



# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Karl Watson, Callum McMillan	<b>Group / Establishment:</b>	SSE Outdoors
<b>Date</b>	January 2024		

<b>What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:</b>	<b>How was the assessment done?</b> e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	<b>Next review date:</b>
		Jan 2025
High Ropes Course is a purpose-built activity base and is inspected annually by an ERCA approved inspector. Staff training is carried out by senior staff/managers with appropriate NGB qualification and experience under supervision / instruction of the technical advisor (MIC).	On-site assessment by Senior Instructor (RCI) and Lead Instructor (ERCA Instructor) & technical advisor, Pete goldsmith (MIC)	<b>Mobile reception / nearest landline</b>
		ODC and House main office

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
<b>All participants – Clothing/ hair entrapment &amp; jewellery.</b>	<ul style="list-style-type: none"> <li>COP guidance regarding clothing to be followed.</li> <li>Releasable abseil knot to be used.</li> <li>Hair to be tied back and/or tucked out of the way throughout session.</li> <li>Any jewellery to be removed at start of session.</li> </ul>	2	2	4				
<b>All participants – Slips, trips, falls &amp; minor injuries</b>	<ul style="list-style-type: none"> <li>Walking always expected.</li> <li>Group to be always kept under control.</li> <li>Briefed to take care moving around area.</li> <li>All staff to have first aid kit on session.</li> </ul>	2	2	4				
<b>All participants – Extreme weather.</b>	<ul style="list-style-type: none"> <li>Check weather prior to start of session/day</li> <li>Cease activity if lightening is within 2 miles (1 mile per second from thunder to lightening)</li> <li>Alternative activity identified if winds are high</li> </ul>	2	3	5				

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<b>All participants</b> – being hit by falling objects	<ul style="list-style-type: none"> <li>Helmets to be worn by all throughout the session.</li> <li>Safety brief given to all at the start of the session</li> <li>Continuous monitoring of whole group during the entire session</li> <li>Participants reminded to remove unwanted layers, tie shoes correctly, remove objects from pockets.</li> </ul>	2	1	2				
<b>All participants</b> – Safety equipment failure/ damage.	<ul style="list-style-type: none"> <li>Only centre owned equipment to be used.</li> <li>Manufacturers guidelines for replacement, storage of equipment to be followed.</li> <li>Equipment checks to be carried out in line with equipment management procedure.</li> <li>Instructor to check equipment for signs of wear and damage each session.</li> <li>Report any damaged equipment, and place in the 'de-com bin' in core stores with corresponding defect form filled out.</li> <li>Assessed instructor to oversee the High ropes operation and any of its associated safety equipment.</li> <li>Helmets and Harnesses to be checked by instructor before each turn.</li> <li>Check, check systems to encourage multiple responsibility for safety checks and eliminate instructor error.</li> <li>Regular equipment inspections to be carried out and recorded</li> <li>Working as trained in accordance with COP's</li> <li>Ladder appropriately attached to pole and checked before each climber.</li> </ul>	5	1	5				

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
<b>All participants</b> – Falls/ entrapment due to instructor error.	<ul style="list-style-type: none"> <li>Approved systems of belaying to be used as recommended by the NGB &amp; centre training procedures.</li> <li>Instructor must be in control of lowering participants; this can include the instructor tailing the rope and allowing participants to operate the belay device. Or instructor to operate belay device.</li> <li>Check systems in place to encourage multiple checks of all PPE.</li> <li>Check all metal work before lowering.</li> <li>Staff regularly refreshed on rescues methods for any entrapments.</li> </ul>	5	1	5				
<b>All Participants</b> – Psychological scaring	<ul style="list-style-type: none"> <li>Challenge by choice model</li> <li>Every participant can change their mind about having ago.</li> <li>Instructor training regarding soft skills, communication, and facilitation</li> <li>Clear instructions and demonstrations by the instructor where needed.</li> <li>Start off with small targets and increase to suit individual's progressions.</li> <li>Celebrate all success and achievements</li> </ul>	4	2	8				
<b>All participants</b> – participant getting stuck/ refusing to move	<ul style="list-style-type: none"> <li>Encourage participant down if possible</li> <li>If further assistance is needed, then send up the accompanying adult or a sensible friend.</li> <li>If further assistance is still required, then utilising other methods can be used in line with NGB &amp; centre training procedures</li> </ul>	3	2	6				
<b>All participants</b> – poor behaviour	<ul style="list-style-type: none"> <li>Instructor training and regular updates.</li> <li>Safety brief and expectations given to all participants.</li> <li>Early intervention.</li> </ul>	4	2	8				

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	<ul style="list-style-type: none"> <li>Reinforcement of ground rules and expectations throughout the session.</li> <li>Abandonment of session should instructor deem it unsafe due to poor behaviour .</li> <li>Utilise accompanying adults to maintain good group control.</li> </ul>							

\* [Click here](#) for guidance in calculating Risk Rating. Rate the **severity** of the potential harm (between 1-5, where 5 is fatal) and the **likelihood** of the harm occurring (again 1-5 where 5 is very likely). Guidance is at .HS 004

<b>Please now pass this assessment to your manager for approval</b>				
<b>Name of assessor's manager:</b>	Ack Moore	<b>Date:</b>		<b>Manager's comments</b>
<b>Signature:</b>				