

# RISK ASSESSMENT: Team Building

Completed by: Activities Management Team

Date: 15/12/2024

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What is the Hazard?	Who may be harmed?	How might people be harmed?	Risk Rating			Control Measures in Place	Remaining Risk		
			Probability	Severity	Risk		Probability	Severity	Risk
<b>Slips, Trips and Falls</b>	All	Cuts, bruises and grazes	2	2	4	<ul style="list-style-type: none"> <li>All equipment not being used is put away in the store.</li> <li>All participants are instructed to wear appropriate footwear.</li> <li>Participants warned about exposed tree roots and potential hazards.</li> </ul>	1	2	2
<b>Exposure/ Hypothermia and Sunburn</b>	All	Sunburn, high temperature and dehydration.	3	2	6	<ul style="list-style-type: none"> <li>Staff and participants must make sure they have suitable clothing prior to the activity.</li> <li>Staff and participants to drink plenty of water.</li> <li>Sun cream to be applied when needed.</li> </ul>	1	2	2
<b>Adverse Weather</b>	All	See 'Exposure'	2	3	6	<ul style="list-style-type: none"> <li>Participants are advised to wear suitable clothing for weather conditions.</li> <li>At the first sign of thunder and lightning continue until the flash to bang is no less than 30 secs, at which point the activity stops immediately. The activity may continue 30 minutes after thunder is last heard.</li> <li>Refer to 'Adverse Weather' policy</li> </ul>	1	3	3
<b>Group Behaviour</b>	All	Loss of control of the group, participants being distracted/ not listening.	3	2	6	<ul style="list-style-type: none"> <li>Group leaders are to ensure that the group is always under control.</li> <li>Instructor is to stop the session if the participant's behaviour becomes dangerous.</li> <li>Instructor to check with group leader at the start of the session for any neurodiverse participant's and make sure control measures are in place to appropriately manage their needs.</li> </ul>	1	2	2
<b>Unauthorised Access</b>	All	Musculoskeletal injuries, cuts, bruises from lack of adult supervision	3	2	6	<ul style="list-style-type: none"> <li>For prolonged periods when the activity isn't in use all equipment is to be locked into the store.</li> </ul>	2	2	4
<b>Dropping of heavy Equipment (e.g., planks/ tyres)</b>	All	Bruises	4	3	12	<ul style="list-style-type: none"> <li>Participants should be warned that the objects such as the planks are heavy and dropping them without care could result in an injury.</li> <li>The participants should be made aware of the extra care required and the importance of being aware of others around them.</li> <li>The instructor should be able to take control of the equipment, if need be.</li> </ul>	2	3	6

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<b>Equipment Failure</b>	Participants	Musculoskeletal injuries, cuts, bruises	3	2	6	<ul style="list-style-type: none"> <li>All equipment should be checked during the set-up of the activity.</li> <li>All equipment is inspected periodically and anything faulty is removed from use immediately, recorded and repaired or replaced.</li> <li>All equipment is visually checked by the instructor prior to being used. Items deemed to be faulty are removed from use immediately, logged and placed in the quarantine bin. As per policy 5.3 faulty or damaged equipment.</li> </ul>	1	2	2
<b>Lifting Injuries (Muscular strains)</b>	All	Manual Handling related injuries	3	3	9	<ul style="list-style-type: none"> <li>All participants should be advised on correct manual handling technique (refer to manual handling technique manual).</li> <li>Participants are asked to take care in how and what they are lifting and not to over stretch themselves.</li> <li>Suitable equipment should be chosen depending of the group's ages and member's size.</li> </ul>	1	3	3
<b>Human Error</b>	All	Instructor complacency and loss of focus could put everyone at risk	3	3	9	<ul style="list-style-type: none"> <li>Instructors trained and assessed before leading a session alone.</li> <li>All instructors are regularly monitored to ensure procedures are complied with.</li> <li>All instructors are issued with a handbook outlining all procedures in place for the activity.</li> <li>Where possible, instructors to only work the same session twice in a day.</li> <li>Instructors made aware of any changes to activity.</li> </ul>	1	3	3
<b>Crushing / Compression Injuries</b>	All	Crushing and compression injuries	4	3	12	<ul style="list-style-type: none"> <li>Participants should be made aware of the importance of placing equipment down gently and avoiding dropping items such as the planks.</li> <li>Participants are told to avoid putting fingers and feet in a position that might get crushed e.g., under planks.</li> <li>Covering appropriate footwear such as trainers or boots must be worn.</li> <li>Participants supervised by instructor and group leaders.</li> </ul>	2	3	6
<b>Bites and Stings from Insects and Plants</b>	All	Bites, stings, rash. Allergic reaction.	3	3	9	<ul style="list-style-type: none"> <li>Group leader to be aware of existing medical conditions or allergies.</li> <li>Group to avoid long grass.</li> </ul>	2	3	6

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			Probability	Severity	Risk		Probability	Severity	Risk
<b>Slips, Trips and Falls (Night Line Only)</b>	Participants	Cuts, bruises and grazes	2	2	4	<ul style="list-style-type: none"> <li>All equipment not being used is put away in the store.</li> <li>All participants are instructed to wear appropriate footwear.</li> <li>Participants warned about exposed tree roots and potential hazards and shown any along the night line.</li> <li>When participant completing the course is wearing a blindfold they must have a partner to talk them through the course and each obstacle.</li> <li>Roughly a 2-meter gap to be left between each participant completing the night line.</li> </ul>	1	2	2
<b>Head Injury (Night Line Only)</b>	Participants	Bump to head, cuts and bruises	3	2	6	<ul style="list-style-type: none"> <li>Helmets must be worn by all participants completing the night line.</li> </ul>	1	2	2

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Level	Likelihood Factor	Severity Description
1	Very Unlikely	Insignificant – No injury or No First Aid required.
2	Unlikely	Minor – Minor injuries requiring first aid such as cuts, grazes, bruising.
3	Fairly Likely	Moderate – Injuries resulting in up to three days' absence from work.
4	Likely	Major – Injuries resulting in a week or more absence from work, for example broken bones, deep cut etc.
5	Very Likely	Catastrophic – Amputations or Death.

Remaining Risk Level	Description
1-5	Very low, minimal risk, control measures more than adequate
5-10	Low, control measures satisfactory
10-15	Medium, control measures adequate
15-20	High, control measures need further consideration
20-25	Very high, intolerable, stop Job