

Risk Assessment

Reviewed – December 2021



Introduction

All areas where activities take place must be visited and assessed for risk. To fully understand the Generic Risk Assessment and in order to fill in the site specific risk assessment it is important to understand the parameters within which we work.

Who may be harmed?

- Participants - The people participating in the course or expedition.
- Teachers - Teachers or other school staff accompanying students
- Instructors - All No Limits employed staff
- Public - General public who are not taking part in the course or expedition.
- Team - First 3 categories
- All - First 4 categories

Risk

Risk is determined by examining the likelihood and the consequences. Definition of each area;

Likelihood

- Improbable (VL) So unlikely the probability is close to zero.
- Remote (L) It is quite unlikely to happen, although conceivable.
- Possible (M) Could occur sometimes.
- Occasional (H) It is quite likely to happen and will not be a surprise.
- Likely or Frequent (VH) Occurs repeatedly, the event is expected.

Consequence

- Minor injury (L): the subsequent injury would be minor, i.e. a cut, graze, scratch or Bruise.
- Serious injury (M): the subsequent injury would stop the participant from continuing the activity, i.e. a sprain, a burn or hypothermia.
- Major injury (H): the subsequent injury would be major, i.e. loss of limb, fracture, loss of consciousness, permanent reduction in ability to work.
- Fatal (VH): the subsequent injury would be fatal.

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General – relevant to all activities for the duration of the programme

Hazard	Who may be harmed	Risk		Control measure
		Likelihood	Consequence	
General				
General	All	M	H	<ul style="list-style-type: none"> Area used to be appropriate and safe for the participants and activity A full brief on the event to be given to participants prior to start of activity
Collapsing dry stone walls	Team	VL	M	<ul style="list-style-type: none"> Participants briefed about the dangers of leaning and climbing on dry stone walls. Ensure that a dry stone wall is safe before the group conduct any activity near it or shelter behind it.
Deadfall	All	L	VH	<ul style="list-style-type: none"> All tents and other structures placed to reduce risk Course Directors and Lead Instructors to familiarise themselves with the site & carry out dynamic Risk Assessment instructors to receive a brief on any potential risk areas Check/inspect woodland and forests where activities are taking place for dangers of falling branches, especially in high winds or after heavy snow which might weaken branches Participants to be aware of the danger of falling branches, to be watchful of any falling branches and to warn the group if they spot any danger
Farm machinery	All	L	H	<ul style="list-style-type: none"> Participants briefed on risk of farm machinery Participants briefed to keep away from farm machinery
Lifting injuries	Team	M	M	<ul style="list-style-type: none"> Brief participants on proper lifting techniques at specific tasks where injuries could occur Supervising Staff and instructors to monitor lifting techniques being used
Slips & trips	Team	M	M	<ul style="list-style-type: none"> Participants to be briefed on risks of slips or falls & identify hazards such as pegs, stakes & tape marking the activity. Appropriate footwear is worn Staff to spot or support participants where required Ensure that the landing area is clear of any debris Check and clear activity area prior to setting up ensuring it is free of stones, branches other trip hazards.
Equipment				
Faulty	Team	VL	VH	<ul style="list-style-type: none"> Safety related equipment checked in accordance with best practice before use. Faulty or unserviceable equipment must not be used, must be labelled with an explanation of the fault, isolated, and reported at the nearest convenient time.
Misuse	Team	VL	M	<ul style="list-style-type: none"> Staff are qualified and trained to use the relevant equipment for the activity they are running. Participants are made aware of the correct use & their responsibilities when using safety equipment.
Improper use of equipment	Team	M	H	<ul style="list-style-type: none"> Equipment must only be used for its correct purposes Equipment to be checked by an appropriately experienced person prior to use Equipment to be checked & cleaned after use, with regular maintenance checks Participants briefed not to use equipment unless they are supervised Equipment to be free of sharp edges or corners.

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Other				
Domestic and wild animals	Team	M	M	<ul style="list-style-type: none"> Groups and individuals to avoid petting or aggravating any cattle, domestic or wild animals that they might come across.
Health and Hygiene	Team	L	M	<ul style="list-style-type: none"> Consideration should be given on maintaining hygiene and hand washing when eating packed lunches in the mountains.
Theft	Team	VL	L	<ul style="list-style-type: none"> Participants briefed appropriately and that valuables must be looked after
Swimming (defined as in water above waist depth)	Team	M	VH	<ul style="list-style-type: none"> Where swimming takes place as a stand alone activity, site and person specific risk assessment should be carried out with the operations team Where it takes place as part of an activity it will be managed in line with the activity specific risk assessment
Behavioural problems	All	M	M	<ul style="list-style-type: none"> If there are any behavioural issues, that may jeopardise the safety of the activity in progress, then staff will stop the activity until the situation is under control.
Drugs & alcohol	All	L	H	<ul style="list-style-type: none"> Illegal drugs not permitted and will immediately refer to the schools representative to discuss the next course of action. On certain courses and whilst remaining within the parameters of the law participants may be permitted limited alcohol intake – having first consulted with the school representative.
Ticks	All	M	H	<ul style="list-style-type: none"> Participants to be fully briefed on Ticks including to keep to open paths and keep your skin covered (wear long trousers and long sleeved shirts) whilst passing through areas of rough vegetation. Tuck trousers into socks if necessary. Light coloured clothes will help them spot ticks and brush them off. Regular check of clothing and exposed skin for ticks. At end of the day completely check body for ticks. When undertaking environmental work in shrubby growth participants briefed to wear gloves to prevent ticks from climbing under sleeves. Ticks to be immediately removed using tick tweezers School informed to monitor post-course.
Insects	All	M	H	<ul style="list-style-type: none"> Avoid setting up activities near to insect nests Epi-pens kept close for those with allergies and staff trained on how to use them.
Snakes - Adders	All	L	H	<p>When in at risk areas- Participants to be fully briefed as follows:</p> <ul style="list-style-type: none"> Never attempt to pick up adders or other snakes, even if they think they are dead. Take care to look at ground when kneeling or placing hands on ground. Wear stout boots, and long trousers when in long grass, heath land, over grown or moorland areas. Make a noise (vibrations in the surroundings by beating things or branch on the ground three to five paces ahead. Take extra care when lifting refuse or other debris. If they see a snake they should stand completely still. It will instinctively prefer to go away. Not to put their hands down into holes, dark cavities or cracks in rocks, even if something falls down it. To reclaim anything, you can attempt to fish it out with a stick, standing well away from the hole. Tell the instructor, or other responsible adult immediately if anyone is bitten. If someone is bitten not to try to kill the snake, or attempt to bag it to show the Doctor.
Weather				

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General	All	n/a	n/a	<ul style="list-style-type: none"> Weather reports assessed, interpreted & monitored prior to & for duration of expedition. Course directors to share relevant information regarding weather forecast in their pre course briefing Continuous weather assessments are made throughout the activity cancelling or amending as appropriate Emergency equipment, shelter equipment & spare clothing carried with each group. Participants to be appropriately dressed for conditions. Suitable adverse weather plans in place – i.e. sheltered routes, shorter routes etc.
Cold and wet conditions	All	H	M	<ul style="list-style-type: none"> Participants made aware of how cold and wet conditions affect the body. All participants & staff have adequate warm and waterproof clothing for the activity. Participants & staff to have access to hot drinks and are carrying adequate food. Clothing and equipment is suitably carried in waterproof containers/bags. Teams to have been briefed on recognising the symptoms of hypothermia, immediate first aid to apply and the emergency procedure.
Heat Injury	All	L	H	<ul style="list-style-type: none"> Participants briefed on importance of hydration & dangers of overheating. Ensure adequate drinking water is available, and each participant has enough prior to departing on any activity. Ensure that a reasonable pace is set in relation to the condition of the group, and the weather Take breaks whenever necessary, especially during the hottest part of the day. Increased water breaks for periods of hot weather Opportunities made for groups to refill bottles. Use shaded areas available during hot weather
Sunburn	All	L	H	<ul style="list-style-type: none"> All participants briefed of the dangers of sunburn. Ensure all participants are protected from the dangers of the sun either by covering up with clothing or by the use of sunscreen.
Exhaustion	All	M	L	<ul style="list-style-type: none"> Instructors to monitor students for signs of over-exertion Instructors to monitor food & water in-take and regular snack breaks scheduled to keep energy levels up.
Lightning	All	VL	VH	<ul style="list-style-type: none"> Teams are not to be taken out in a lightning storm. Teams are to get into safe areas during a lightning storm and avoid equipment which may act as conductors such as walking and tent poles. Instructors to postpone the activity in the event of lightning, and retreat to a safe place using appropriate escape routes

Camping - DofE & Expeditions, Bushcraft & Activities and Onsite

Hazard	Who may be harmed	Risk		Control measure
		Likelihood	Consequence	
Participants				
Fires	All	L	H	<ul style="list-style-type: none"> Venues with specific 'fire pits' must be closely supervised by staff and the individual campsite rules adhered to. Campfires are extinguished by instructors or competent adult prior to departure. Participants are briefed never to smoke, cook or use a naked flame either in or close to tents There must be a designated cooking area, and a separate fuel area away from the cooking and camping area.

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Security	Team	L	H	<ul style="list-style-type: none"> Participants briefed on the requirement for personal security around the camp site and point out specific dangers. Participants and teacher briefed not to leave valuable items in tents or laying around unattended. School and No Limits staff to monitor the situation and be alert at all times. School staff to camp within close proximity of students for Pastoral care (Not appropriate for D of E) Participants briefed on duty staff member to wake if needed during night
Individuals becoming lost	Team	VL	M	<ul style="list-style-type: none"> Participants briefed on a lost procedure especially at night. All participants must inform staff if wandering away from the immediate camp area. At night participants must inform a member of their tent group if they are going to the toilet. Participants briefed on the local surroundings, pointing out significant landmarks, hazards & area they remain in.
Health & hygiene	All	L	M	<ul style="list-style-type: none"> Participants made aware of the camping facilities (toilets, showers and sinks etc). Ensure that there is a high level of cleanliness when preparing food, cooking & eating. Thorough cross-contamination procedures followed in the food preparation area Food stowed away appropriately Adequate hand washing facilities are made available.
Food handling	All	M	M	<ul style="list-style-type: none"> Hand washing before & after activity Blue gloves should be made available for high risk food groups
Drinking water	All	VL	M	<ul style="list-style-type: none"> Ensure that there is a healthy supply of water, either a mains tap or from a water container.
Unaccompanied groups	Team	M	H	<ul style="list-style-type: none"> Groups to be checked into camp sites Participants observed to be fit and healthy Participants briefed on use of barns etc for cooking Instructors to ensure group are competent in use of stoves Participants reminded to stow all kit inside tent or under fly sheet
Equipment				
Stoves	Team	M	H	<ul style="list-style-type: none"> Participants trained in correct use of camping stoves & cookers in accordance with manufacturers' instructions. Staff supervise cooking sessions (assisted by school staff where applicable). Fuel is to be stored well away from cooking area and any other source of naked flame. Cooking is done in an area away from tented accommodation and there is to be no cooking inside tents. Staff monitor fire risk if cooking in barns or other farm buildings All gas appliances are to be turned off at the main valve after use
Cooking BBQ	Team	M	H	<ul style="list-style-type: none"> Area designated for cooking Participants briefed to keep clear of BBQ whilst hot. Hot BBQ not to be left unattended Cooking is done in an area away from tented accommodation All gas appliances are to be turned off at night.

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Burco	All	M	VH	<ul style="list-style-type: none"> The Burco must be maintained by external Gas safe contractor Participants briefed on the safe usage Not to let boil dry Gas switched of at the main valve when camp unattended and at night The Burco should be on a sturdy level surface, out of main traffic areas to avoid knocking
Guy lines	All	H	M	<ul style="list-style-type: none"> Brief by instructor to highlight the hazard and avoidance No running around or near tents Guy Lines highlighted wherever possible

Team Tasks (Including Mini Olympics)

Hazard	Who may be harmed	Risk		Control Measure
		Likelihood	Consequence	
Participants				
Fall whilst being carried	Team	M	L	<ul style="list-style-type: none"> Inspect the equipment before carrying someone Brief participants on the correct techniques of picking up, carrying and lowering someone Ensure that when the group lower a person after being carried, the ground beneath is suitable and has no hard object, such as stones or roots and that the lowering is conducted under control
Cuts	Team	VL	M	<ul style="list-style-type: none"> Scissors & other sharp objects to be monitored by the member of staff delivering activity
Falls from apparatus	Team	M	M	<ul style="list-style-type: none"> Participants required to wear a helmet when there is a possibility of falling or where objects are being carried at or above head height Spot participants where required, on a spider's web this will include at the head Possible landing area is clear of any debris Participants briefed on spotting techniques & to spot each other as required.
Physical Contact	Team	VL	M	<ul style="list-style-type: none"> Brief participants on the nature of the tasks which can involve close physical contact Ensure that participants are not placed in compromising positions whilst being carried or spotted
Other injuries	Team	VL	M	<ul style="list-style-type: none"> Brief participants not to throw equipment or swing canes Participants not to jump to and from a task unless briefed to do so by staff Participants briefed on risk of finger entrapment in ropes & planks etc Refer to the task descriptor sheets for task-specific hazards and control measures Staff to brief participants not to throw equipment or heavy items Staff to check that long hair is gathered up & tucked away, large or prominent jewellery & neckwear is removed, including large pocket items are removed. Monitor condition of participants & take breaks if they become tired or lethargic & especially in warm weather.
Equipment				
Improper use of equipment	Team	M	H	<ul style="list-style-type: none"> Equipment used for its correct purposes Equipment to be checked prior to use

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				<ul style="list-style-type: none"> Equipment to be checked & cleaned after use, with regular maintenance checks Participants briefed not to use equipment unless they are supervised Equipment to be free of sharp edges or corners.
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Bushcraft

Hazard	Who may be harmed	Risk Likelihood	Consequence	Control Measure
Participants				
Moving through woodland	Team	M	L	<ul style="list-style-type: none"> Participants briefed on activity Participants made aware of low branches & twigs etc Buddy system for students and regular head counts. Torches to be carried at night.
Sharps (cutting tools)	Team	M	H	<ul style="list-style-type: none"> Only staff approved by NLD Ops Team to allow participants to use Sharp Tools (Knives and Saws) Participants briefed on use of knives, tools and other sharp objects Participants briefed not to touch any cutting tools unless instructed to do so. Tool usage should be done using a safe working position in a specifically designated area free from distractions Use of knives, tools & other sharp objects to be monitored by the member of staff delivering activity All student's knives & penknives collected at beginning of course All bushcraft cutting tools stored in sheaths as available and out of site in closed bags & stowed in tents or kit van. Missing tools reported to NLD Office & school informed immediately
Fire lighting	Team	L	M	<ul style="list-style-type: none"> Clear briefing on equipment and methods used Full safety brief on activity Instruction and demonstration of proper techniques. Long hair tied back Awareness of potential for drill to spring out when using the bow drill Supervision of students at all times Students to adopt the safe kneeling position whilst lighting or around the fire A water bucket or running water must be immediately on hand
Open Fires	Team	M	H	<ul style="list-style-type: none"> Full safety brief on activity Supervision of students at all times Easy access to water for extinguishing the fire Fire location – check for overhanging branches, nearby vegetation, soil type, away from other activities Fire size appropriate to task Briefing regarding behaviour, seating, placing wood on the fire

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Cooking over fires, Pizza Ovens and Pits	Team	M	H	<ul style="list-style-type: none"> • Instruction and demonstration of proper techniques, and full safety brief on activity • Supervision at all times of the process • Heat proof gloves to be used • Hands washed prior to preparing, cooking or eating food • Coals should only be moved with steel shovels
Shelter building	Team	M	M	<ul style="list-style-type: none"> • Full safety brief on activity - highlight the risk to face and eyes • Instruction on construction and collection of materials • Clear briefing and guidance on collecting and carrying materials. • All shelters to be checked for structural safety by Instructor • Night time supervision by staff • Additional blankets and sleeping bags available in case of cold weather. • Use gloves when necessary
Water purification	Team	L	M	<ul style="list-style-type: none"> • Full safety brief to be given to instructor • Participants to not drink water filtered
Flora	All	L	H	<ul style="list-style-type: none"> • Safety brief not to touch any fungus or berries, and not to eat anything found in the woods
External Onsite Activities	All	M	L	<ul style="list-style-type: none"> • Full safety brief on activity by the provider and site manager • Instructors must be fully aware of the specific site risk assessment for the activity • Where possible training and advice provided by the specific provider or technical advisor

First Aid scenario & Stretcher carry

Hazard	Who may be harmed	Risk		Control Measure
		Likelihood	Consequence	
Participants				
Fall whilst being carried	Team	M	L	<ul style="list-style-type: none"> • Staff must inspect the equipment before carrying someone • Improvised stretchers to be made from materials strong enough to support the weight of the person being carried. • Stretchers & knots to be inspected by the member of staff delivering the session. • Staff must brief the participants on the correct techniques of picking up, carrying and lowering someone • When carrying a stretcher a spotter is required to walk in front of the team identifying hazards etc. • Team members not involved in a stretcher carry to spot stretcher bearers • Staff must ensure that when the group lower a person after being carried, the ground beneath is suitable and has no hard object, such as stones or boulders and that the lowering is conducted under control
Cuts	Team	VL	M	<ul style="list-style-type: none"> • Staff to brief participants on the nature of the day/tasks
Lifting injuries				<ul style="list-style-type: none"> • Participants briefed on proper lifting techniques at specific tasks where injuries could occur • Staff to monitor lifting techniques being used • Stretcher bearers are to rotate with other team members not involved in the carry at regular intervals

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Physical contact	Team	VL	M	<ul style="list-style-type: none"> • Staff to brief participants on the nature of the day/tasks • Staff are to ensure that participants are not placed in to compromising positions • Demonstration of casualty examination to be carried out between adult staff. • Participants only to carry out casualty examination with participants of the same gender
Other injuries	Team	VL	M	<ul style="list-style-type: none"> • Staff to brief participants not to throw equipment or heavy items • Stretchers with a person on-board should only be carried over a short distance.

Conservation – also refer to Hill walking risk assessment.

Hazard	Who may be harmed	Risk		Control Measure
		Likelihood	Consequence	
Participants				
Lifting injuries	Team	M	M	<ul style="list-style-type: none"> • Brief participants on proper lifting techniques at specific tasks where injuries could occur, including risk of trapped fingers & toes when lowering heavy items. • Staff to monitor lifting techniques being used. • Participants briefed not to lift or carry heavy items on their own.
Slips & trips	Team	M	M	<ul style="list-style-type: none"> • Participants to be briefed on risks of slips or falls & identify hazards such as tree roots & rocks etc. • Appropriate foot wear worn by all & participants briefed on correct foot placement. • Spotting or supporting techniques to be used where required • Activity area to be free of steep drops
Getting lost (individual)	Team	M	L	<ul style="list-style-type: none"> • Participants briefed about not wandering away from group, including the correct procedures in the event of individuals or group becoming lost, i.e. remain where they are until found.
Cuts & eye injury	Team	VL	M	<ul style="list-style-type: none"> • Staff to brief participants on the nature of the day/tasks • Participants briefed on use of equipment. • Saws & other sharp objects to be monitored by the member of staff delivering activity • Gloves to be worn when lifting, cutting or sawing etc • Eye protection to be worn if working in dense bushes or amongst dense tree growth.
Other injuries	Team	VL	M	<ul style="list-style-type: none"> • Staff to brief participants not to throw equipment or heavy items • Monitor condition of participants & take breaks if they become tired or lethargic & especially in warm weather. • Please refer to the task descriptor sheets for task-specific hazards and control measures
Equipment				
General	Team	M	H	<ul style="list-style-type: none"> • Staff must ensure that all equipment is used for its correct purposes • Equipment to be checked & cleaned after use, with regular maintenance checks • Participants not to use equipment until briefed on correct use
Faulty	Team	VL	VH	<ul style="list-style-type: none"> • Equipment checked prior to use. • Faulty or unserviceable equipment must not be used, must be labelled with an explanation of the fault and reported at the nearest convenient time.

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Misuse	Team	VL	M	<ul style="list-style-type: none">• Staff are qualified and trained to use the relevant equipment for the activity they are running.• Participants are made aware of the correct use & their responsibilities when looking after safety equipment.• Staff to brief participants not to throw equipment or heavy items
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