



Name of activity		Activity management	Reference number							
Location of activity		YMCA Lakeside activities	Ratio for activity			NA				
This document must be read in conjunction with		Activity Standard Operating Procedures								
Key: L – Likelihood, S – Severity, R – Risk			Risk Score 1- 2 = Low 3- 4 = Medium 5- 6 = High							
Activity Description	Foreseeable Hazard	Who might be harmed and how?	L	S	R	Control measures	L	S	R	
Equipment failure	Serious injury or death	Staff and participants – equipment in use may break causing injury or death	2	3	5	Inspection regime for all equipment followed	1	3	4	
						Equipment stored correctly and maintained				
Faulty equipment	Serious injury or death	Staff and participants – faulty equipment may fail or not operate as per manufacturers Instructions	2	3	5	Faulty equipment removed from use	1	3	4	
						Faulty equipment system in safety check system in place				
Equipment misuse	Serious injury or death	Staff and participants	2	3	5	Staff trained in use of all equipment	1	3	4	
						Qualified staff deliver activity and are inducted				
						Staff monitoring to maintain standards				
						Activities secured when not in use				



Activity Description	Foreseeable Hazard	Who might be harmed and how?	L	S	R	Control measures	L	S	R
Failure in procedures	Serious injury or death	Staff and participants failure to follow Standard Operational Procedures.	2	3	5	Procedures reviewed annually and after any incident	1	3	4
						Management and technical advisors review all procedures and Risks Assessments			
						Staff trained, assessed and monitored in procedures relevant to their role and activity to be delivered.			
Safeguarding issues	Allegations, inappropriate behaviour	Staff and participants – complaints made, or abuse suspected	2	3	5	Staff DBS checked	1	2	3
						Staff receive safeguarding training			
						Centre has SG officer and reporting system			
Poor decision making by staff	Serious injury or death	Staff and participants	2	3	5	Currency checked culture of CPD proactively encouraged and expected	1	3	4
						Staff inducted into activity			
						On-going monitoring and assessment of staff			
						SOPs, RAs and TAs available to advise staff			



Activity Description	Foreseeable Hazard	Who might be harmed and how?	L	S	R	Control measures	L	S	R
Conditions weather	Serious injury or death	Staff and participants – weather and conditions exceed ability of group and staff. Activity not modified or changed to fit the conditions and group.	2	3	5	Staff liaise with health and safety team to agree plan Staff aware of weather forecast and any changes poor conditions cause in the operating procedure Staff issue equipment appropriate to conditions and ensure it is carried Staff work within remit of qualification and induction	1	3	4
Participants with special needs	Serious injury or death	Staff and participants – adaptations required to allow to complete activity	2	3	5	Individual risk assessments produced for identified people all Instructors First Aid qualified	1	3	4
Multiple staff delivering activity	Communication and responsibility issues	Staff and participants – lack of clarity on who is in charge	3	3	6	The lead or in charge Instructor is clearly identified before the activity	1	3	4
Failure to return on time	Stress psychological distress over tiredness	Staff and participants – mishap during travel or activity	2	2	4	Departure and return times known over due or missing person plan put into operation	1	2	3



Activity Description	Foreseeable Hazard	Who might be harmed and how?	L	S	R	Control measures	L	S	R
First aid incident	Serious injury or death	Staff and participants	2	3	5	Activity staff hold Outdoor first aid certificate and carry first aid equipment	1	3	4
						Staff and participants complete medical declarations			
						All Accident forms completed and reviewed by H+S team			
Near miss	Minor injury	Staff and participants	2	2	4	Near miss report completed and reviewed by H+S team	2	2	4
Incident / accident	Environmental, skill execution	Staff and participants – occurrence requiring staff to rescue or treat participant	2	2	4	Staff carry safety equipment Standard Operating Procedures	2	1	3
Lost child	Injury psychological harm	Participant – may get lost during activity	2	3	5	SOPs followed	1	3	4
						Pastoral care provided			
						Lost child procedure			
Participant goes missing	Injury	Participant may choose to leave site or hide	2	3	5	Missing person procedure implemented	1	3	4
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Reviewed by: Mike Margeson			Date January 2019			Signature Mike Margeson			