

Risk Management Summary

Reviewed: August 2020

Next Review Date: August 2021

Assessment undertaken by: Chris Martlew, Senior Instructor

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.