

Activity Risk Assessment - Example

Mountain Adventure Camps Risk Assessment Form	RA Ref No: EXAMPLE
--	--------------------

Assessor	Job Title	Assessment Date	Review Dates / Initials
EXAMPLE			

Assessment Location:	
-----------------------------	--

Persons at risk	Frequency	Further Details	Comments
MTN Camps Staff	2.5hrs	At least 1 member of staff assisting per group of 6	2.5hr mountain bike ride through forest on marked bike or vehicle tracks guided by La fédération française de cyclisme qualified guide.
Guests	2.5hrs		
3 rd Party Guide	2.5hrs	At least 1 member of staff assists per group of 6	
Gen. Public / Others	N/A		

Hz No	Hazard description	Which persons affected?	Level of Risk			Existing controls	Further controls / action
			P	S	R		
1	Exposure to extreme weather – cold, wet, heat and sun	All participants	2	2	4	Daily weather forecast obtained. On-day conditions assessed and plans adjusted as necessary. All participants have suitable footwear, clothing and equipment to match expected conditions.	Kit checked before departure. Staff vigilance throughout the session.
2	Falls	All participants	4	5	20	Group leader experienced of cycling in terrain and of leading groups.	Group Leader competence approved by La fédération française de cyclisme.

Hz No	Hazard description	Which persons affected?	Level of Risk			Existing controls	Further controls / action
			P	S	R		
						<p>Route researched and pre-cycled by all staff – significant hazards (steep drops, water hazards etc) avoided or carefully assessed.</p> <p>Weather forecast obtained and conditions monitored; Ongoing assessment of conditions and adjustment of plans by group leader.</p> <p>Helmets, long trousers and long sleeved tops worn.</p>	<p>Group leader completes specific risk assessment for each route as necessary.</p> <p>Ongoing assessment by group leader at start and during activity.</p> <p>Staff vigilance throughout the session.</p>
3	Getting lost	All participants	1	5	5	<p>Group leader has sufficient navigational skills.</p> <p>Group size as low as possible (good practice is under 8 per supervisor) and well supervised.</p> <p>Regular head counts.</p> <p>Briefing of guests and staff.</p> <p>Communications (mobile phones with contact telephone numbers pre-saved) arranged.</p>	<p>Group Leader competence approved by La fédération française de cyclisme.</p> <p>Staff vigilance throughout the session.</p>
4	Injury, illness or emergency away from immediate help	All participants	2	5	10	<p>Group leader First Aid qualified.</p> <p>Other leaders with each group first aid</p>	<p>Pre-planning of emergency procedures and communications.</p> <p>Access track available to off-road</p>

Mountain Adventure Camps

Hz No	Hazard description	Which persons affected?	Level of Risk			Existing controls	Further controls / action
			P	S	R		
						<p>trained and with First aid kit.</p> <p>Information about pre-existing medical conditions and medication carried.</p> <p>Leaders are briefed and have planned emergency procedures.</p> <p>Communications (mobile phones with contact telephone numbers pre-saved) arranged.</p> <p>Assistant leader must have competence to lead group back to safety.</p>	vehicles for entire activity.
5	Road traffic accident	All participants & 3 rd parties	1	5	5	<p>Suitable route off-road or on quiet roads.</p> <p>Each route pre-cycled and individually risk assessed by leader if necessary.</p> <p>Supervision arranged: small groups usually maximum of 12, two leaders, who are competent cyclists.</p> <p>Supervision planned for any serious road junctions etc.</p> <p>Helmets worn.</p>	
6	Under-insured, not covered.	All participants	1	5	5	Obtain copy of insurance policy prior to program.	

Mountain Adventure Camps

Hz No	Hazard description	Which persons affected?	Level of Risk			Existing controls	Further controls / action
			P	S	R		
7	Mechanical fault.	All participants	2	5	10	<p>Cycles used are road/route worthy.</p> <p>Use of own bikes not allowed.</p> <p>Simple tools and spares carried.</p> <p>Breakdown plan agreed.</p>	Check size, steering, brakes, cycles, gears, helmets, etc before starting activity.
8	Other users – MTB & walking.	All participants and 3rd parties	1	5	5	<p>Lookout maintained by supervising staff and an audible means of warning to be at hand - whistle.</p>	Staff vigilance throughout the session.
9	Group control.	All participants and 3rd parties	1	5	5	<p>Close supervision, two leaders with each group.</p> <p>Maps carried.</p> <p>Large groups split into small groups each with leaders.</p> <p>Overall leader remains in touch with all groups and can re-group effectively at agreed points.</p>	<p>Pre-planning of route and supervision.</p> <p>Staff vigilance throughout the session.</p>
10	Provision does not meet authority standards/best practice.	All participants	1	5	5	<p>Check organisation is reputable, competent and safe.</p> <p>Check literature provided.</p> <p>Check leaders of adventure activities are appropriately qualified.</p> <p>Pre-visit centre.</p>	Group leader raise any concerns with Operations Director & Outdoor Activities Consultant.

Hz No	Hazard description	Which persons affected?	Level of Risk			Existing controls	Further controls / action
			P	S	R		
						Leader maintains on-going assessment throughout visit.	

Mountain Adventure Camps