LOW	<ul style="list-style-type: none"> Inform the group of the risks and what to do if they become ill Make sure groups wash their hands at the end of the session Advising any existing cuts are covered up with a waterproof covering. 	LOW

1: AIR RIFLES		IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity		PPE	✓
MINIMUM INSTRUCTOR QUALIFICATION		National Small-bore Rifle Association Youth Proficiency Scheme Tutor. For supervising anyone under the age of 17 years old, the supervisor must be over 21 years old.		FIRSTAID	✓
				RATIO	1:12
HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK	
Injury caused by: - Unauthorised use of weapons - Shooting towards group/visitors - Ricochet of pellets - Re-bound eye injury	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> • Qualified Instructors to run the session • Rifles to be locked in appropriate secure storage when not in use • Safety briefing and demonstration at the beginning of the session • Instructor vigilance during session • Seated shooting area with guns pointing down range • Safety glasses to be worn by all participants and spectators • No pellets left next to the rifles when collecting the targets/people are down range. • Appropriate range distance set up to minimise ricochet potential • Impact absorbing material at the end of the range • First aid kit to be carried by the instructor at all times. 1 kit per group • Mobile phone to be taken to the site of activity by the I/C Instructor 	LOW	
Injury caused by: - Trapping finger in barrel when loading - Cutting hands on targets / cans - Pellets straying out of bounds - Accidental firing of air rifle whilst being carried to the range	Instructors, group and other visitors	MEDIUM	<ul style="list-style-type: none"> • Clear instruction provided by qualified instructors • Instructor vigilance during session • Use absorbent material behind targets to absorb pellets • Ensure all targets are placed on the floor of the outside range • When left unattended air rifles are left uncocked and broken. 	LOW	

2: ARCHERY

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

Archery GB Leader Award or GNAS Archery Leader (until 31st Dec 2017)

RATIO 1:12

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: Jewellery / clothing / hair becoming caught in the string Walking into an arrow Bow limbs breaking	Instructors, group and other visitors	MEDIUM	<ul style="list-style-type: none"> Watches, bracelets, rings and dangly earrings should be removed (if possible, if not taping over) and long hair and toggles/drawstrings on jumpers tied back to prevent them getting caught in the bow string Groups instructed not to draw bows without arrows as bow limbs could be damaged, causing injury Instruction is provided on collecting the arrows to prevent people walking into them Any lost arrow should be looked for straight after losing, if not found then must be reported to the lead instructor and noted on the diary to keep looking for it Maximum of 6 students at the shooting line per instructor. First aid kit to be carried by the instructor at all times. Mobile phone is required to be taken to the site of activity by the I/C Instructor Relevantly qualified staff to run the session Not allowing bows and arrows to be left unattended at any time 	LOW
Injury caused by: Inappropriate range set up Malicious behaviour	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> Warning signs to be displayed around the area at access point Checking behind the stop net regularly to ensure no one is behind Close control of the range Abandon session if bad behaviour could affect the safety of the group 	LOW

3: ARCHERY ACTIVE

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

In house training, shadowing and sign off

RATIO 1:16

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: Tripping / slipping / falling Being hit in the face by an arrow Players not following game rules Close range shots Bow limbs breaking	Instructors, group and other visitors	MEDIUM	<ul style="list-style-type: none"> Trained instructors to facilitate all sessions Players instructed not to draw bows without arrows as limbs could cause injury First aid kit to be carried by an instructor at all times. Lead Instructor to carry mobile phone All players / Instructors must wear a protective face mask unless in a safety zone Players will only be given bows/ arrows once all players are wearing a face mask Bows and arrows will be kept separately in different areas when not in use There will be a 15 metre exclusion zone surrounding all game areas Safety briefing is to take place with all players and understanding checked Players are not permitted to shoot each other at close range Players are briefed on the safety method of calling the supervising member 	LOW
Being hit by a damaged arrow	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> All arrows will be closely monitored to ensure no defective arrows are ever in play Advice given on how to easily identify a defective arrow and take it out of play 	LOW
Injury caused by: Jewellery / clothing / hair catching in the bow string Misunderstanding of game rules Malicious behaviour Inappropriate game areas	Instructors, group and other visitors	LOW	<ul style="list-style-type: none"> Watches, bracelets, rings and dangly earrings should be removed (if possible, if not taped over) and long hair and toggles/drawstrings on jumpers tied back to prevent them getting caught in the bow string Abandon game if bad behaviour could affect the safety of the group Warning signs to be displayed around the area at access point · Safety exclusion zone of 15metres around the game area Close control of the game area at all times 	LOW
Falling on rock surface Falling off edge of quarry	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> Initial safety briefing to inform group members of the risks of the quarry Clear boundaries given to all group members during briefing Groups are advised of the uneven surface Bark chippings to be placed in the game area to soften the area. Game areas are located away from edges of the quarry 	LOW

4: ASSAULT COURSE

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

In house assessed

RATIO 1:8

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
<p>Injury to participants e.g. broken bones, twists, cuts, slips caused from:</p> <p>Jewellery/clothing becoming caught</p> <p>Walking into obstacles</p> <p>Trapping body parts</p> <p>Slipping off obstacles</p> <p>Poor lifting techniques</p> <p>Being dropped when being lifted or assisted through obstacles</p> <p>Falling from height</p> <p>Incorrectly dismounting obstacles</p>	Instructors and group	MEDIUM	<ul style="list-style-type: none"> Watches, bracelets, rings and dangly earrings should be removed (if possible, if not taped over) to prevent them getting caught on obstacles Each obstacle will be explained and risks discussed prior to use Obstacles are checked on a regular monthly to ensure they are safe. They are also checked visually prior to each use Each obstacle is generally used separately from the adjoining obstacles, except where one obstacle has a minimal risk and does not require direct supervision A sensible pace for the conditions / obstacle is encouraged When using blindfolds. Groups must not race. Only one person blindfolded per instructor on the obstacles at a time Instructor is available to spot as necessary. Only one participant per instructor on the obstacle at a time First aid kit to be carried by the instructor at all times. Mobile phone is required to be taken to the site of activity by the I/C Instructor Demonstrate / explain how to dismount safely Instructor is available to spot as necessary Only one participant per instructor on an obstacle at a time 	LOW
<p>DROWNING: Equipment failure</p> <p>Cold water shock</p> <p>Clients not being able to swim</p> <p>Becoming knocked unconscious</p>	Instructors and group	HIGH	<ul style="list-style-type: none"> All participants to wear buoyancy aids and helmets when on or near the water Participants informed about the cold water All equipment is checked on a weekly basis and also visually when handed out Instructors are in house trained with the FSRT or life saving award and will have the appropriate safety equipment Instructor ensures they know where all their group is at all times. If several people are in the water constant head counts are required to ensure nobody is trapped underwater. 	LOW

5: BUSHCRAFT

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

In house assessed

RATIO 1:12

HAZARD

WHO IS AT RISK?

UNMANAGED RISK

CONTROL MEASURES

MANAGED RISK

Injury caused by:

- Using tools incorrectly
- Blunt tools
- Poor behaviour
- Poor instruction & monitoring
- Falling trees/branches

Instructors, group and other visitors

MEDIUM

- Instruction to be provided, including health and safety briefing before the session and each new skill
- Tools only given to participants who can behave sensibly, On going monitoring must occur
- Tools used on a flat surface
- Tools to be kept covered/stored when not in use
- First aid kit to be carried by the instructor at all times
- Check area to be used for falling branches
- Do not run the session in severe weather conditions
- Mobile phone is required to be taken to the site of activity by the I/C Instructor

LOW

Getting Lost; not being able to find way back to meeting point

Group

LOW

- Clear boundaries to be set by the instructor, for example if using the lower site ensure at all times the clients can see the parachute

LOW

Burns caused by:

- Making fires in inappropriate locations
- Poor behaviour
- Poor instruction & monitoring

Group

HIGH

- Instruction to be provided, including health and safety briefing
- On going monitoring
- Water must always be available when a fire is lit
- No running in proximity of the fire pit

LOW

Food poisoning caused by:

- Cross contamination
- Using high risk foods
- Misidentification of wild foods

Instructors, group and other visitors

MEDIUM

- Instruction on food hygiene to be provided
- Gloves or antibacterial gel to be considered
- Only known plants/wild foods to be eaten
- If eating snails ensure they have been correctly prepared and been starved for a day and been fed vegetable for a week beforehand.

LOW

6: CANOE / KAYAK		IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity		PPE	✓
FLAT WATER INSTRUCTOR QUALIFICATIONS		British Canoe Union U.K.C.C Level 1 with Site Specific training and appropriate 3 Star competence.		FIRSTAID	✓
MODERATE WATER INSTRUCTOR QUALIFICATIONS		British Canoe Union U.K.C.C Level 3, British Canoe Union U.K.C.C Moderate Water or British Canoe Union Level 3. 1:6 for continuous moderate water. 1:8 for Symonds Yat		RATIO	1:8
HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK	
Injury caused by: - Jewellery/clothing becoming caught - Slipping on jetty - Poor lifting techniques - Other water users - Jumping / falling in shallow water	Instructors, group and other people	MEDIUM	<ul style="list-style-type: none"> Long hair or dangling straps are tucked away Remove or tape over any jewellery Prior safety briefing about the hazards of the launch area and lifting techniques, once told about techniques clients can assist the instructor with loading and unloading boats First aid kit to be carried by the instructor at all times. Mobile phone is required to be taken to the site of activity by the I/C Instructor Instructor to ensure depth of water is deep enough for the activity Water levels and river section to be considered in relation to ability of group 	LOW	
Drowning caused by: - Equipment failure - Cold water shock - Clients not being able to swim - Becoming knocked unconscious - Becoming entrapped in the craft - Becoming entangled in a tree - Becoming pinned by rocks	Instructor and group	HIGH	<ul style="list-style-type: none"> All participants to wear buoyancy aids and helmets when on/near the water. Participants informed about the cold water All equipment is checked on a weekly basis and also visually when being handed out. All instructors ensure that they know where all participants are at all times (if several people are in the water, the first thing to do is count everyone, to ensure nobody is trapped underwater. Instructor to give a safety brief about the activity and craft so all participants are informed of what to do during the event of a capsized. Instructor to brief the group of the hazards, how to deal with them and appropriate signals for the trip. Leader to use appropriate leadership skills and judgement when navigating a hazard. Water level to be consider in relation to ability of group whether the section is suitable. 	LOW	

7: CAVING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION
Horizontal System

British Caving Association Local Cave Leader Award level 1. Adults: 1:8. Children*: 2:8 - there will always be a second adult in the cave with a children's group. either an assistant to the group or another instructor with their own group.

RATIO 1:12

MINIMUM INSTRUCTOR QUALIFICATION
Vertical System

British Caving Association Local Cave Leader Award level 2. 2:6 - instructor plus a competent adult.

RATIO 2:6

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury cause by: - Rocks falling from above - Person falling from above - Falling/slipping while climbing - Poor route choice - Equipment failure - Exhaustion - Inadequate clothing/footwear - Becoming stuck - Falling	Instructor and group	HIGH	<ul style="list-style-type: none"> Groups told not to throw rocks while around drops or entrances Cave Leaders are to keep up to date and monitor the cave systems that are regularly used and avoid areas that contain or are likely to contain loose rock and manage loose rock with an appropriate solution The leader should be at the front for the descent and at the back for the ascent Ensure the route is appropriate for all group members and that there is a way round if there is a challenge involved Long/cold trips can affect people in different ways, so the leader must regularly check the group to ensure they are coping Make sure the groups are dressed for the conditions in the cave, whether that is wearing a boiler suit and wellies for most normal dry trips or wearing cordura over suits and fleeces for wet / long trips All anchors, whether natural or man-made, must be checked before use Double check all knots and karabiners are secure when being used Hand-lines, or assisted hand-lines, should be used where climbs are particularly slippery and belayed when necessary Caving belts must be worn properly to provide an attachment point in case of emergency and also as a secure handhold to assist clients, warn them when you are going to grab belt. Caving belts, helmets and lights must be checked for correct fitting and fully functional before use Instructors should be aware of the risks of Radon and other gases Call out times must be left when caving with the office, the office must be informed if changes to cave system are made, instructors must report in to the office when no other groups are present at the site after leaving the site. Ensure group members are appropriately briefed when attempting a challenging/ tight section of cave to ensure the client can successfully complete that section. If they are physically too big for the challenge then the client must be dissuaded from the challenge to avoid becoming stuck and potentially injured. First aid kit to be carried by the instructor at all times. 1 kit per group is required. Mobile phone is required to be taken to the site of activity by the I/C Instructor. 	LOW

7: CAVING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION
Horizontal System

British Caving Association Local Cave Leader Award level 1. Adults: 1:8. Children*: 2:8 - there will always be a second adult in the cave with a children's group. either an assistant to the group or another instructor with their own group.

RATIO 1:12

MINIMUM INSTRUCTOR QUALIFICATION
Vertical System

British Caving Association Local Cave Leader Award level 2. 2:6 - instructor plus a competent adult.

RATIO 2:6

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Hypothermia - Falling into cold water - Becoming wet from cave features e.g. Waterfalls	Group	LOW	<ul style="list-style-type: none"> Ensure all participants are correctly and appropriately dressed for the conditions of the cave, particularly wet caves. Instructor to be carrying with the first aid kit. 	LOW
becoming lost Group members exploring on their own	Group	LOW	<ul style="list-style-type: none"> Ensure all group members know to stay together and understand the importance of it. 	LOW
Flooding - Flash flooding - Heavy, persistent rain	Instructor and group	LOW	<ul style="list-style-type: none"> Check the weather forecast before the trip Know how the cave reacts with rainfall. 	LOW
- Jewellery/clothing becoming caught	Group	LOW	<ul style="list-style-type: none"> Tuck away long hair or dangling straps and remove or tape over any jewellery 	LOW

8: CLIMB / ABSEIL

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

Mountain Leader Training UK Single Pitch Award (SPA)

RATIO 1:8

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Rocks falling from above. - Jewellery/clothing becoming caught - Person falling from above - Falling/slipping while climbing or bouldering - Poor route choice - Equipment dropping	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> Tuck away long hair or dangling straps and remove or tape over any jewellery Standard climbing calls are used to prevent misunderstandings Climber must tell instructor when they are ready to descend and wait for instructor to okay Make sure climbers stay on route to avoid them pendulum swinging if they fall Spotting of the climber must occur when starting the route When bouldering only climb to hip height of the spotter Clear any loose debris from the top when rigging Groups are told not to throw rocks as there may be people below Only use areas of crag that are suitable for the group and have been cleared of any loose rock. First aid kit to be carried by the instructor at all times Mobile phone is required to be taken to the site of activity by the I/C Instructor Ensure all loose equipment e.g. mobile phones etc are secured in zip pockets or left on the floor Anyone at the rock face must wear a helmet 	LOW
Fall caused by: - Anchor failure - Equipment failure - Incorrect belaying - Poor group management	Group	HIGH	<ul style="list-style-type: none"> Instruction of safe belaying techniques The responsibility of the belayer and back ups should be made very clear and failure to comply in any way should result in instructor intervention Karabiners and knots are to be checked each time anyone attaches to the climbing rope and belay device When lowering, with beginners, the instructor or competent assistant should operate the belay device and control the rope or back up on the rope Use of at least 2 anchors on rigging Regular checking of all equipment Checking all in situ and natural anchors when rigging Ensure group are well controlled and briefed about the risks of the site. If necessary utilizing visiting staff members to control the group Anyone at the cliff edge, either setting up or waiting to abseil, must be clipped on to a rope to prevent falling, unless in an appropriate waiting area 	LOW

8: CLIMB / ABSEIL

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

Mountain Leader Training UK Single Pitch Award (SPA)

RATIO 1:8

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Becoming stuck - Hair/jewellery stuck in the stuck belay device - Getting stuck on a ledge	Group	MEDIUM	<ul style="list-style-type: none"> • Long hair or dangling straps are tucked away • Remove or tape over any jewellery • Appropriate choice of routes for the clients • Briefing to practice the lowering technique lower down the climbs before they get too high 	LOW

9: CRATE STACK

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

In house trained and assessed

RATIO 1:14

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Tripping, slipping on the crate stack base. - Getting fingers caught in the crate stack - Getting hair caught in the grigri when belaying - Being hit by a falling crate	Instructors, group and other visitors	MEDIUM	<ul style="list-style-type: none"> Instructors should be in a position where they can see and protect all of the group and be able to stop anything that may be dangerous. All equipment must be checked to ensure that it is suitable for the intended purpose, if it is unfit for use then remove from the system. Instructors should check that all equipment is positioned safely, and that anything constructed by the group is safe, and that it is used in the manner for which it is intended. Safety briefing to take place before the activity to ensure participants are aware of the specific risks of the activities. Anyone with long hair belaying must tie it up or tuck the hair away to prevent it getting caught. All users must have a helmet on during the activity 	LOW
Fall caused by: - Tampering ropes/rigging - Rope failure - Equipment failure - Rigging failure	Group	HIGH	<ul style="list-style-type: none"> Instructors to visually check the fixed rigging before the stack is rigged up the ropes When returning to the crate stack after rigging the ropework must be checked to ensure that nothing has been tampered with Crates are visually checked for signs of fatigue. When the stack is in use there must be two people belaying at all times. Crate stack must be rigged to Mendip guidelines, see Operating procedure, if the instructor doesn't hold the MT SPA 	LOW

10: FRISBEE GOLF

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

In house trained and assessed

RATIO N/A

HAZARD

WHO IS AT RISK?

UNMANAGED RISK

CONTROL MEASURES

MANAGED RISK

Injury caused by:
 - Walking into obstacles
 - Slipping on vegetation and mud
 - Being hit by a disc
 - Hitting the tee description post
 - Falling from a stile

Instructors, group and other visitors

LOW

- Safety briefing prior to the start of the session/round where any hazards are highlighted
- In the Disc Golf pack, that the group will carry with them, there is a notes page highlighting the hazards
- Barbed wire, on the fences where there are stiles, are covered to prevent injury
- Advising players not to try and catch the discs and must stand behind the thrower
- Advising that the hole must be clear before throwing your disc

LOW

Getting lost

Group

LOW

- Below 12 years must be accompanied by a responsible person (above 16 years). 12 - 16 years must be in a group of 4 or more. 16 years + self led, unaccompanied.

LOW

11: EVENING ACTIVITIES

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

In house trained and assessed

RATIO BESPOKE

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Tripping over unseen obstacles due to darkness - Slipping on damp surfaces - Collisions with group members	Instructors, group and other visitors	LOW	<ul style="list-style-type: none"> Safety briefing to take place before each activity to ensure participants are aware of the specific risks of the activities. 'Spotting' of group by other group members or instructor must be in place when group members are off the ground. When playing games groups are reminded to be wary of each other Torches are advised if group members have them for any night time activities. 	LOW
- Getting lost due to darkness	Group	LOW	<ul style="list-style-type: none"> Torches are advised if the group members have them, for any night time activities Strict boundaries are provided for night time games 'Numbering off' of the group to ensure you have everyone Safety briefing to include what to do if you get lost 	LOW
Burns caused by: - Campfires - Being burnt by cooking marshmallows	Group	HIGH	<ul style="list-style-type: none"> Water must be available to everyone in case of being burnt and to control the fire if needed Strict safety rules given for behaviour around the fire If having marshmallows, inform the group of how to roast them 	LOW

12: GIPS

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

In house trained and assessed

RATIO N/A

HAZARD

WHO IS AT RISK?

UNMANAGED RISK

CONTROL MEASURES

MANAGED RISK

Injury caused by:
 - Tripping over unseen obstacles due to darkness
 - Slipping on damp surfaces
 - Collisions with group members
 - Falling from height

Instructors, group and other visitors

LOW

- Instructors should be in a position where they can see and protect all of the group and be able to stop anything that may be dangerous. For low risk activities the group can be divided into smaller teams.
- All equipment must be checked to ensure that it is suitable for the intended purpose, if it is unfit for use then remove from the system.
- Instructors should check that all equipment is positioned safely, and that anything constructed by the group is safe, and that it is used in the manner for which it is intended.
- Equipment should be positioned not to be on/in the way of public rights of way.
- 'Spotting' of group by other group members or instructor must be in place when group members are off the ground.
- Safety briefing to take place before each activity to ensure participants are aware of the specific risks of the activities.

LOW

13: HILL WALKING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	
FIRSTAID	✓
RATIO	BESPOKE
RATIO	BESPOKE

BELOW 600M INSTRUCTOR QUALIFICATION

In house trained with local knowledge

ABOVE 600M INSTRUCTOR QUALIFICATION

Mountain Training UK Mountain Leader Summer

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Tripping over rocks - Descending steep rocks - Back injuries due to heavy rucksacks - Road traffic collision	Instructors, group and other visitors	LOW	<ul style="list-style-type: none"> Instructor to provide health and safety briefing to prevent injuries where appropriate. First aid kit to be carried by the instructor at all times. 1 kit per group is required. Mobile phone is required to be taken to the site of activity by the I/C Instructor. Backpacks of participants are checked to ensure groups aren't carrying too much extra kit to keep weight down. All groups are briefed about crossing roads and walking on them, routes should be planned to avoid use of them. 	LOW
Getting lost: - Poor group management - Poor navigation	Group	LOW	<ul style="list-style-type: none"> Ensure management is done effectively using all available staff Ensure local knowledge is known for the area or navigation skills are sufficient Duke of Edinburgh participants are briefed with the Mendip Emergency procedure and walking groups are briefed what to do if they get separated 	LOW
Drowning: River Crossings	Group	MEDIUM	<ul style="list-style-type: none"> At all times river crossings are to be avoided Routes to be plotted to avoid all water obstacles In adverse weather conditions with heavy rain careful consideration is needed to avoid being trapped by rising water. 	LOW
Dehydration - Hot weather	Group	MEDIUM	<ul style="list-style-type: none"> During hot weather instructors will carry extra water for the group Ensuring all participants have sufficient water bottles and they are full. For DofE groups water is available at checkpoints if needed. 	LOW
Remote supervision - Groups walking independently of supervisors	Group	MEDIUM	<ul style="list-style-type: none"> Before the walk ensure that the group have all the required emergency kit Ensure the group know what to do if they get lost, see risk 'Getting lost' above When planning the route the groups are given compulsory checkpoints that they must visit, the Mendip staff will all have check in sheets where teams arrival and departure times can be recorded and any notes made. These sheets are kept on the system and then can be called upon for future walks 	LOW

14: MOUNTAIN BIKES

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

British Mountain Biking Leader Level 2

RATIO 1:8

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury Caused by: - Falling off bike caused by: - Poor balance - Wet surface - Steep descents - Loose surface - Vehicles - Too close to the person in front - Equipment Failure Collision with other road/trail users	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> All Participants must wear helmets, gloves and safety glasses Instructor to provide safety briefing before the session Instructor to consider group competence when selecting route. When cycling on roads, extra care should be taken; the leader should consider their position within the group dependant on the road. If the group are to lead clear instructions must be provided on the route Instructor to hold first aid qual. and carry first aid kit Route planned to reduce the use of public roads Group is managed effectively by the instructor Forestry operations signs and advice followed Group briefed on considerate riding Must ride on bridleways not footpaths 	MEDIUM
Bike failure caused by: - Brake pads worn - Derailleur snapped - Punctures - Pedal snapped	Group	MEDIUM	<ul style="list-style-type: none"> Full bike check to occur prior to session – group can assist in this but leader must also check A repair kit appropriate to the ride must be carried within the group 	LOW
Participants lost/separated from group.	Group	LOW	<ul style="list-style-type: none"> Group is managed effectively by the instructor Limited group size and leader/participant ratio Group are briefed of what to do if they become separated 	LOW

15: ORIENTEERING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	✓
FIRSTAID	✓

MINIMUM INSTRUCTOR QUALIFICATION

British Orienteering Teaching Orienteering Part 1

Age	SITUATION	INSTRUCTOR	ONE ASSISTANT	TWO ASSISTANTS
CHILD	School classroom/hall or indoor space	1:16	1:32	
CHILD	Fenced school grounds	1:12	1:24	1:32
CHILD	Area with clearly marked boundaries away from major hazards with a simple objective	1:12	1:24	1:32
CHILD	Fenced school grounds or area with clearly marked boundaries away from major hazards progressive/advanced content	1:12		
ADULT	Indoor or outdoor	1:12		

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Unsuitable course setting - Becoming injured due to vegetation - Animals/livestock	Instructors, group and other visitors	LOW	<ul style="list-style-type: none"> Safety briefing before the task/session starts so any hazards can be highlighted e.g. using stiles/gates to cross a fence. Ensure any livestock are removed from the areas to be used if possible. First aid kit to be carried by the instructor at all times. 1 kit per group is required. Mobile phone is required to be taken to the site of activity by the I/C Instructor. 	LOW
Getting lost due to: - Task set being too hard - No clear boundaries - Permanent course markers removed	Group	LOW	<ul style="list-style-type: none"> Safety briefing before the task/session starts to set out rules, boundaries, lost procedure (if client becomes lost return to the start) 	LOW

16: PIONEERING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

In House training

RATIO 1:8

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
<p>Injury caused by:</p> <ul style="list-style-type: none"> - Falling from height - Parts of the structure falling down - Bad lifting techniques. - Being hit by equipment 	<p>Instructors, group and other visitors</p>	<p>LOW</p>	<ul style="list-style-type: none"> • Instructors should be in a position where they can see and protect all of the group and be able to stop anything that may be dangerous. For low risk activities the group can be divided into smaller teams • All equipment must be checked to ensure that it is suitable for the intended purpose, if it is unfit for use then remove from the system • Instructors should check that all equipment is positioned safely, and that anything constructed by the group is safe, and that it is used in the manner for which it is intended. Equipment should be positioned not to be on/in the way of public rights of way • 'Spotting' of group by other group members or instructor must be in place when group members are off the ground • Safety briefing to take place before each activity to ensure participants are aware of the specific risks of the activities • All structures / ropes / anchors must be checked by instructor before being used • The Bridge Build requires two instructors i.e. 1 to watch the anchors & structures on each side of the river • When packing equipment, poles should be checked for soundness and all other equipment must also be checked Instructors must have a knife, first aid kit and throw-lines to hand • Group members must be very closely supervised when hammering in stakes. Advise wearing of gloves & stiff boots. STAKES MUST NEVER be held whilst they are being hammered home. (They can be adequately wedged using wood) • Group members must not go onto the bridge until it has been checked and tested by the Instructors. Check all stakes, knots & lashings. If in any doubt whatsoever about the safety of a particular bridge, or design, nobody should be allowed on the bridge. Bridges can be tested using barrels full of water, rather than participants • Only 1 person may go across the bridge at a time • When building catapults/trebuchets the firing mechanism must be from a safe distance • The A-Frame should be no closer than 5 metres from the river bank. The stakes should be about 15 metres from the river bank. The Anchors & A-Frames must be in line • A-Frames must be guyed in place or preferably held in place using 1 complete turn of the main rope around the Apex of the A-Frame, this also reinforces the crucial top lashing • The Hawser-laid main rope must be tied off directly to the Anchors on both sides i.e. when using pulleys to tighten the rope they must be used in parallel to the main rope • Safe handling techniques advised 	<p>LOW</p>

17: RAFT BUILDING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

In House assessed and British Canoeing FS RT

RATIO 1:8

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Jewellery/clothing becoming caught - Trapping body parts - Slipping on jetty - Poor lifting techniques - Jumping/falling in shallow water	Instructors, group and other visitors	MEDIUM	<ul style="list-style-type: none"> Watches, bracelets, rings and dangly earrings should be removed (if possible, if not taping over) to prevent them getting caught on obstacles. All groups are briefed before getting on the raft about the hazards of the raft Prior safety briefing about the hazards of the launch area and lifting techniques First aid kit to be carried by the instructor at all times. Mobile phone is required to be taken to the site of activity by the I/C Instructor. Instructor to ensure depth of water is deep enough for the activity. 	LOW
Drowning caused by: - Equipment failure - Cold water shock - Clients not being able to swim - Becoming knocked unconscious - Slipping on Jetty - Becoming entrapped - Raft flipping - Jumping/falling in shallow water	Group	HIGH	<ul style="list-style-type: none"> All participants to wear buoyancy aids and helmets when on/near the water. Participants informed about the cold water All equipment is checked on a monthly basis and also visually when being handed out. Instructors are at least in house trained and will have the appropriate safety equipment. All instructors ensure that they know where all participants are at all times (if several people are in the water, the first thing to do is count everyone, to ensure nobody is trapped underwater. If the venue is wider or bigger than a throw line then a rescue craft is need on site and ready to use if necessary Counting all participants on and off the water. Checking raft prior to launching. Throw line and a Knife must be to hand while the raft is on the water. Instructor to ensure depth of water is deep enough for the activity. Instructor to brief the group on how to sit on the raft to avoid becoming trapped. 	LOW

18: SNOWSPORTS

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE ✓

FIRSTAID ✓

MINIMUM INSTRUCTOR QUALIFICATION

Snowsport England Level 1

RATIO 1:8

HAZARD

WHO IS AT RISK?

UNMANAGED RISK

CONTROL MEASURES

MANAGED RISK

- Injury caused by:
- Strenuous activities without warming up
 - Catching fingers/thumbs in the matting
 - Hit/dragged by the poma lift
 - Fatigue
 - Ill fitting equipment
 - Lightning
 - Collisions with other slope users

Instructors, group and other visitors

HIGH

- All slope users to leave the slope if lightning is visibly close to the centre
- Warm up before starting activity
- Safety briefing is given at the beginning of each lesson to introduce or recap the safety points and procedures.
- All slopes and lifts are checked before use and visual checks done during the day, any hazards cleared from the slope, repaired or cordoned off.
- Ensure any users are wearing gloves, long sleeves and long trousers
- Ensure netting and padding on trees/posts are in position.
- Limit number of slope users at any one time to a maximum of 75 people, this includes lessons as well. Max of 5 Insts on the slope at a time.
- Explain and demonstrate lift use
- Inform all students of how to shut off lift
- Ensure clients on instruction are taught how to fall correctly.
- Instructor to monitor the group of fatigue and to take appropriate action if needs be.
- Snowboarding specific -
- Correct PPE for users ie, elbow pads, knee pads wrist guards to be worn whilst under instruction
- one foot strapped in whilst riding the lift.
- All people on the slope must wear a helmet

MEDIUM

18: SNOWSPORTS UNSUPERVISED

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE	✓
FIRSTAID	✓
MANAGED RISK	

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Strenuous activities without warming up - Catching fingers/thumbs in the matting - Hit / dragged by the poma lift - Fatigue - Ill fitting equipment - Lightning - Collisions with other slope users - Not being up to Recreational standard*	Instructors, group and other visitors	HIGH	<ul style="list-style-type: none"> Recreational users must be able to control their speed, link turns, stop and use a button drag-lift All slope users to leave the slope if lightning is visibly close to the centre Staff to advise users to warm up before starting activity All slopes and lifts are checked before use and visual checks done during the day, any hazards cleared from the slope, repaired or cordoned off. Users must wearing gloves, long sleeves, long trousers and helmets Ensure netting and padding on trees is in position. Limit number of slope users at any one time to a maximum of 75 people, this includes lessons. Max of 5 Instructors on the slope at a time. All users are to sign a Rec user disclaimer agreeing to our slope rules and stating their ability is above is Rec Standard and will ski by the FIS code*. No teaching is allowed on the slope unless done by our own qualified staff. Mendip Staff will monitor to ensure users are following the Slope rules and if they aren't adhered to users will be asked to leave the slope. If customers are using their own skis the bindings must be releasable. Snowboarding specific - one foot strapped in whilst riding the lift. 	MEDIUM

FIS Code: These are in operation throughout the rest of the world to promote safe skiing.

- You are responsible for your own safety and that of other skiers and snow boarders. Be aware of people around you and take necessary action to avoid skiing dangerously or causing a hazard to yourself or others.
- Control your direction and speed of travel, taking account of the terrain, snow, weather and traffic conditions.
- Select an appropriate path. If you are skiing behind someone it's your responsibility to ski around him or her without causing any danger to him or her.
- You can over-take from either left or right but you must leave enough distance between yourself and other skiers to allow them to manoeuvre properly.
- Before starting off or pulling out you must look up and down the slope and choose an appropriate moment to execute your manoeuvre, so as not to endanger yourself or other skiers.
- Avoid stopping at blind corners or narrow or enclosed places unless you have to i.e. you're injured. In the case of an injury you must vacate the spot as soon as practicable, to avoid further danger (to yourself or others). You should always stop at the side of the Piste.
- You must always use the side of the Piste to walk up or down, whether with or without skis on.
- Pay attention to and follow the signs, markings and notices on the Piste.
- You are obliged by law to offer help and assistance in the event of any accident.

20: TOBOGGANING

IMPORTANT NOTE: Our Generic Risk Assessment also applies to this activity

PPE
FIRSTAID ✓

HAZARD	WHO IS AT RISK?	UNMANAGED RISK	CONTROL MEASURES	MANAGED RISK
Injury caused by: - Catching fingers / thumbs in the matting - Fatigue - Lightning - Collisions with other slope users - Feet being used to stop the toboggan	Group and other visitors	MEDIUM	<ul style="list-style-type: none"> • Verbal, engaging safety briefing from our team to both children and accompanying adults explaining and demonstrating safety rules • All slope users to evacuate the slope if lightning is visibly close to the centre • Mendip Staff will spot check to ensure users are following the Slope rules and if they aren't adhered to users will be asked to do so, or leave the slope • Children must be 4 – 12 years. Adults must NOT use the toboggans • Feet must be kept outstretched and not used to stop • Users must go down the slope on their own • All users must sit facing forwards on the seat area of the toboggan (wobble lines) with the handle between their legs • Users must wear long sleeved tops, long trousers and gloves. Shoes or trainers to be worn NOT OPEN TOED FOOT WEAR • The maximum on the slope is 25 • This is not a supervised activity, therefore parents need to supervise their own children • Explain they MUST go down feet first, keep their hands on the handles and walk back up the SIDES of slope • Note see toboggan disclaimer for list of rules 	LOW