

**PHOENIX CANOE CLUB & OUTDOOR CENTRE – RISK ASSESSMENT FORM – GENERAL LAND BASED ACTIVITIES**  
**GENERIC RISK ASSESSMENT BY PHIL ATKINSON, CENTRE DEVELOPMENT DIRECTOR – MARCH 2018**

Hazard / Risk	Priority	Action / Risk Control	By whom
<b>Orienteering / Team Building</b>			
Trips and slips	Low	<ul style="list-style-type: none"> <li>Brief all participants to watch out for mud, puddles, tree roots, uneven ground etc.</li> <li>If you need to get help for an injured companion, mark on the map where the patient is and return to HQ.</li> </ul>	Staff, Volunteers, participants.
Climbing / falls from height	Low	<ul style="list-style-type: none"> <li>Brief all participants that none of the orienteering markers are above eye level and there is no need to climb trees, fences or walls.</li> <li>Brief all participants to be careful on team building equipment and avoid falling off / pushing etc.</li> </ul>	Staff, Volunteers, participants.
Water / drowning	Low	<ul style="list-style-type: none"> <li>Brief all participants on the dangers of falling in the reservoir and that no control points are closer than 10m to the water edge. Keep away from the reservoir!</li> </ul>	Staff, Volunteers, participants.
Running / injury	Low	<ul style="list-style-type: none"> <li>Brief all participants to be careful when running through wooded areas to avoid collisions with branches and twigs, especially around the eyes and face.</li> <li>Be aware of brambles, nettles and barbed wire fences and wear protective long sleeves and trousers.</li> <li>Hold pencils carefully to avoid injury in the case of a slip or trip</li> </ul>	Staff, Volunteers, participants.
Public access	Low	<ul style="list-style-type: none"> <li>Brief all youth participants on “stranger danger”</li> <li>Brief all participants how to behave around dogs and dog walkers in area</li> <li>Brief participants to be polite to members of the public if they need to communicate with them</li> </ul>	Staff, Volunteers, participants.
Separation from group	Medium	<ul style="list-style-type: none"> <li>Instructors to count heads regularly</li> <li>Participants to be briefed on finding their way back to POC. Travel downhill to yellow path, generally turn left and walk back to HQ. Do not cross roads or car parks (except access track)</li> </ul>	Staff, Volunteers, participants.

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		<ul style="list-style-type: none"> <li>In the event of lost participant(s), instructors to be sent out to search using the VHF radios to communicate with HQ and other searchers.</li> </ul>	
Equipment / injuries	Medium	<ul style="list-style-type: none"> <li>Briefing provided on the dangers of planks, crates, poles, hooks, ropes</li> <li>All users should demonstrate correct technique and safe handling of equipment.</li> <li>Hold pencils carefully to avoid injury in the case of a slip or trip</li> </ul>	Staff, volunteers, participants
<b>Equipment</b>			
Equipment checks	Low	<ul style="list-style-type: none"> <li>Instructors to check all equipment in use is serviceable for the activity. Participants should be encouraged to check their own equipment to instil a “personal safety ethos”</li> <li>All faulty equipment is to be removed from use, identified with a tag and logged into the equipment book</li> <li>Team Building structures should be checked by the staff in charge of the activity before use by the participants and any necessary adjustments made.</li> </ul>	Staff, volunteers, participants
<b>Weather Conditions</b>			
Lightning can cause severe injuries	Low	<ul style="list-style-type: none"> <li>All land based activities cancelled or halted during severe weather conditions which include lightning</li> </ul>	Staff, Volunteers, participants.
Injury or ill health caused due to exposure to severe weather conditions	Low	<ul style="list-style-type: none"> <li>Instructors are to ensure appropriate clothing is worn and that participants are able to change soon after becoming wet/cold.</li> </ul>	Staff, volunteers, participants
Hot weather Hyperthermia/sunburn	Medium	<ul style="list-style-type: none"> <li>Participants advised to take precautions against over-heating / sun. Course users advised to avoid dehydration.</li> <li>A source of cool, clean and potable water in sufficient quantities is provided</li> <li>Staff to advise use of suitable sun protection</li> </ul>	Staff, volunteers, participants
Cold weather Hypothermia	Medium	<ul style="list-style-type: none"> <li>Participants are to wear clothing appropriate for the prevailing conditions.</li> <li>Mobile phones/radios are to be carried by all instructors</li> <li>Main building is short distance away from the location</li> </ul>	Staff, volunteers, participants

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		<ul style="list-style-type: none"> <li>All participants should have a dry change of clothing and spare footwear.</li> </ul>	
<b>Illness From Existing Medical Conditions</b>			
Users unable to take/access their emergency medication resulting in possible life threatening illness	Low	<ul style="list-style-type: none"> <li>Medical questions asked prior to activity</li> <li>Users unable to take/access their emergency medication resulting in possible life threatening illness</li> <li>Trained first aiders on site at all times</li> </ul>	Staff, volunteers, participants
<b>Buildings and Compound</b>			
Vehicles	Low	<ul style="list-style-type: none"> <li>Ensure all vehicles on site are driven slowly in the compound area and are aware of Centre Users especially when reversing.</li> <li>Ensure vehicles are parked neatly and away from the activity areas with their engines off.</li> </ul>	Staff, volunteers, participants
Fire	Low	<ul style="list-style-type: none"> <li>Ensure all participants are aware of fire drill, emergency exits and Emergency Assembly Point.</li> <li>Ensure all fire alarms, detectors and extinguishers are checked and in good working order</li> </ul>	Staff, volunteers, participants
Catering	Low	<ul style="list-style-type: none"> <li>Ensure all participants are aware of the need to wash hands before eating or drinking</li> <li>Staff to ensure all food preparation surfaces are kept clean and tidy and fridge / cupboards are clean and stocked with food and drink within its "eat by" date</li> </ul>	Staff, volunteers, participants
Public access	Low	<ul style="list-style-type: none"> <li>Ensure buildings and valuables are locked when not occupied</li> </ul>	Staff, volunteers, participants

Risk Assessment to be updated with Dynamic Risk Assessment by Coach(s) to meet the current needs of the activity. Management to be advised of any deficiencies or amendments to be made to this Risk Assessment.