

Risk Management Summary

Reviewed: May 2018

Next Review Date: May 2019

HORSTEAD CENTRE ACTIVITY PROGRAMMES

Overview – The Horstead Centre risk assessment follows the recognised five-step process as recommended by the Adventurous Activities Industry Advisory Committee and HSE. These are outlined below.

STAGE 1 - Identify the hazards

A hazard is something that has the potential to cause harm.

STAGE 2 - Identify who may be harmed

| Category | Description |
|--------------------|---|
| Individual | Individuals participating in the UC programme |
| Teachers | School teachers assisting with the UC programme |
| Instructors | UC Instructors or assistants |
| Group | The first three categories |
| Others | Non-participating students, teachers or members of the public |
| All | All of the above |

STAGE 3 - Determine the risk

Risk is determined by examining the likelihood and the consequence and multiplying the two together to obtain the risk rating.

Likelihood

| Name | Description |
|----------------------------------|--|
| Improbable (low) | So unlikely the probability is close to zero |
| Remote (low) | It is quite unlikely to happen, although conceivable |
| Possible (medium) | Could occur sometimes |
| Occasional (medium) | It is quite likely to happen |
| Likely or frequent (high) | Occurs repeatedly, the event is expected |

Consequence

| Name | Description |
|--------------------------------|---|
| None (low) | No injury |
| Minor Injury (low) | The subsequent injury would be minor, i.e. a cut, graze, scratch or bruise |
| Serious Injury (medium) | The subsequent injury would stop the individual from continuing the activity, i.e. sprain, minor fracture, a burn or hypothermia |
| Major Injury (high) | The subsequent injury would be major, i.e. loss of limb, crush, fracture, loss of consciousness, permanent reduction in ability to function |
| Fatal (high) | The subsequent injury would be fatal |

STAGE 4 - Implement control measures - These are the measures taken to reduce the risk to an acceptable level.

STAGE 5 - Review the process - Reviewing of the documentation and subsequent measures on a regular basis (or earlier if needed) is vital to close the loop.