



Risk Assessment Form

Deer Park, Cowley



Activity: Zip Wire					Date: 20/06/2021 Review: 20/06/2022 (or if government guidance changes)		
Reviewed by: Daniel Rochelle & Anne Anderson Position: Centre Manager & Instructor				Numbers of Participants: Maximum 12 on any one line		Age range: 7 years and upward	
Consent for Activity required: Yes				Venue: Girlguiding Gloucestershire HQ, Deer Park, Cowley, Cheltenham, GL53 9NJ		Type of instructor qualifications required: Site-specific training	
Hazard	Who is affected?	Who is responsible? (S site manager) (I instructor) (L group leaders)	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Zip wire unsafe for operations	All	Centre Manager	Annual safety check carried out by Technical Outdoor Solutions. Any issues flagged are rectified.	L	Right line (looked at from the top platform) is currently out of operation.	Centre Manager - June 2022	20/06/2022
Unauthorised access to course	Those not meant to be there	S	Restrict access by use of fencing, chains and warning signs	L	Information to those responsible for groups not using activity who are onsite.	Centre Manager - ongoing	20/06/2022
Slips & Trips walking to and around activity	Participants and leaders	S, L	Information given to leaders whilst onsite as to safe way to access the activity and to get to it.	L	Ensure all participants are wearing appropriate footwear.	Centre Manager prior to each session	20/06/2022
Extreme weather conditions	Participants and leaders	I (with S)	Adventure constructions should not be used during electrical storms, or wind conditions of more than Force 5 on the Beaufort scale	L	Decision of the Instructor/Centre Manager is final	Centre Manager/ Instructor prior to each session	20/06/2022

Unqualified staff/ volunteer running activity	Participants and leaders	S	Instructors to be suitably qualified before they are allowed to operate course. No matter what their experience, all instructors should undertake a training course and be assessed by a competent and qualified assessor. This process should be properly documented. Equipment kept locked away to prevent unauthorised use.	L	Only one qualified instructor required on the platform with support from group leaders for releasing at the bottom of the run.	Centre Manager - ongoing	20/06/2022
Falling or slipping from height	Instructors, Participants and leaders	S and I	All instructors and participants to be connected to the course PPE whilst off ground. Staff to fully brief participants on how to use equipment. When instructors/participants climb stairs to gain access to the activity they should be clipped into a safety system at the top step.	L	PPE to CE approved and fitted correctly	Instructors - throughout each session	20/06/2022
Objects falling from above	Instructors, Participants and leaders	I and L	All participants to remove objects from pocket, loose jewellery. Cameras and mobile phones not to be taken aloft.	L		Instructors - during each session	20/06/2022

Too many participants on the course	Instructors, Participants and leaders	I and L	A limit of 12 participants per instructor + 2 leaders per group required.	L	Advertising indicates group size limits.	Centre Manager - during booking process Instructor - during session	20/06/2022
Incapacity of participants	Participants	I and S	Relevant medical conditions are made known to the instructors - consent forms completed.	L	Instructor to assess participants before allowing access to activity	Centre Manager - during booking process Instructor - during session	20/06/2022
Inappropriate clothing or footwear	Participants	L & I	Instructors and leaders to ensure that participants are wearing appropriate clothing and footwear	L	No open toed shoes, waterproof and warm as needs be, no vest tops. Information sheet sent to group leaders.	Centre Manager - during booking process Instructor - during session	20/06/2022
Snagging of jewellery or other personal property	Participants	I and L	Instructors to advise to remove all loose jewellery, badges neckers, etc.	L	Leaders to organise the safe holding of any removed items. Information sheet sent to group leaders.	Centre Manager - during booking process Instructors - during session briefing	20/06/2022

Snagging of hair	Participants	I and L	Instructors to advise to tie hair up, in very low pony tail so PPE equipment is able to be fitted correctly.	L	Extra hairbands in equipment supplies if needed. Information sheet sent to group leaders.	Centre Manager - during booking process Instructors - during session briefing	20/06/2022
Chewing gum or other food whilst on the activity	Participants	I and L	Instructors to advise not to chew gum or eat whilst on activity	L	Leaders to ensure group whilst waiting are not going to be eating. Information sheet sent to group leaders.	Centre Manager - during booking process Instructors - during session briefing	20/06/2022
Impacting objects whilst descending	Participants	I	Ensure that the path of the zip wire is clear before, during and after each descent. Keep the zip wire area clear at all times	L	Notify Centre Manager of any concerns.	Instructor - throughout the session	20/06/2022
Participants needing medical attention	Participants	I, L	A qualified first aider must be present at all times. A list of medical contact numbers, emergency services travel routes to be available, including address and OS ref to get emergency vehicle to site.	L	If not the site manager a walkie talkie will provided for the instructor to contact centre manager/nominated person at base	Instructor/ Leader - at every session	20/06/2022

Trapped participants	Participants	I, L	Instructors trained in rescue of participants stuck on zip wire	L	Contact local rescue service and brief on location and situation	Instructors - during site training	20/06/2022
Badly fitting PPE	Participants	S and I	Ensure that equipment fits safely before beginning. Advise participants not to tamper with PPE once fitted and checked.	L	If too small or over 18 stone then unable to participate	Instructor - during initial kitting up process and ongoing observation throughout session	20/06/2022
Inappropriate PPE	Instructor and Participants	S and I	Ensure using only equipment supplied by Deer Park, and that has been checked	L	Log books for all equipment is available	Centre Manager - ongoing	20/06/2022
Damage to hands	Instructors, leader removing at end of run and participants	S and I	Ensure instructors are taking care when clipping in and on the wire. Group leader supporting the end of the line to be briefed on how to safely detach the participant.	L	Participants given instructions not to touch wire or black safety line.	Instructor - during each session	20/06/2022
Leader taking participants off the run	Leader removing at end of run	I	Ensure that they are given clear instructions as to what to do, and are competent to do it.	L	Ensure they are paying attention to the start of the wire if needs by use of the whistle supplied	Instructor - during each session	20/06/2022
Zip collision	Participants	I	Ensure that previous participant has cleared the landing area before starting the next.	L		Instructor - throughout each session	20/06/2022

Hard landing	Participants	I	Ensure that clear instructions are given to the participants about how to land	L	See medical treatment risk	Instructor - during each session	20/06/2022
Wasps	All	I	A check for the presence of wasp nests should be done prior to any element being used. Any evidence of a nest should be reported to the site manager on completion of the activity	M	If appropriate avoid the element in question	Instructor - prior to each session	20/06/2022

Transmission of Covid-19	All	All	<p>Group Leaders to ensure the relevant details are in place for test and trace. Centre Manager holds group leader's contact details in line with GDPR.</p> <p>Anyone with Covid symptoms or has been instructed to self-isolate is informed to stay away from the Centre.</p> <p>PPE is cleaned between each group.</p> <p>Hand sanitiser is provided and used by all in the group before touching any equipment.</p> <p>All to maintain 1m distancing from others where possible.</p> <p>PPE is fitted by the participant following details verbally given by the instructor. Checks are carried out by the individual and observed by the instructor to ensure the PPE is safely fitted.</p>	L	<p>Anyone showing symptoms during the session is removed from the group and group leader contacts parents for immediate collection and reminded to follow government guidance for testing for Covid-19.</p> <p>Instructor to wear a mask whilst connecting each participant to the system as 2m cannot be maintained.</p> <p>Group leader to wear a mask whilst disconnecting each participant from the system as 2m cannot be maintained.</p> <p>Where first aid is required, injured person to administer where possible, PPE to be worn if first aider needs to be closer than 1m.</p>	<p>Group leader - prior to session.</p> <p>Instructor - throughout the session</p>	20/06/2022
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This document should be signed-off by the commissioner who supports your unit. Depending on your area this will be your district or division commissioner .

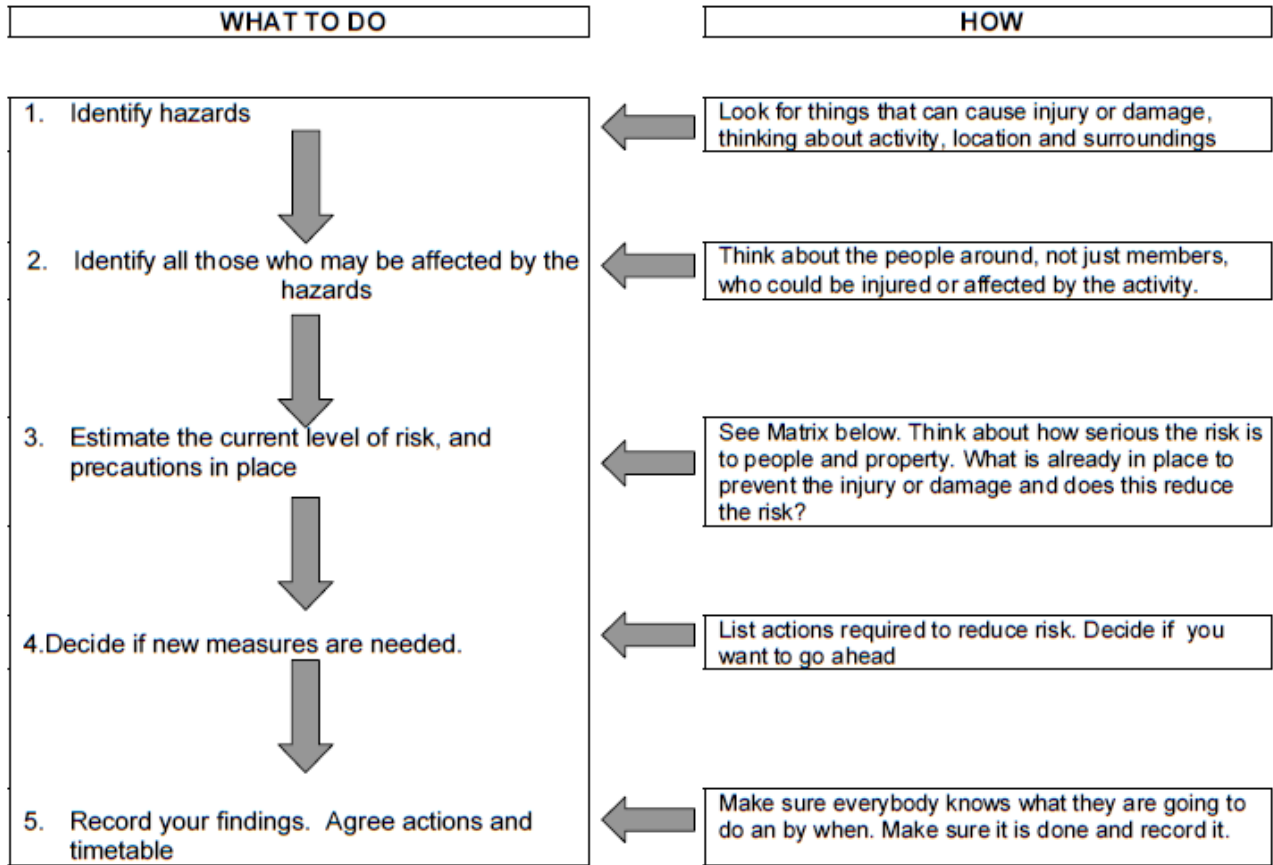
Commissioner's signature:

A handwritten signature in black ink, appearing to be 'E. Hood', written over a dotted line.

..... Date:

02/07/21

RISK MANAGEMENT



RISK ASSESSMENT MATRIX

	Severity	Slight Harm	Harmful
		superficial injuries, minor cuts and bruises	minor fractures, ill health leading to minor disability
Likelihood			Extremely Harmful
UNLIKELY Rarely happens		LOW	multiple injuries, major fractures, fatalities
LIKELY Often happens		LOW	LOW
VERY LIKELY Nearly always happens		MEDIUM	MEDIUM
		MEDIUM	HIGH
		HIGH	HIGH